

Redwood City Woman's Club

Standing Rules

I. Membership

- A. Annual membership dues:** Membership dues shall be:
- \$50 per year for members age 65 and older.
 - \$75 per year for members under age 65.
- B. Application fee:** The one-time application fee for new members shall be \$50.
- C. Deadline for yearly dues:** Dues are to be paid between January 1 and March 1. Members renewing after March 1 but prior to March 31 will be assessed a \$10 late fee. Those members who have not paid by April 1 will be dropped from the roster.
- D. Prorated dues:** New members who join after May 31 shall pay 50 percent of the annual dues plus the full one-time application fee.

II. Meetings

- A. Membership meetings:** Membership meetings are business meetings and include board officer and committee reports and have minutes recorded. Meetings are held monthly from September to June on the first Thursday of each month.
- B. Board meetings:** Club members are welcome to attend regular board of directors meetings. Members may speak with permission of the president but cannot make motions or vote.

III. Clubhouse Rental

- A. Member rentals:** Members who have been in good standing for at least one year may rent the clubhouse twice a year for personal use. In order to qualify for the member rate, the member must sign the contract, pay the rental fees, and be present at the event.
- B. Rental rates:** Rental rates and conditions are documented in the clubhouse rental rate sheet and the clubhouse rental contract. The board shall approve all rental rates and conditions. The clubhouse rental chairperson is responsible for maintaining these documents.

IV. Financials

- A. Reserve account:** The reserve account sets aside money for emergency situations. The amount held in the reserve account is set annually as part of the annual budget process and includes an amount equivalent to the total of six months of club operating expenses plus six months of rental houses income.

- B. Property repairs and maintenance:** The facilities committee provides estimates for clubhouse and rental houses repairs and maintenance as part of annual operating budget planning.
- C. Property improvements:** The facilities committee provides estimates for clubhouse and rental houses improvements as part of annual capital budget planning.
- D. Purchasing policy:** All procurement of equipment and services for the Club, including clubhouse and rental properties, must follow the board-approved purchasing policy.
- E. Line of credit:** Use of line of credit must follow board-approved line of credit policy.
- F. Charitable giving:** All Club-related charitable giving must follow board-approved community service policy. This includes but is not limited to: direct gifts, Club matching gifts, fundraising activities, and reduced rates for clubhouse rental.

V. Fundraising Events

Fundraising events must receive budget approval from the board of directors prior to any event promotion. The budget must include all estimated income and expenses related to the event, including the percent of profits to be donated to other organizations, if applicable.

VI. Communications

- A. Club communication vehicles:** These include the website, Facebook page, newsletter, email group, and announcements at Club meetings. The communications policy adopted by the Club details usage of these communication vehicles.
- B. Events not sponsored by the Club:** Members must receive approval from the president before promoting an outside event or service, whether via print or electronically, according to the communications policy adopted by the Club.

VII. Document Storage and Retention

- A. Key documents:** These shall be stored in electronic form and a paper copy will be stored in the clubhouse office. A paper copy of these key documents shall be available to the membership upon written request. Key documents include but are not limited to:
 - Bylaws, standing rules, and policies.
 - Membership roster.
 - Business meeting minutes and board meeting minutes.
 - Financial statements submitted at the most recent board meeting.
 - Warrantees and related documents for major purchases.
- B. Retention:** Documents will be retained for as long as legally required. Documents of historical value will be stored in the Club archives.

VIII. Board Officer Elections

A. Nominations by members

1. Members may submit nominations to the election chairperson by email or mail at any point after the nominating committee report at the March membership meeting up until the day before the April membership meeting.
2. Members may make nominations at the April membership meeting when called for by the president.
3. Nominees must be members in good standing and consent to being nominated.

B. Election procedure

1. An election is called if there are multiple candidates for any position after the close of nominations.
2. The election may be carried out using mail, email, or election software.
3. If email, election software, or other electronic method is used, paper ballots will be provided to members who request them before the start of the election, and electronic method must provide election security and privacy.
4. The ballot will list only contested positions and will not include a write-in option.
5. Election starts after the conclusion of the April membership meeting: This is when ballots are distributed.
6. Election ends two weeks after the April membership meeting: All ballots must be received by 5 p.m. of the ending day.
7. In the event of a tie vote for a position, an election will be held again for that position.

Amended: March 2022