

**WOMAN'S CLUB OF LACEY
STANDING RULES**

1. The mailing address of the Woman's Club of Lacey (Club) is P. O. Box 243, Forked River, NJ 08731. All official correspondence for the Club must be directed to this post office box address. Unless otherwise notified, the physical location of all meetings is Charles A. Smith Community Center, 15 East Lacey Road, Forked River, New Jersey.
2. General meetings, inclusive of all members, are held the second Wednesday of each month, September through June, and begin at 10:30 a.m., unless circumstances require a change by the Board. The December and June meetings are held in a restaurant and begin at 11 a.m.
3. Board meetings (Officers and Community Service Program Chairpersons, Standing Committee Chairpersons, Special Committee Chairpersons) are held the first Tuesday of each month at 9:30 a.m. unless otherwise specified. Any member is welcome to attend.
4. Annual membership dues shall be \$36. Of this amount, \$11 is for the Woman's Club of Lacey and the remainder goes to the General Federation of Women's Club (GFWC) and New Jersey State Federation of Women's Clubs (NJSFWC). New members who join after the Club's membership roster (NJSFWC blue sheet) is submitted on May 1 shall pay dues of \$11 for the remainder of the calendar year. Dues are payable no later than the February general meeting each year. Checks should be made payable to WCL. Dues accompanying an application for membership shall first go to the Membership Chairperson. All other annual dues shall go to the Financial Secretary.
5. Each member of the Club is obligated to be active in at least one Community Service Program or Special Committee or Standing Committee.
6. Members must attend a minimum of five (5) meetings from April to February to be able to attend the March Appreciation Birthday Luncheon for free. If this requirement has not been met, members can attend but must pay for the cost of the luncheon. Extenuating circumstances can be brought before the Board.
7. All members and their guests are required to have an advanced reservation to attend a general meeting held at a restaurant.
8. The Club shall pay luncheon expenses for the President or her representative whenever she acts in her official capacity as President of the Club for District and State functions, as well as other civic functions, as far as the budget allows.
9. Delegates and alternates to the NJSFWC Annual Convention shall have their expenses for registration fees, banquet fees, and required meal and meeting fees, together with such other expenses as approved by the Executive Committee, assumed by the Woman's Club of Lacey, Inc., budget permitting. The number of delegates shall be based on the total Club membership at time of budget approval by the General Membership. (See Club's Annual Budget.) Delegates shall be the President, First Vice President, 2nd Vice President and a member of the Board selected by lottery.
10. Procedure for NJSFWC's Honor Roll and Order of the Lily: A written and signed nomination must be submitted to the President for Executive Committee consideration and vote. The submission must contain the nominee's qualifications, including length of service and contributions to the organization and community. No petitions shall be accepted. The retiring President shall automatically be placed on the Honor Roll. No nominations shall be accepted after the March general meeting.
11. Procedure for request for assistance to a needy individual or family: A written and signed request must be submitted by the Health and Wellness Committee to the President for Executive Committee consideration. No verbal requests are permissible in order to protect the privacy of the recipient. The name of the recipient shall remain private; however, an explanation of the gift shall be announced. The gift shall amount to \$500, and with Board approval; this gift shall be used by the Club in direct payment of outstanding expenses of the recipient.
12. It is the responsibility of a member with the knowledge of the death of another member or an immediate family member of a Club member to notify the Club President who shall direct the Telephone Committee and Web Site Chairperson to notify the members. In addition, the President shall notify the writer of eulogies and the Caring Corner. Caring Corner shall be responsible for sending sympathy and get well cards to members.

13. In the event of the death of a member in good standing, the name of the member shall be enrolled in the NJSFWC Memorial Book with the current donation requested by the NJSFWC.
14. All requests for funds by members over Fifty (\$50.00) Dollars above those budgeted must be pre-approved by the Executive Committee. A member requesting reimbursement of funds expended for administrative purposes shall submit such request together with receipts attached to the Treasurer.
15. The Budget Committee, Nominating Committee and Financial Review Committee shall be appointed by the President.
16. For financial review purposes and closing of the books, all expense reimbursement requests must be received by the Treasurer no later than August 30.
17. The Corresponding Secretary shall read letters of resignation at Board meetings and then turn them over to the Financial Secretary.
18. The President or her representative shall represent the Club at all award ceremonies.
19. All special luncheon events shall have individualized instructions. At the end of any event, leftover food should be sold or donated.
20. All Community Service Program Chairpersons, Standing Committee Chairpersons, Special Committee Chairpersons, and Event Chairpersons are required to turn in a report to the Second Vice President within two (2) weeks following their meeting or event in accordance with the reporting guidelines provided by the Second Vice President. This includes all Service and Activity Reports, together with volunteer hours.
21. Upon completion of her term, the outgoing President shall receive a Past President's pin which shall be purchased by the Treasurer from NJSFWC Headquarters prior to Installation of new officers. The budget shall prorate the cost over two years.
22. Formal installations shall take place at a general meeting twice during the Club year; namely, December and June.
23. The President's pin is passed from President to President. Said pin shall be presented to the incoming President at time of installation.
24. All Club communications via email or on the website require approval of the President.
25. All written communications shall go through the Corresponding Secretary.
26. Proxy voting, including verbal and written, shall not be permitted for any reason. In addition, absentee voting will not be accepted.
27. These standing rules may be amended/revised at any time by a majority vote of those present and voting at a general meeting.
28. All fundraising must be reviewed by the Fundraising Chair. If there is no Fundraising Chair, it must be reviewed by President and Executive Board.
29. A monthly \$2.00 fee will be charged for all members at each general meeting.
30. A draft of the previous month's general meeting minutes shall be circulated via email in advance of the general meeting in addition to being read aloud at the meeting. Paper copies of the draft will be available at the general meeting for any member who does not use email.