

STANDING RULES and REGULATIONS

1. DUTIES OF THE EXECUTIVE OFFICERS

Elected officers of the Executive Board shall:

- Attend Board meetings and make reports;
- Institute and appoint committees for special purposes, as needed;
- Invite ad hoc committee chairpersons to attend Board meetings while their committees are functioning; however, they will not have voting privileges;
- Adhere to established budgets;
- Follow job description in Dropbox;
- Perform other duties as assigned.

The President shall:

- Preside at all meetings;
- Establish agenda for the Board and general meetings;
- Appoint committee chairpersons subject to the approval of the Executive Board;
- Prepare a list of officers and appointed positions with names and contact information for the Executive Board to be presented at the September Board meeting;
- Be ex-officio member of all committees;
- Provide a monthly article for publication in the Club newsletter;
- Assure a financial review occurs.

The First Vice-President shall:

- Assume the duties of the President in the absence of that officer;
- Become President at the conclusion of her term as Vice President;
- At meetings, preside over the Pledge of Allegiance and perform preliminary remarks;
- Arrange dates and locations for Executive Board meetings.
- Arrange special luncheons as designated, i.e., volunteer appreciation;
- Perform other duties as assigned.

The Vice-President of Programs shall:

- Assume the duties of President in the absence of the President and Vice-President;
- Arrange and schedule programs for luncheon meetings;
- Serve as the Program Chairperson for all meetings, introducing speakers and programs;
- Work with an assistant Vice-President of Programs to achieve the above duties.

The Assistant Vice-President of Programs shall:

- Shall be responsible for all the AV equipment;
- Shall check the AV equipment provided by the venue;
- Shall aid with periodic table decorations or favors as needed;
- Work with the Vice President of Programs to achieve the above duties and be prepared to assume the duties of the Vice-President of Programs in the absence of that Vice-President.

The Vice-President of Luncheons shall:

- Assume the duties of President in the absence of the President, the First Vice-President, and the Vice-President of Programs;
- At her discretion, shall appoint a committee to help select locations and menus for monthly luncheons and special meetings;
- Work with an Asst. VP of Luncheons to achieve the above duties;
- Perform other duties as assigned.

The Assistant Vice-President of Luncheons shall:

- Assist the Vice-President of Luncheons to achieve the above duties and be prepared to assume the duties of the Vice-President of Luncheons in the absence of that Vice-President.

The Vice-President of Membership shall:

- Assume the duties of President in the absence of the President, the First Vice-President, Vice President of Programs and the Vice-President of Luncheons;
- Be the custodian of membership and renewal applications;
- Serve as contact person for prospective members;
- Send applications/information about the Club;
- Maintain a list of mailing addresses, telephone numbers, and e-mail addresses of members;
- Perform other duties as assigned;
- Work with an Asst. VP of Membership to achieve the above duties.

The Assistant Vice-President of Membership shall:

- Assume responsibility for making, distributing, and maintaining up-to-date name tags; supplying the tags for those attending each meeting;
- Recruits and organizes a staff for checking in attendees at the luncheons;
- such Assistant Vice-President shall be prepared to assume the duties of the Vice-President of Membership in the absence of that Vice-President.

The Vice-President of Activities shall:

- Assume the duties of President in the absence of the President, the First Vice-President, Vice President of Programs, Vice-President of Luncheons and Vice-President of Membership;
- Establish a committee to plan and organize activities for the Citrus Newcomers Club;
- Assure the financial viability of all activities;
- Oversee the activity signups at membership luncheons; introduce upcoming activities at the membership luncheons;
- Perform other duties as assigned;
- Work with an Asst. VP of Activities to achieve the above duties.

The Assistant Vice-President of Activities shall:

- Assist the Vice-President of Activities to achieve the above and be prepared to assume the duties of the Vice-President of Activities in the absence of that Vice-President.

The Recording Secretary shall:

- Record the minutes of all meetings and maintain permanent copies of same; provide a copy of the minutes to the officers within 20 days of the board meeting when possible;
- Present minutes at the Executive Board Meeting;
- List those officers who are authorized to sign checks and make deposits in the May meeting minutes;
- Provide a copy of the signature list to the in-coming Treasurer for new bank signature cards;
- Perform other duties as assigned.

The Assistant Recording Secretary shall:

- Assume the duties of the Recording Secretary in the absence of that officer;
- Assume other duties as assigned.

The Corresponding Secretary shall:

- Conduct correspondence for the Club as required;
- Check the club mailbox monthly or, as required, and distribute such mail to the appropriate parties;
- Act as Sunshine Chairperson, sending cards to ill or bereaved members;
- Submit monthly reports at Executive Board meetings;
- Perform other duties as assigned.

The Assistant Corresponding Secretary shall:

- Perform member electronic correspondence, i.e., e-blasts;
- Assist with the duties of the Corresponding Secretary when needed.

The Treasurer shall:

- Be custodians of all funds; paying bills as authorized and collecting yearly dues;
- Maintain all financial records and provide all financial documents for appropriate State and Federal governmental agencies;
- Prepare an annual budget for Board approval; present monthly Board reports;
- Chair a Financial Committee consisting of the President, First Vice-President, Secretary, and elected Vice-Presidents;
- Ensure a financial review is completed and recorded annually;
- Transfer all financial records and information to the incoming Treasurer upon completion of the financial review;
- Maintain an inventory of the Club's storage facility;
- Perform other duties as assigned.

The Assistant Treasurer shall:

- Collect reservation payments for monthly luncheons and deposit same; provide the Treasurer with the appropriate documentation of luncheon finances;
- Provide the Vice-President of Luncheons, the Vice-President of membership and the Assistant Vice-President of Programs with reservations and meal information;
- Inform Hospitality one week prior to luncheons of new members to be attending;
- Perform other duties as assigned.

The Parliamentarian shall;

- Advise the presiding officer concerning questions of parliamentary procedures;
- Assure that meetings are held in accordance with Roberts Rules of Order;
- Present all elected officers with a copy of the Club Bylaws and Rules and Regulations at the first Board meeting of the new officer year; conduct a workshop, reviewing said documents at that meeting.
- Assure that all motions creating changes to the rules & regulations are recorded in those documents;
- Assume other duties as assigned.

2. TERMS OF OFFICE

The term of office for Executive Board members shall be for one year beginning in June with the right of reelection. Appointed positions will serve at the discretion of the Executive Board. Any elected or appointed position may be removed from office by a two-thirds vote of the Executive Board when, in its opinion, those persons have failed to fulfill the duties of the office, and/or failed to attend two consecutive Board meetings without a valid excuse. Any past President who is a member in good standing may attend Board meetings but not exercise a vote.

3. MEETINGS

The annual meeting shall be held in April. Regular luncheon meetings shall be held monthly, September through May on the third Thursday of the month but may be subject to change. Reservation deadline shall be by 1:00 pm one week prior to the luncheon meeting date unless filled prior to the deadline date. Refunds for cancelled luncheon reservations shall be given up to one week in advance of the luncheon meeting date. Regular luncheon meetings shall be announced at the monthly meetings, published in the Club newsletter, and listed in local newspapers, when possible. In the case of a luncheon venue with limited space, guests will only be accommodated after members are accommodated. Meetings shall not be used to promote non-club activities. Members are limited to two guests per luncheon.

Meetings of the Executive Board shall be held monthly September through May on the second Monday of the month or at the call of the President or any two members of the Executive Board. All members of the Executive Board shall be notified of meetings in advance.

4. ACTIVITIES

Activities subsidized by the Club will accommodate members first. If space is available, guests and spouses will pay an additional cost to cover the equivalent of the member subsidization. If a member has signed up for an event, their payment will only be refunded if the cancellation is made before the event deadline, or, if a replacement can be found after that date. Members who cancel shall check with the event organizer to see if a waiting list is available before they find their own replacement.

5. DUES

Dues shall be for the fiscal year June 1 through May 31 and shall be due by July 31. A guest may attend two monthly luncheons prior to becoming a member. Members' names shall be included in a listing for the exclusive use of the Club. No outside or commercial use may be made of this membership list. Members who join after April 1st shall be members through May 31st of the following year. The amount of dues shall be set each year by the Executive Board. The Membership VP may choose to suggest a 2 month grace period for prospective members immediately prior to April 1.

6. AMENDMENTS

Standing Rules and Regulations are in addition to the By-Laws and can be adopted by a majority vote at any Board meeting. After they have been adopted, they cannot be modified at the same session, but can be suspended, modified, or rescinded by a majority vote at any future session if they do no conflict with either the By-Laws or Robert's Rules of Order.

Revised and Approved

May 10, 2021