

**BY-LAWS
OF
THE HOOVER SERVICE CLUB, INC.**

ARTICLES:

I	LOCATION OF CORPORATION.....	2b
II	PURPOSES OF CORPORATION.....	2b
III	MEMBERSHIP.....	4b
IV	SCHOLARSHIP DISTRIBUTION.....	5b
V	DUES AND FUNDS.....	7b
VI	BOARD OF DIRECTORS	8b
VII	OFFICERS AND THEIR ELECTIONS	8b
VIII	DUTIES OF THE OFFICERS	9b
IX	MEETINGS AND QUORUM.....	12b
X	COMMITTEES.....	13b
XI	DISSOLUTION.....	14b
XII	PARLIAMENTARY AUTHORITY	14b
XIII	AMENDMENTS.....	15b
	STANDING RULES.....	15b

ARTICLE I. LOCATION OF CORPORATION

Section 1. NAME AND PRINCIPAL OFFICE

The name of this corporation shall be the Hoover Service Club, Inc. and the principal office of this Corporation shall be located in the City of Hoover, County of Jefferson, State of Alabama.

ARTICLE II. PURPOSES OF CORPORATION

Section 1. PURPOSES

The purposes of the corporation shall be:

- A. To give aid to the needy;
- B. To give aid and promote increased knowledge of community needs and fulfill these needs as within the realm of the interests of the corporation;
- C. To further education for students enrolled in Hoover City Schools with scholarships;
- D. To award outstanding citizenship among the Hoover City School students;
- E. To recognize outstanding volunteer service to the community by awarding the Flora Mae Pike Hoover Community Service Award to deserving Hoover individuals.
- F. To take, receive, own, hold, administer, distribute, and dispose of property, gifts, or donations of all kinds whether owned by it or others, whether real, personal, or mixed, acquired by gift, bequest, devise, or otherwise, either absolutely or in trust, without limitation as to amount of value, except such limitation, if any, as may be imposed by law, for the advancement, promotion, extension, or maintenance of the Corporation's purposes and objects, or any of them; and in addition hereto, and not in limitation of, the foregoing purposed and powers, the Corporation may acquire, take, receive, own, hold, administer, distribute, and dispose of gifts or donations of property, real, personal, or mixed, designated by the givers or donors for the causes or objects herein mentioned, now or at any time hereafter.
- G. To encourage, solicit, receive, and administer gifts, bequests, donations, benefactions, by deed, will, or otherwise, for the advancement of the purposes listed above, and to supply and provide an instrumentality for securing greater continuity and uniformity in the control, management and distribution of such gifts, bequests, donations, and benefactions in furtherance of these objectives.
- H. To acquire by lease, option, purchase, gift, grant, devise or

conveyance, or otherwise to hold, enjoy, possess, rent, lease and sell real property or any interest therein as may be deemed to be in the interest of the Corporation.

- I. To acquire by option, purchase, gift, grant, bequest and transfer, or otherwise to hold, enjoy, possess and pledge its security, sell, lease, transfer, or in any manner dispose of personal property of any class or description whatsoever; to retain any property, investments or securities originally received by the Corporation or thereafter acquired by it, so long as the Board of Directors of the Corporation shall consider the retention thereof desirable; to invest any and all funds coming into the hands of the Corporation, on any account whatsoever, in such property, investments or securities as the Board of Directors of the Corporation may, in the discretion the Directors deem advisable, however doubtful, hazardous or limited the description or nature of any property, investment or securities so retained may be, whether or not the same may be currently producing incomes and whether or not the same are, or may be, such as are authorized or deemed property for investment of trust funds under the Constitution or the laws of the State of Alabama or of the United States; to convert real property owned by the Corporation into personal property and personal property into real property; to improve or cause or permit real property to be improved and to abandon any property which the Board of Directors of the Corporation deem to be without substantial value; to manage and control any shares of stock certificates of interest, bonds or other securities of any corporation, and with respect to the same to concur in any plan, scheme, conversion, recapitalization, reorganization, or dissolution or the lease or other disposition of the properties of any such corporation, trusts or associations, the securities of which are held by this Corporation and as owner thereof to vote, or give or grant proxy or proxies to vote, any security of any corporation, trusts or associations held by this Corporation at any meeting of the holders of the same class of security of the issuing entity, and generally, in all respects to exercise all of the rights of ownership therein.
- J. To sell, convey, and dispose of any such property and to invest and reinvest the principal and income thereof in such property, real, personal and mixed, including, without limitation, securities in, of or issued or created by any person, firm, partnership, limited liability company, association, corporation, joint venture, government or subdivision, agency or instrumentality thereof, or any other legal entity of any kind and

nature.

- K. To transfer and pay over any amount held hereunto to any other organization organized exclusively for religious, charitable, scientific, literary, and educational purposes which is an exempt organization as defined under Section 501(c)(3) of the Code or corresponding provisions of any subsequent Federal tax laws.
- L. To receive any property, real, personal, or mixed, in trust, under the terms of any will, deed of trust, or other trust instrument for the foregoing purposes, or any of them (but for no other purposes), and in administering the same, to carry out the directions and exercise the powers contained in the trust instrument under which the property is received including the expenditure of the principal, as well as the income, for one or more than one of such purposes, if authorized or directed in the trust instrument under which it is received.
- M. To receive, take title to, hold and use the proceeds and income of securities, but only for the foregoing purposes, or some of them. In order to carry out the purposes herein above set forth, the Corporation shall have and exercise any and every power conferred on it by the laws of the State of Alabama, exclusively for religious, charitable, scientific, literary, and educational purposes, all for the public welfare, for which a nonprofit corporation, organized under the provisions of the Alabama Nonprofit Corporation Act, as from time to time amended, can be authorized to exercise, but not any other power.

ARTICLE III. MEMBERSHIP

Section 1. MEMBERSHIP

- A. Membership in this corporation shall be open to all individuals interested in the Objectives of Article II and membership shall become effective immediately upon receipt of payment of annual dues.
- B. A member in good standing shall be entitled to one vote per issue at meetings of this corporation.
- C. Annual dues shall be paid by July 15 of current year for name to be included in the yearbook. Supplement rosters may be added as needed to the yearbook.

Section 2. MEMBERSHIP CLASSIFICATIONS

- A. An active member is one who attends meetings and takes part in the activities of the club.
- B. An in-active member is one in good standing who desires to maintain her affiliation with the Club but is unable to regularly

attend meetings or perform the duties of an active member due to work, health or other conflicts.

- C. An in-active member shall have all the privileges of the Club with the exception of voting.
- D. An in-active member is required to pay annual dues to remain in good standing.
- E. A request for in-active status can be written to the Vice-President of Membership. An in-active member desiring reinstatement must write a request to the Vice-President of Membership.

Section 3. RESIGNATION OF MEMBER

The resignation of any member in writing shall become effective immediately upon its delivery to the Secretary of the Corporation. No member of the Corporation shall be permitted to transfer its membership to another person, firm, partnership, limited-liability company, joint venture, association, corporation or other form of business entity.

ARTICLE IV: SCHOLARSHIP DISTRIBUTION (as amended January 2020)

Section 1. SCHOLARSHIP DISTRIBUTION ESTABLISHED

There is hereby established and created an educational allocation to be administered in accordance with the provisions of the Bylaws.

Section 2. NAME

The educational allocation created hereby shall be formally known as The Hoover Service Club, Inc. Scholarship Allocation (hereinafter sometimes referred to as the "Allocation").

Section 3. PURPOSE

The purpose of the Allocation, in addition to the items set forth in its Articles of Incorporation, shall be to (a) champion the cause of education; (b) support in any legal manner deemed appropriate the American system of education and keep it free from prejudice; (c) promote and augment the educational advantages of the United States; (d) open, establish and maintain new channels for facilitating the dissemination of culture and learning; and (e) give annual scholarships to deserving students from the proceeds of funds determined in the annual budget, all in accordance with the laws of the State of Alabama and the United States of America, and these Bylaws.

Section 4. SOURCE OF CONTRIBUTIONS TO THE ALLOCATION

The Board of Directors or any fund-raising committee thereof shall

undertake to provide from their own sources, as well as the solicitation from any and all individuals or entities, certain contributions which may be used to establish, maintain and continue the Allocation. The Board of Directors may undertake any legal and ethical activities intended to accomplish the raising of monies for the Allocation, including, without limitation, the solicitation of contributions from families, individuals, trusts and companies or the undertaking of various fund-raising activities.

Section 5. DEPOSIT OF THE CONTRIBUTIONS TO THE ALLOCATION

All contributions made to the Allocation shall be deposited as soon as possible in savings or other operational accounts maintained for said purpose.

Section 6. SCHOLARSHIPS AND OTHER DISTRIBUTIONS

- A. *Terms of Distribution.* The specific dollar amounts and recipients of any scholarships, grants, or other distributions of any kind which may be made from the Allocation (hereinafter sometimes collectively referred to herein as "Distributions"), as well as the frequency and timing of such Distributions, shall be determined in the sole discretion of the Board of Directors and in accordance with these Bylaws. Scholarship distributions shall be made from monies determined by the budget committee. It is the intent of the Board of Directors that at least one (1) such scholarship be granted on an annual basis, funds permitting, and in accordance with the eligibility and other requirements set forth in these Bylaws or adopted by the Board of Directors from time to time. Distributions shall be made only upon the concurrence of a majority of the Directors then serving on the Board of Directors.
- B. *Frequency.* Any Distributions shall be available only to seniors enrolled in any Hoover City School and be made from the Allocation shall not be renewed as to any recipient unless so determined by the Board of Directors.
- C. *Withdrawal of Distribution.* If at any time after a Distribution has been made to a recipient from the Allocation, said recipient shall fail to maintain such status as would qualify said recipient for said Distribution, or if the Board of Directors otherwise finds cause, then said Distribution, to the greatest extent possible, may be withdrawn and any payments thereafter due to the recipient may be terminated.

Section 7. ELIGIBILITY AND RULES

- A. *Application.* Unless otherwise determined by the Board of Directors, all Distributions granted from the Allocation shall be by application only, which applications shall be submitted

directly to the counselors of any Hoover City School attended by the applicant on such forms approved by it from time to time in accordance with the schedule established by the Board of Directors. The Board of Directors will request from participating academic institutions applications which have been screened by the academic institution and identified as meeting the eligibility criteria established by the Board of Directors. From the list of applications, the Board of Directors will select one or more scholarship recipients.

- B. *Recommendations.* Unless otherwise determined by the Board of Directors, each applicant for a Distribution from the Allocation shall be required to submit letters of recommendation attesting to the character of the applicant.
- C. *Eligibility.* In the case of scholarship distributions (hereinafter sometimes referred to as "Scholarships"), only applicants who have displayed high moral and ethical standards and demonstrated financial need may qualify.
- D. *Transcript.* All applicants for Scholarships from the Allocation shall be required to submit grade transcripts of all high school and other academic work performed by said applicant.
- E. *Factors Considered.* The Board of Directors shall from time to time establish the criteria to be used in considering which Scholarship and other Distribution applicants can and shall be recipients of monies and other benefits from the Allocation. Said criteria should consider all applicable factors including, without limitation, previous academic performance, financial need, community service, personal interview, or any other similar factors which the Board of Directors feel are relevant and which are not discriminatory or in violation of any laws of the State of Alabama or the United States of America.
- F. *Reported Recipients.* The Board of Directors shall retain the power and authority to require that all Distribution recipients from time to time submit other supplementary or continuing reports of their progress or other such similar informational documents.

ARTICLE V: DUES AND FUNDS

Section 1. DUES

Each established member shall pay annual dues of \$35.00. New members shall pay first year dues of \$45.00.

Section 2. ANNUAL DUES

Annual dues shall be payable in April and delinquent July 15th.

Section 3. NEW MEMBERS

New members shall pay \$45 for the first year of membership to include membership dues plus the cost of their nametag. New members joining after January 1st shall pay one-half the annual dues plus the cost of their name tag.

Section 4. CONTRIBUTIONS

Contributions of any amount shall be accepted.

Section 5. TREASURER'S BOOK

The Treasurer's books shall be audited annually by a committee appointed by the President with approval of the elected officers.

Section 6. FUNDS

All funds of this corporation shall be deposited to the account of the Hoover Service Club, Inc. and shall be disbursed by the Treasurer and/or President as authorized by the Board of Directors.

Section 7. FISCAL YEAR

The fiscal year shall be July 1 through June 30.

Section 8. PERSONAL LIABILITY

No personal liability shall attach in any event to any member of the corporation in connection with any of its undertakings, but all its liability shall be limited to its common funds and assets. Neither the Board of Directors nor the Officers shall have any authority to borrow money or incur indebtedness or liability in the name of or on behalf of the corporation. No contract shall be entered into and no obligation shall be incurred beyond funds on hand or in the bank after deducting or providing for the total of all unpaid accounts and unpaid obligations and liabilities.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. BOARD

The Board of Directors shall consist of elected officers, appointed officers and Committee Chairmen.

- A. The Board of Directors shall have general charge and control of the affairs, funds and properties of the corporation between meetings including the right to reschedule regular meetings in an emergency. No action of the Board of Directors shall conflict with actions taken by the corporation.
- B. The Board of Directors shall meet at the Call of the President at a time and place decided upon at the beginning of each administration, but no less than five times a year.
- C. Five members of the Board of Directors shall constitute a quorum.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

Section 1. ELECTION AND APPOINTMENT

Elected officers of the corporation may be a President, First Vice-President, a Second Vice-President, a Third Vice-President, a Recording Secretary, a Corresponding Secretary and a Treasurer. These officers shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by the Corporation.

Section 2. APPOINTED OFFICERS

Appointed officers shall be a Chaplain, Historian and Parliamentarian appointed by the President.

Section 3. NOMINATING COMMITTEE

A nominating committee of three persons shall be selected as follows:

At the regular meeting in November, following nominations from the floor, two members shall be elected by ballot, unless there are only two nominees in which case the election may be by voice. A majority vote shall constitute election. The chairman shall be a member of the Board of Directors appointed by the President.

- A. The nominating committee shall submit one name for each office to be filled and report at the regular February meeting.
- B. Before the election at the next regular meeting, additional nominations from the floor shall be permitted.
- C. No name shall be placed in nomination without the consent of the nominee.

Section 4. OFFICERS

Officers shall be elected by ballot at the next regular meeting unless there is only one nominee for any office, in which case the election may be by voice vote. A majority vote shall constitute election.

- A. Officers shall serve for a term of one year or until their successors are elected with the exception of the Treasurer who shall serve until the books are audited. Their term of office shall begin at the close of the annual meeting in May at which they are installed.
- B. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5. VACANCY

A vacancy in the office of President shall be filled by the First Vice-President. A vacancy in any other elective office shall be filled by the elected and appointed officers.

ARTICLE VIII: DUTIES OF THE OFFICERS

Section 1. PRESIDENT

The President shall:

- A. Preside at all general and Board of Directors meetings.
- B. Appoint the Historian, Chaplain and Parliamentarian.
- C. Appoint standing and special committees, except those otherwise specified in these by-laws.
- D. Serve as ex-officio member of all committees except the nominating committee.
- E. Shall co-sign checks with the Treasurer in amounts of \$200.00 or more.
- F. Shall be the official representative of the corporation.
- G. Shall sign checks in the absence or inability of the Treasurer to perform this duty in amounts less than \$200.00.
- H. Shall serve as chairman of the Budget Committee.

Section 2. FIRST VICE-PRESIDENT

The First Vice-President shall:

- A. Serve as an aide to the president.
- B. In the President's absence or inability to serve, perform the duties of the Office.
- C. Shall co-sign checks in amounts of \$200.00 or more in absence of President or Treasurer.
- D. Succeed to the Office of President in the event of a vacancy in that office.
- E. Shall arrange and reserve places for meetings, luncheons and fundraisers.
- F. Shall present program speakers to Yearbook Chairman by July 1st.

Section 3. SECOND VICE-PRESIDENT

The second Vice-President shall:

- A. Serve as an aide to the President.
- B. Serve as Chairman of the Membership Committee.
- C. Co-ordinate plans for the membership function with the Hospitality Chairman.
- D. Register the members and guests at meetings.
- E. Be responsible for confirming reservations with the telephone chairman for monthly luncheons and with the appropriate food service manager, if necessary.
- F. Have available name tags for all members.
- G. Maintain a current roster of all members.
- H. Give accurate roster of members to yearbook chairman by July 15th. No name shall be submitted for the yearbook unless current annual dues have been paid and received by the Treasurer.
- I. Give current roster to the President by July 15th.

- J. Notify the President and Treasurer of membership checks received and submit for deposit within one week of receipt.
- K. Contact delinquent members if dues remain unpaid by June 15th.

Section 4. THIRD VICE-PRESIDENT

The Third Vice-President shall:

- A. Serve as an aide to the President.
- B. Compile the digital yearbook.
- C. Share digital yearbook.

Section 5. RECORDING SECRETARY

The Recording Secretary shall:

- A. Keep accurate minutes of all regular and Board of Directors meetings and have available at all meetings.
- B. Have available at all meetings current By-laws and Standing Rules.
- C. Keep a current roster of all members, addresses and phone numbers.
- D. Perform other duties as directed by the Board of Directors.
- E. Present copies of the minutes of all regular and Board of Directors meetings to the President within one week after the meeting.

Section 6. CORRESPONDING SECRETARY

The Corresponding Secretary shall:

- A. Conduct the corporation's correspondence as directed.
- B. Mail notes of condolence or letters of encouragement to members or as directed by the President.
- C. Read such correspondence as requested by the President.
- D. Take minutes in the absence of the Recording Secretary.

Section 7. TREASURER

The Treasurer shall:

- A. Be custodian of all funds.
- B. Keep an itemized account of all receipts and disbursements.
- C. Disburse all funds as directed by the corporation.
- D. Make a financial report at each regular and Board of Directors meetings.
- E. Shall collect all luncheon monies and work with the Membership Chairman at monthly meetings.
- F. Shall deposit all checks or monies within one week of collection.
- G. Retain duplicates of all deposit slips.
- H. Submit all financial information and books to the Audit Committee by July 15th.
- I. The Audit Committee must complete its audit prior to August 15th.

- J. Give a copy of the Treasurer's Report to the President and Secretary prior to the regular meeting.
- K. File any government forms if required.
- L. Remit scholarship funds directly to the college or university for benefit of scholarship winners at the appropriate time.
- M. Co-sign all checks with the President in amounts of \$200.00 or more.
- N. Prepare an accounting of disbursement of all budgeted items.
- O. Notify chairman and officers of balances of funds budgeted for use of corporation's function.

Section 8. CHAPLAIN

The Chaplain shall give brief words of wisdom before Regular Meetings and appropriate grace before meals. She shall minister to members in need as required.

Section 9. HISTORIAN

The Historian shall:

- A. Prepare a narrative account of the corporation's activities during the year and present orally at the May meeting.
- B. Shall give a copy of the year's History to the Secretary to be filed in the Secretary's Handbook.
- C. Collect all publicity and photographs of meeting speakers and special events for the scrapbook.
- D. Display scrapbook at Membership Coffee and May Meeting.
- E. Present scrapbook and current year history to the Hoover Historical Society for Permanent Collection by August 1 of the current term.
- F. Compile one or more years of activities in a scrapbook.

Section 10. PARLIAMENTARIAN

The Parliamentarian shall:

- A. Serve as advisor in parliamentary procedures to the President, other officers and members upon request.
- B. Prepare all proposed amendments to the by-laws and present them to the membership after submitting to the Board for review.
- C. Send a copy of approved amendment changes to 3rd Vice President for Yearbook.

ARTICLE IX: MEETINGS AND QUORUM

Section 1. REGULAR MEETINGS

Regular meetings shall be held monthly except June, July and August. The time and place shall be announced at the previous meeting or as notified at the direction of the President and/or the Board of Directors.

Section 2. SPECIAL MEETINGS

Special meetings shall be held at the request of 20 members or by direction of the Board of Directors upon 5 days notification to members.

Section 3. ANNUAL MEETINGS

The annual meeting shall be the May Meeting. All materials pertaining to the office shall be presented to the succeeding officers on or before June 15 except for the treasurer's books. The Treasurer's book must be presented no later than August 15 after the auditing by the Auditing Committee.

Section 4. QUORUM

A quorum shall consist of a majority of the Board of Directors and seven additional members. However, lack of a quorum shall not prevent proceeding with the program.

Section 5. ALTERNATIVE FORMS OF MEETINGS

Meetings may be transacted by mail, telephone, email or virtual meetings.

ARTICLE X: COMMITTEES

Section 1. STANDING COMMITTEE CHAIRMAN

All Standing Committee Chairmen shall be appointed by the President with recommendations from the elective officers, unless specified in these by-laws.

Section 2. COMMITTEE

No Committee projects shall be undertaken without the approval of the Board of Directors.

Section 3. STANDING COMMITTEES

Standing Committees shall be: Audit; Budget; Community Service; Flora Mae Pike Hoover Community Service Award; Hospitality; Membership; Publicity; Scholarship; Contact; Ways and Means; and Yearbook.

Section 4. SPECIAL COMMITTEES

Special Committees shall be appointed by the President with recommendations from the Officers.

Section 5. COMPOSITION AND DUTIES

Composition and Duties of Standing Committees:

- A. Audit Committee of three appointed by the President shall audit the books and present report to the incoming President by August 15th of current year.
- B. Budget Committee shall prepare a budget for approval at the September Board of Directors and regular meetings. The President shall serve as chairman.
- C. Community Service Committee shall investigate and present findings on all projects requiring funding to the Board of

Directors.

- D. Flora Mae Pike Hoover Community Service Award Committee shall request nominations from the regular membership. Shall investigate and select a recipient. Shall present the award at the appropriate place. Shall give a list of recipients to the Yearbook Chairman for inclusion in the Yearbook.
- E. Hospitality Committee shall provide all hospitality for corporation's functions. Shall work with the Membership Chairman to co-ordinate the Membership Function.
- F. Membership Committee shall stimulate membership in this corporation. Introduce guests. Work with Treasurer to verify paid membership for inclusion in Yearbook. Shall forward membership checks for deposit within one week of receipt. Register members and guests at meetings and provide name tags. Will perform other duties as requested.
- G. Publicity Committee shall promote news of the corporation and work with the Historian.
- H. Scholarship Committee shall coordinate, inform, solicit, interview and present nominees for good citizenship awards and scholarships among deserving Hoover school students.
- I. Contact Committee shall notify members of events as directed by the President and/or Board of Directors. and work in conjunction with the President and Board of Directors. Shall notify the Second Vice President of luncheon reservations of members on or before Friday noon preceding the Thursday meeting. Shall perform other duties as requested.
- J. Ways and Means Committee shall submit fundraising projects for approval of the Board of Directors and implement the approved projects.
- K. Yearbook Committee shall compile and share the Digital Yearbook.

ARTICLE XI: DISSOLUTION

In the event of dissolution, the residual assets of the corporation shall be turned over to one or more corporations which are IRS Code 501(c)(3) tax exempt. None of the funds shall inure to any individual member.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert Rules of Order Newly Revised shall govern the proceedings of the corporation, in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the

corporation may adopt.

ARTICLE XIII: AMENDMENTS

Section 1. BY-LAWS

These by-laws may be amended at any regular meeting of the general membership by a two-thirds vote of the membership present and voting, provided that notice has been given at the previous regular meeting.

Section 2. REVISION

A revision may be made only upon the order of the corporation.

By-Laws Adopted September 2005

Printed December 2005

By-Laws Revised September 2014

By-Laws Revised January 2020

By-Laws Revised February 2022

By-Laws Revised September 2023

By-Laws Revised October 2023

STANDING RULES

1. The regular meetings shall be held at 11:00 A.M., second Thursday, monthly except June, July, and August.
2. The amount of at least \$1000 shall be left in the Treasury for operating expenses for each incoming administration.
3. Program speakers shall be guests of the organization for luncheon.
4. The First Vice-President shall be authorized to pay no more than \$500 per club year to those speakers requiring fees.
5. In the event of the death or illness of a member and member's immediate family, a personal note written by the Corresponding Secretary or President on organizational stationery shall be sent.
6. Members shall be notified in the event of serious illness or death of an Executive Board member.
7. Any petition for donation or contribution from the organization shall be submitted to the Community Service Committee for investigation. The committee will present findings at a regular meeting of the Executive Board for action. The general

assembly will vote on the recommendations of the Executive Board.

8. An emergency fund of amounts of less than \$200 shall be available to the President for immediate relief of a person in the community in need.
9. The Community Service Committee may disperse amounts less than \$300 during the summer months for community needs, with the President's approval or First Vice President acting in her behalf.
10. Charter members of the organization shall be listed in the Yearbook.
11. Past Presidents and term of office shall be listed in the Yearbook.
12. Flora Mae Pike Hoover Community Service Award recipients shall be listed in the Yearbook.
13. All members requesting disbursements from the Treasurer shall submit a bill, statement or receipt. The Treasurer shall issue a check for the required amount upon direction of the President and/or Executive Board. If it is a budgeted item, it may be paid by the Treasurer upon receipt of proof by the officer or committee chairman.
14. The Hoover Service Club will give a gift of appreciation to each outgoing president. The First V.P. will be responsible for purchasing the gift (cost not to exceed \$100) and presenting it at the May regular meeting.

Standing Rules Revised September 2002

Standing Rules Revised October 2009

Standing Rules Revised September 2012