

The Tuckahoe Woman's Club

Standing Rules

Article I Board

Section 1 The Board will meet on the fourth Monday of the month during The Club year (excluding December) unless otherwise agreed upon by a majority of the Board.

Section 2 The Charter will be printed in the Yearbook and will be read at the first meeting of the Board.

Section 3 The Collect will be read in unison at all Board meetings. A copy of the Collect will be found in the information file that will be given to each member at her first Board meeting. This file and a copy of the Yearbook should be taken to each Board meeting.

Section 4 After the Collect is read, the Recording Secretary will read Article V, Section 6 of the Bylaws: "All proceedings of the Board of Governors must be confidential with the Board of Governors. This must be a point of honor with each member."

Section 5 The President may appoint the following chairs of the committees of the Board: Activities, Bylaws, Finance, House, Membership, New Member Orientation, Nominating, Human Resources, Philanthropy, Programs, Rentals and Yearbook. (March 2021)

Section 6 All reports and motions will be emailed to the Board in advance of the meeting or submitted in triplicate. One copy is to be given to the President, one to the Recording Secretary, and one put into the Board member's file. In addition, the Membership Chair gives a copy of her report to the Communications Manager. (March 2021, April 2023)

Section 7 The Program Committee will consist of the Second Vice President as Chair, the President (ex officio), the Past Program Chair, and other members as needed. (March 2021)

Section 8 Board members will try to limit conducting office business on program days.

Article II Appointed Offices

Section 1 Appointive Office are appointed for a special purpose. The President will appoint the following as needed: Historian, Scholarship Endowment Fund Committee, Program Descriptions, Ways and Means, Archives, Presidents Council, and all Special Events Chairs. (March 2021)

Article III Standing Committees of The Club

Section 1 Standing Committees are appointed for a definite time, a session or a year. Standing Committee Chairs are appointed by the President. These include, but are not limited to the following: Book Sales, Building Fundraising, Calligraphy, Coffee Hour, Fashion Coordinator, Flower Arrangements, Flower Distribution, Garden and Grounds, Guest Cards, Hearing Devices, Hostesses, Library, Luncheons, Music, Photography and Volunteer Coordinator according to the needs of the President and/or Board. (March 2021)

Section 2 In years ending in 0 and 5 the President will appoint a long-range planning committee for a 12-18 month term. (November 2011)

Section 3 Committee orientation will be at the discretion of the President. Annual reports from the Standing Committees are due to the Communications Manager on April 1 of each year unless otherwise specified. (March 2021, April 2023)

Article IV Finance

Section 1 The Finance Committee will be composed of the two Finance At Large Governors, the Treasurer, and the Assistant Treasurer. If not represented within the aforementioned group, also included will be the Rentals, Philanthropy and Human Resources Chairs, all of whom are At Large Governors. The President will serve as an ex officio member on this committee. The Club Director will attend the meetings, as requested. The Treasurer shall present the budget for the following year to the Board at the April Board Meeting. (March 2021, April 2023, May 2023)

Section 2 The Finance Committee will meet prior to the Board Meeting each month. (September 2007)

Section 3 The Treasurer, the Assistant Treasurer, and the Club Director shall have the responsibility of drafting and preparing the budget for approval by the Finance Committee, with final approval by the Board of Governors at the April Board Meeting. (March 2021, April 2023)

Section 4 All Standing Committees will submit their anticipated budget requests for review by the Finance Committee at the time the budget is being drafted in February/March, with any additional requests made prior to the submission of the budget to the Board at the April meeting. (March 2021)

Section 5 The Philanthropy Chair will make recommendations to the Board by the March meeting concerning the disbursement of the budgeted philanthropy funds. (March 2021)

Section 6 All committee chairs, except the House Committee, will seek approval from the Finance Committee for expenditures exceeding \$150 over the budgeted amount, and will submit a written request to the Finance Committee specifying the purpose of the request and giving an

estimate of the amount necessary. The House Committee will seek approval for expenditures exceeding \$500 over budgeted amount. If the Finance Committee approves the request, it will be submitted to the Board of Governors for review and approval. (March 2021)

Section 7 In case of an emergency, the Finance Committee may approve immediate repair or purchase of needed equipment. This will be presented at the following Board Meeting for ratification.

Section 8 All payments made for Club obligations should be paid by The Club with the approval of the President, Treasurer or Assistant Treasurer. (November 2011)

Section 9 All bills presented to the Treasurer for payment will be accompanied by a designated form requesting payment with receipt(s) attached. If receipt is unavailable at the time the payment is requested, it will be attached to the request form when it arrives and given to the Treasurer for review. (March 2021)

Section 10 The Finance Committee and the Club Director will review all Club policies with the insurance agent based on the expiration of each policy. The Finance Committee and the Club Director will conduct a formal review of The Club's investment status (including asset allocation and performance) with the investment advisor at least annually. The investment performance will be reported to the Finance Committee monthly. (March 2021, April 2023)

Section 11 No Club member shall be paid. Any member who becomes an employee of The Club will be given a leave of absence from membership without payment of dues during the term of her employment. (April 2007)

Section 12 The Assistant Treasurer in conjunction with the Club Director will maintain records of dues payments. This begins when the bills are sent to members on March 1 and ends when all dues have been received. All checks are deposited remotely in the appropriate bank account, deposits are recorded, and printout of deposits given to the Club Director. A running total of remote deposits is maintained. (March 2021, April 2023)

Article V Human Resources

Section 1 The Human Resources Committee is comprised of the President, the two Finance At Large Governors, and the two House Committee At Large Governors. The Chair of the Human Resources Committee is guided by the Human Resources Policy which is approved by the Board of Governors. The Human Resources Policy may be changed at any Board of Governors meeting with a 2/3 vote of the Board. (March 2021, May 2023)

Section 2 The Human Resources Committee will recommend all salary raises and bonuses and present such recommendations to the Board of Governors for action. (November 2011)

Section 3 The Human Resources Committee is responsible for interviewing applicants and for hiring the Club Director. The committee also assists the Club Director with the hiring of all personnel. The Human Resources Committee assists the Club Director with any difficult Human Resources issues. (March 2021, April 2023)

Article VI Guests

Section 1 Except for closed meetings, all members, active, associate, nonresident, and legacy, may bring five guests per year, the year being October 1 to May 31. No more than three may be in-town guests. An out-of-town guest is one who resides 50 miles beyond the city limits. Daughters who are not members are considered guests. (March 2021)

Section 2 GUEST BOOK

- A. All guests must be registered at the reception table.
- B. Guests must be registered only for Wednesday morning meetings (i.e., not luncheons, evening programs, art reception). (January 2019)

Section 3 RESTRICTIONS AND PRIVILEGES

- A. The first meeting of the year, the business meeting, the annual meeting, and other meetings as announced in the Yearbook, are for members only.
- B. A member may not invite a guest who has previously attended two program meetings during the current season. It is the member's responsibility to know the current status of a guest's attendance. The does not apply to husbands and invitations from the Board of Governors.
- C. The President and the First Vice President may have the privilege of one extra guest for each program.
- D. Board members may have two extra guests per year for either in-town or out-of-town guests.
- E. The Day Chair and the Vice Chair may have one extra guest for the year. All standing committee chairs and co-chairs may each have one extra guest per year. (March 2021)
- F. Honorary members have the privilege of bringing a guest to all of the program meetings of The Club, except closed meetings.
- G. Past presidents may have two extra guests each year for the length of their membership.
- H. At their discretion, the Board of Governors and/or the President may issue invitations as a public relations service. Names of these guests must be registered at the reception table. Invitation cards are available in the office. (January 2019)

Article VII Programs

Section 1 The President, with suggestions from the Program Chair, selects the Chair and Vice Chair of the Day. (March 2021)

Section 2 Auditorium doors will not be open before 9:30 AM on the day of the Wednesday meetings. Members may save no more than two seats, including their own. If the President states that the Board will have designated seats, they will be notified. If Board members cannot attend on the specified date, they are to notify the Office. The President may also have designated seats for Past Presidents at any given program. (May 2019)

Section 3 An allotment will be given to the Chair and the Vice Chair of the Day to provide luncheons for themselves, the speaker, the President, First Vice President, and any designated guest. For the President and First Vice President, the cost of their dinner with the speaker the night prior to each program will be covered as allocated in the budget. Past Presidents will be invited to the Black-Tie Dinner preceding the first program of The Club year. (March 2021)

Section 4 At the discretion of the Program Chair, \$500 from the program budget may be allotted to the Philanthropy Board Chair budget for any speaker who is donating his or her services and does not designate a recipient. (March 2021, April 2023)

Section 5 The Lois Lacy McGee program is to be presented by a member or member's relative whose honorarium of up to \$750 may be donated to a 501(c)(3) recipient of the speaker's choice, the Scholarship Endowment Fund, or The Tuckahoe Woman's Club with the use of the funds to be determined by the Board of Governors. (January 2019, May 2019, April 2023)

Section 6 The Tuckahoe Woman's Club does not give endorsements.

Section 7 For the convenience of the members, speakers may offer their publications for sale before and/or after a program if the following conditions are met: (March 2014) (April 2023)

- A. Sale of publications is not promoted as part of, or during, the program. Only the President or designated Tuckahoe Woman's Club member may make the announcement pertaining to sales.
- B. The publications may be provided by our local bookseller, or the speaker must provide for the transportation and the sale of the materials. In either case, 10% of the retail sales will be contributed to the Scholarship Endowment Fund. (November 2011) (April 2023)
- C. The First Vice President and the President must give approval prior to the sale. (April 2023)

Section 8 Speakers may have merchandise sold at The Club with prior approval of the President in consultation with the First Vice President and provided that a minimum of 10% of the retail sales are awarded to The Tuckahoe Woman's Club with the use of the funds to be determined by the Board of Governors. (April 2023)

Section 9 The program year will consist of up to 25 programs. The week that a program is not offered will be determined by the Second Vice President with the consent of the President. Any week that a program is not offered will be determined by the President with the understanding of the Second Vice President. (November 2011) (April 2023)

Article VIII Luncheons and Dinners

Section 1 The President, the First Vice President, the Chair and Vice Chair of the Day, the speaker and designated guests will be guests of The Club for luncheons. All Past Presidents are guests at the Maria Starke luncheon. (March 2021)

Section 2 Attendance at Club luncheons and dinners shall be limited to the maximum capacity determined by the established table floor plan developed for that purpose.

Article IX Membership

Section 1 Membership applications will be available to members in the office and on The Tuckahoe Woman's Club website. They are due in the office by the first Wednesday of November, January and March. (October 2019)

Section 2 At the Board of Governors regular November, January, and March Board Meetings, the applications will be reviewed and acted upon. Applicants accepted by the Board for membership will be selected by random drawing for posting to the waiting list. (October 2019)

Section 3 Applicants failing in election may be proposed for membership again the following year. This applies to applications that are in order technically but turned down for other reasons.

Section 4 All active membership vacancies in The Club will be filled from the waiting list. Dues statements will be emailed to the newly admitted members. (May 2019)

Section 5 Additional active membership vacancies will be filled as resignations are received from the membership after the date of April 15 until June 15. (November 2011)

Section 6 Final date for payment of annual dues is April 1. A \$50 penalty plus annual dues will be assessed after April 1. At the May Board meeting, the Board will determine if there are any members who have not met their dues requirement. Members may be dropped from membership by the Board of Governors, according to the Bylaws, Article I, Section III. (May 2019)

Section 7 If a sponsor or co-sponsor dies prior to her applicant's review by the Board, her sponsorship is valid. (October 2019)

Section 8 A member of the Board of Governors of The Club may sponsor or co-sponsor an applicant for membership in The Club after having known her for a minimum of one year. Board members must recuse themselves from voting for any applicants they are sponsoring or co-sponsoring. A Board member may also present a legacy application. (October 2019)

Section 9 An applicant for membership will be known personally by her sponsors for a minimum of one year. The duty of the main sponsor, or one of the two co-sponsors, is to inform the members of the Board of Governors in writing concerning the eligibility of the candidate. It is the responsibility of the sponsors to have her meet at least three of the Board members. It is important that Board members wear their nametags at all Coffee Hours. (October 2019, April 2023)

Section 10 Membership vacancies will be filled beginning April 1, in the following order:

- A. Any employee of The Club who was a former member and resigns from her job and wishes to return to active membership. (March 2021)
- B. Nonresident members requesting active membership.
- C. Legacy members requesting active membership. (October 2019)
- D. Legacy members (over 35 years old) applying for new membership. (October 2019)
- E. Former members in good standing requesting reinstatement.
- F. Waiting list. (May 1–June 15)

Section 11 The waiting list for membership will be posted on the bulletin board at every meeting. The waiting list will be unlimited.

Section 12 After a name has been voted upon and the candidate becomes a member in good standing, the application and recommendation letter are to be kept on file. (January 2017)

Section 13 Any member (a) being reinstated to active membership, (b) nonresident returning to active membership, or (c) legacy member who has been a nonresident member and returns and requests active membership must have one cumulative year of active membership before being able to sponsor a candidate for membership. (April 2023)

Section 14 Mailings for Members: All members may have only one address in the yearbook. An active member may request to have an address other than Richmond listed. All Club mailings to non-resident members must go to her non-resident address. (November 2011)

Section 15 A member must be an active member for at least one year before being eligible to request a change in status. (April 2023)

Article X Nominating Committee

Section 1 The Nominating Committee shall be comprised of the immediate past president, the five outgoing At Large Governors, and five members elected by the Board from active membership. The President appoints the Chair. (March 2021)

Section 2 The five members elected by the Board from the active membership shall be chosen in the following fashion:

- A. At the March Board meeting, the current officers, excluding the President, will meet as a committee with the outgoing Second Vice President serving as Chair. (March 2021)
- B. This committee will select fourteen nominees from the active membership to be submitted to the Board at the April Board meeting.
 - i. Current Board members and anyone who has served on the Nominating Committee in the Past five years (with the exception of the five outgoing At Large Governors) are not eligible for consideration.
- C. From the fourteen nominees, five shall be elected by the Board at the April Board meeting. Alternates will be the nominees receiving the next highest number of votes. They will replace any committee members who cannot serve.

Section 3 The Nominating Committee will not act officially until the names of its members have been posted after the April Board meeting and announced at the last annual meeting of the year. The first committee meeting should be held no later than October 1 and the slate should be completed by the November Board Meeting. (January 2019)

Section 4 Any Nominating Committee member desiring to be a candidate will inform the Chair and immediately resign from the committee. She will be replaced by an alternate and considered with the other candidates when the completed Nominating Committee reconvenes. (March 2021)

Section 5 The Nominating Committee Chair shall present the new slate of the Board of Governors to the sitting President as soon as determined and before announcing to the sitting Board of Governors. (March 2021)

Article XI Activities

Section 1 All Club activities will be presented to the Board of Governors.

Section 2 All Club activities will be scheduled through the Activities Committee and the Office. If an activity is not offered to the entire membership, it will be handled as a rental.

Section 3 The two Activities members who chair a planned overnight trip for The Club will have their expenses for the trip deducted from the fees paid by members attending the trip. The Activities member who chairs a planned day trip/tour for The Club will have her expenses for the trip deducted from the fees paid by members attending the trip. They shall not incur personal expense as a result of planning or chairing a trip for The Club. Following the termination of a trip the expense account with a financial report signed by the Activities Chair shall be turned over to the Club Director. (March 2021, April 2023)

Section 4 The Club President will have her expenses for day trips and destination trips deducted from the fees paid by members attending the trip. The cost of the destination trip will be based on the price of a double room. (November 2018)

Section 5 Refund of fees charged to participants for activities involving tours and special programs will not be made, unless there is a waiting list and the reservation can be used by someone else or the Activities Committee, at its discretion, deems a refund appropriate.

Section 6 A member providing a service to The Club (e.g., teaching a class or workshop) shall not be compensated. A member may be reimbursed for any expenses of materials incurred on behalf of The Club. (April 2007)

Section 7 The Activities Committee will comprise of four (4) members each serving a two-year term. The two (2) senior members will serve as Co-Chairs and the two (2) junior members will serve as Vice-Chair. (March 2021)

Section 8 For all events, a member may register her husband at the member rate. (January 2017)

Article XII Rentals

Section 1 Any member request for a Sunday rental shall be scheduled by the Club Director using strict guidelines. Any Sunday rental by a non-member shall be scheduled only with the approval of the Rental Chair. (March 2021, April 2023)

Section 2 The Rental Chair approves rentals to a 501(c)(3) organization at a rate of \$100 above the member rate in all rental categories. (March 2021)

Section 3 All renters will pay a minimum of \$100 per hour for any hours greater than the 8 hours on the day of the rental but \$140 per hour if the additional hours cause the security officer's hours to exceed five hours. (September 2016)

Section 4 The following applies to the day prior to an event: out of courtesy, our member renters having a personal event may have a weekday set-up time with no charge, subject to Club calendar availability. Nonmembers, organizations and 501(c)(3) renters may have a weekday set-up time at \$100 per hour, subject to Club calendar availability. These set-up times are not to exceed three hours. (September 2007)

Section 5 Members and Nonmembers may book rentals more than a year in advance. Once the deposit on a rental is received, a member cannot pre-empt a nonmember confirmed date. (March 2011)

Section 6 Member rental rates have been extended for both social and professional rentals. (March 2008)

Article XIII Yearbook

Section 1 The Yearbook Chair will be a member of the Board of Governors. Yearbooks are available for pickup to all members of The Club and one to a registered Parliamentarian. Yearbooks are not sent to any agents of programs, nor may they be given out for any commercial use. (March 2021)

Section 2 Yearbooks may be exchanged with other clubs at the discretion of the President.

Section 3 The Yearbook will be posted to www.thetuckahoe.org once Yearbooks are distributed. (January 2019)

Section 4 The second year Information Chair becomes the Bylaws and Standing Rules Chair. (March 2021)

Article XIV Miscellaneous

Section 1 Any motion coming before the membership from the Board for a vote must be submitted in writing in its entirety to the President and Recording Secretary ten days prior to the vote. A copy must be made for permanent file.

Section 2 No announcements or sales shall be made that are not pertinent to affairs of The Club except as in Article VII, Section 7 of the Standing Rules. (January 2019)

Section 3 The Club does not allow agents to quote The Tuckahoe Woman's Club in their publicity unless approved by The Club. (April 2021)

Section 4 Every Board member will have a copy of the Standing Rules.

Section 5 During The Club year:

- A. No activities other than those connected with The Club may take place in The Clubhouse on Wednesdays until after 1:30 p.m.
- B. The parking lot may not be used by other organizations during the day on Wednesdays during The Club year.

Section 6 The website will be kept updated on a monthly basis. (November 2011)

Section 7 All members are expected to conduct themselves in a manner that reflects the values expressed in our "Collect for Club Women" and shows the utmost respect and dignity to fellow members, staff, and visitors. Discourteous behavior is not consistent with the privilege of club membership and is subject to reprimand by the Board. (March 2015)

Section 8 All members and guests are expected to dress in a manner reflective of the values of our Club. Blue jeans and fitness apparel are not acceptable while attending a program, business meeting, or other event, unless otherwise specified. Traditionally, gentlemen guests wear jackets (sport coats or blazers) and no baseball caps. (February 2022)

Article XV Standing Rules

Section 1 These Standing Rules may be amended at any meeting of the Board of Governors by a two-thirds vote.

Section 2 These Standing Rules will be reviewed annually by the Board of Governors.