

GFWC PUNTA GORDA WOMAN'S CLUB

STANDING POLICIES AND PROCEDURES

1. The physical address of the Club is 118 Sullivan Street, Punta Gorda, Florida 33950. The mailing address of the Club is P.O. Box 511783, Punta Gorda, Florida -33951-1783. All official correspondence for the Club must be directed to this post office box address.
2. The regular meetings of the Club shall be the first Friday of each month, October through May.
3. The Executive Board shall meet the third Wednesday of each month, September through June, unless otherwise changed from time to time in writing by the President.
4. Annual membership dues shall be \$50, including GFWC (\$15) dues and GFWC Florida (\$8) dues, and are payable no later than the December meeting of each year. If not paid by the December meeting the member's membership will be forfeited. Checks should be made payable to G.F.W.C. Punta Gorda Woman's Club.

Dues accompanying an application for membership shall first go to the Membership Chairperson. All other annual dues shall go directly to the Treasurer who will provide a list of payments to the Membership Chairperson on a monthly basis.

These dues will automatically be changed should GFWC and/or GFWC Florida dues change.

5. Each incoming President shall receive her President's pin from the Club and said pin shall be presented to her by the outgoing President. This pin is passed from President to President.
6. Upon completion of her term, the outgoing President shall receive a Past President's pin from the Club and said pin shall be presented to her by the incoming President. This pin is purchased by the Treasurer.
7. Members desiring items to be placed on the agenda must notify the President no less than 48 hours prior to the Executive Board meeting.
8. The Corresponding Secretary shall send cards to all members who are ill or hospitalized. Cards shall also be sent to the family of members who have passed away, and to any member who has lost someone in their immediate family.
9. As representative to the Fall Board and State Convention, the President of the Club, or her alternate, shall have the cost of one room for one night and meals paid for if funds are available and the Board approves such expenditure.
10. All Community Service Program Chairpersons, Standing Committee Chairpersons, and event chairpersons are required to turn in a report to the First Vice President within two

(2) weeks following their meeting or event in accordance with the reporting guidelines provided by the Program Chairperson.

This includes all Service and Activity Reports, together with volunteer hours.

11. For audit purposes and closing of the books, all expense reimbursement requests must be turned in to the Treasurer no later than May 5.
12. Any member responsible for Club funds shall present to the Treasurer within a 48-hour period following the event all receipts and monies, together with a financial statement.
13. Proxy voting, including verbal, written or electronic, shall not be permitted for any reason. In addition, absentee voting will not be accepted.
14. Past officers shall remain in an advisory capacity for newly elected officers for thirty (30) days following installation of the new officers.
15. The President shall have the authority to approve expenditures for outside professional services following a telephone/email vote of approval by a majority vote of the Executive Board members. Such approval must be ratified by the Executive Board at its next meeting, be it a regular board meeting or a general membership meeting, whichever comes first. Such a vote shall be recorded in the official minutes.
16. These Standing Policies and Procedures may be amended at any time by a majority vote of those present at a regular meeting.

Revised February 6, 1998

Amended October 6, 2000

Amended March 5, 2004

Amended February 2, 2007

Amended April 4, 2008

Revised March 5, 2010

Revised October 4, 2013

Revised April 4, 2014

Amended November 5, 2021

NOTES