

**Southlake Women's Club**  
**GENERAL PROCEDURES**  
**April 2025**

**MEMBERSHIP**

1. Each Active member is required to actively participate as an officer or a committee member each year.
2. Membership Chairman will fill vacancies on committees as needed.
3. Aprons will be made available to the membership for purchase but are not required.
4. All Active and Executive Board members are required to work on fundraisers coordinated by the Southlake Women's Club Foundation, Inc., as follows: **two shifts** at Art in the Square (Spring Fundraiser).
  - Corporate and Sustaining members are not required to serve on a committee, attend meetings, or work fundraiser shifts.
5. Procedures can be adapted to fit the current membership's needs. Changes can be made with the approval of the Executive Board. The membership will be notified of the changes.
6. Members are asked to attend the March business meeting.
7. The membership of the club will consist of Active, Sustaining, and Corporate members with their annual assessment being: Active - \$100, Sustaining - \$100, Corporate - \$200. If the Executive Board feels there is a need to change one or all the assessments, this can be done on an annual basis at their discretion with a majority vote.
8. Any new fundraising event requiring support from the membership must be presented to the general membership for approval.

**MONTHLY MEETINGS**

1. Monthly luncheons will be held on the second Thursday of the month.
  - General membership will be notified in advance of meeting changes.
  - Time of the luncheon is 11:00 a.m. - 1:00 p.m.
  - Location of monthly meetings will be arranged by the Programs Committee and approved by the current board.
  - Monthly Luncheons are arranged by the Programs Committee.
2. Monthly luncheons are held from September – May of each year. All Active members are asked to attend as many monthly meetings as they are able to attend.
3. Guests are welcome at all luncheons but may attend only two luncheons or events in a year as a guest. Guests cannot vote.
4. Children are not allowed at monthly luncheons.
5. Members are requested to put cell phones on mute during luncheons.

**EXECUTIVE BOARD**

1. The current Executive Board will decide on the time, place, and date to hold their monthly board meetings.
2. The Executive Board may approve changes in general procedures that need to be adapted to fit the current membership's needs and desires.

## **GENERAL PROCEDURES**

3. The Executive Board is to notify the general membership of any changes that have been approved at the March luncheons.
4. General procedures are not Bylaws and do not require a vote by the general membership.
5. Executive Board meetings are a requirement of an Executive Board position. President is to be notified of known absence from a scheduled Executive Board meeting.
6. Duties of Executive Board members:
  - Monthly attendance at Board meetings
  - Fulfillment of duties as stated by the Bylaws and General Procedures
  - Maintaining Board meeting confidentiality
  - If this commitment cannot be fulfilled, the Executive Board has the authority to request resignation.
7. Elected Officers: In the event of a resignation, the President will nominate a replacement, and the Board will vote to approve the replacement.
8. Standing Committee Chairmen: In the event of a resignation, the President will re-appoint a new Chairman.
9. All committee heads may appoint a co-chair upon approval of the Executive Board. Co-chairs may attend Executive Board meetings when deemed appropriate by committee chairs in their absence. They will have the committee's voting rights at the Executive Board meetings they attend in the absence of the committee chair.
10. Club business discussed in the board meetings is not to be shared with non-board members. Board members must be discreet when discussing club business outside of board meetings.

## **OFFICERS AND COMMITTEES**

### **President**

- Any candidate for President must have previously served on the SWC Executive Board for at least two (2) of the last five (5) years.
- She will coordinate all Executive Board meetings.
- She will preside over all SWC monthly luncheons.
- She will be available to advise committee chairmen, as needed.
- She will appoint new Standing Committee Chairmen to fill an unexpired term, when necessary.
- She will serve on the SWCF Funding Committee.

### **1<sup>st</sup> Vice President – Programs**

- She will be responsible for planning the monthly luncheons.
- She will coordinate the location of the luncheon and arrange all details for the luncheons (food, beverages, etc.)
- She should write thank you notes to the speakers of each program.
- Her committee is responsible for setting up and taking down each SWC monthly luncheons.
- She will get a gift for Member of Year.

# **GENERAL PROCEDURES**

## **2<sup>nd</sup> Vice President – Social**

- She will plan all parties and social activities.
- She should write thank you notes to those who hosts social events.
- She may also plan any special interest activities or trips.
- She is responsible for making sure attendees pay for social events (if applicable).

## **3<sup>rd</sup> Vice President – School Supply Sale**

- She will coordinate all of the procedures involved with the annual School Supply Sale.
- She will coordinate with SWCF funding committee for the distribution of proceeds from the School Supply Sale.
- She will coordinate with CISD attendees for the check presentation at the January luncheon
- She will serve on the SWCF Funding Committee.

## **4<sup>th</sup> Vice President – Art in the Square**

- She will coordinate all the procedures involved with Art in the Square.
- She will serve on the SWCF Funding Committee.

## **5<sup>th</sup> Vice President – Community Outreach**

- She will organize any community outreach projects approved by the Executive Board.
- She will plan the annual Senior Valentine's Luncheon.
- She will serve on the SWCF Funding Committee.
- She will collaborate with SWC Foundation Chair (Funding Liaison) for outreach projects.

## **6<sup>th</sup> Vice President – Membership**

- She will place new members in a committee that has need or space available.
- She will retain all correspondence and records pertaining to membership.
- She is responsible for the club's name tags.
- She is responsible for making sure attendees pay for monthly luncheons.
- She will keep the membership list current.
- She will organize a new member gathering in the fall and in the spring, if possible.
- Membership information in the directory shall not be used for external marketing purposes. It is for SWC use only.

## **Secretary**

- She will record minutes at SWC Executive Board meetings.
- She will distribute SWC Executive Board meetings within 1 week after the Board meeting to the Executive Board via email.

## **Treasurer**

- The Treasurer shall prepare the operating budget for the following year by the close of the books on June 30<sup>th</sup>.
- She will distribute expense checks in a timely fashion to chairmen and SWC club members.
- She is responsible for one of the mailbox keys and checking mail weekly.

## **GENERAL PROCEDURES**

- She is responsible for the annual tax returns for SWC. She does the accounting for all club activities.
- She will coordinate a periodic audit of the accounting records. Timing of the audit will be at the Board's discretion.
- She is responsible for providing financial documents to the Executive Board on a monthly basis, including Community Outreach Fund balance.

### **Parliamentarian**

- She is the previous President of SWC.
- If the previous President of SWC cannot fulfill this duty, this position shall be nominated by the current President and voted for by the majority of the current SWC Executive Board.
- The Parliamentarian will present any revisions or additions to the bylaws to the general membership and make note of recording the changes.
- She will advise and revise the general procedures as voted on by the SWC Executive Board.
- She will take over the position of President until a new President is voted in with the two-year Board qualifications in the event of Presidential vacancy.
- She will solicit nominations for the upcoming years Executive Board positions from the current board and from general membership.
- She will select a Nominating Committee to put together a proposed slate of Executive Board officers for the following year for approval before holding a vote on that slate at the March business meeting (or via electronic ballot).
- She will oversee the Member of the Year selection including nominations and voting.
- She is responsible for getting a gift for outgoing President.

## **STANDING COMMITTEE CHAIRMEN**

### **Sunshine Chairman**

- The Chairman will make any sunshine announcements to the general membership.
- She is responsible for sending cards or flowers to members needing some cheer due to family crisis or health issues, or congratulations on life events.
- She can organize sending meals when a member is seriously ill, or at the SWC Board's discretion.
- She is responsible for coordinating and fulfilling apron orders for the membership.

### **Publicity Chairman**

- The Publicity Chairman shall strive to promote goodwill for SWC in the community by encouraging an understanding of the club's activities and purpose in Southlake.
- News or press information should be given to the Publicity Chairman by the SWC board and membership.
- She will maintain up-to-date records of contacts with the local media

Pictures will be taken by the Publicity committee and used for publicity and social media postings.

# **GENERAL PROCEDURES**

## **Social Media Chairman**

- The Social Media Chairman will strive to promote goodwill for SWC in the community by posting positive and informative photos and information on social media using the Southlake Women's Club account.
- All SWC activities including luncheons, socials and community outreach projects will be posted to SWC social media to publicize upcoming activities and generate interest.
- Activity photos will be posted in a timely manner after SWC events.

## **Communications Chairman**

- The Communications Chairman will be responsible for creating and distributing the club newsletter and any related graphics, which will include information concerning the club.
- The newsletter will be emailed to the membership after the Executive Board meeting and prior to the general meeting each month.
- The Chairman will gather information for the newsletter from individual Executive Board members.
- The Communications Chairman will also set up and send our monthly invitations for luncheons and social events in case those chairs do require her technical help and support.
- She should be comfortable using Constant Contact and some type of graphics software, and she shall offer training on Constant Contact for Executive Board members.

## **Website Chairman**

- The Website Chairman shall oversee SWC's website design and keeping it updated with current and accurate information as provided by the other Board members for their respective areas of responsibility.
- She is responsible for maintaining the membership list in Directory Spot or another online directory platform.

## **Club Support Chairman**

- The Club Support Chairman shall be responsible for all internal fundraising efforts, including raffles.
- She may solicit in-kind donations from area merchants to be used for drawings or other means of fundraising at general meetings and other SWC events.
- The Chairman is responsible for organizing extra events at her discretion.

## **Club Historian Chairman**

- The Club Historian is responsible for coordinating an annual google file documenting the activities of the club for that year to include photos of meetings, socials, and special events, published media articles, updated list of presidents, and updated list of members of the year.
- She will be responsible for putting together a video/picture slideshow of SWC events for SWC use.

## **GENERAL PROCEDURES**

### **SWC Foundation Chair (Funding Liaison)**

- She is selected by the SWC Foundation.
- She will organize funding committee communications and meetings, as needed.
- She will oversee the solicitation, distribution, and collection of grant proposals.
- She is a non-voting member of the SWC Executive Board.
- She will recruit 5-7 members-at-large (Active, Sustaining and/or Corporate) from the SWC membership to serve on Funding Committee

### **MEMBER AWARDS NOMINATING CRITERIA**

#### **Member of the Year**

##### **Qualifications:**

- Member of SWC for at least two full years.
- Member in good standing.
- Can be Active, Sustaining or Corporate member.
- Has gone above and beyond service to SWC and the local community.

##### **Nomination:**

- Must be submitted in writing (including email or online submission).
- Must include brief statement about why member should be honored such as examples of community service work.

##### **Selection:**

- Nominating Committee shall be responsible for the selection of Member of the Year.
- The Parliamentarian will chair this committee. If she cannot do so, the President will nominate an alternative.
- The Parliamentarian will send nomination forms to general membership in March.
- Nominations must be submitted by the end of March.
- After the nomination deadline, the Nominating Committee will narrow down nominations to a reasonable number for a club vote.
- Nominees will be announced at the April luncheon.
- Club vote will take place in April.
- Recipient will be announced at the May luncheon.
- Recipient will represent SWC from June 1<sup>st</sup> to May 31<sup>st</sup> as our Member of the Year.

#### **Member of the Month**

##### **Qualifications:**

- Member in good standing.
- Can be Active, Sustaining or Corporate member.
- Cannot be a current SWC Board member.

##### **Nomination:**

- Nominations are provided by current Executive Board members.
- Nominations are sent to the President via email or given at the monthly Board meetings.

## **GENERAL PROCEDURES**

### **Selection:**

- Executive Board will vote at the monthly Board meeting for recipient at the following month's general meeting.
- Nominations will not be carried over to the next month.
- New nominations will be taken and considered each month.

### **COMMUNITY OUTREACH FUND**

- The Community Outreach Fund is funded from SWC December and May raffle proceeds.
- Any applicable raffle expenses will be deducted from the Community Outreach Fund.
- Funds collected at the December raffle will be used for Community Outreach approved projects January through June of the following year.
- Funds collected at the May raffle will be used for Community Outreach approved projects September through December of the same year.
- Fund balance shall be reported to the Executive Board at each board meeting by the Treasurer.
- Community Outreach projects shall be presented for approval to the Executive Board prior to any expenditure:
  - No requests that are over the current fund balance will be considered.
  - No request for funds for an organization will be considered more than once in any SWC fiscal year.
- Unapproved expenditures may be the responsibility of the individual that made the expenditure.
- Any budgeted expense for Community Outreach will not come from the Community Outreach Fund (example Senior Valentine Luncheon budget line item).
- Additional approved projects may involve member donations that do not require funds from the Community Outreach Fund.

### **COMMUNITY ASSISTANCE FUND**

All requests for funds to be disbursed out of the Community Assistance Fund must be submitted to SWC Executive Board

#### **Community Assistance Funding:**

- All funding requests must be submitted to the SWC Executive Board.
- Requests shall be presented for approval by the Funding Liaison as follows:
  - \$0- \$1,000 SWC Executive Board
  - Any requests over \$1000 will be referred to SWCF Committee
  - No requests over \$2,000 will be considered.
  - No request for funds from any individual or organization will be considered more than once in any SWC fiscal year.
  - Funds will be distributed on a first-come, first-serve basis until all dollars have been allocated.
- All requests must meet at least one of the following criteria:

## **GENERAL PROCEDURES**

- Basic human need
- Possible disruption in individual/family life
- Unforeseen need due to catastrophic circumstances

The CAF Fund balance may not exceed \$5,000 in any fiscal year. Funds for the CAF will be allocated by the SWC Executive Board at the end of each fiscal year. The Executive Board may allocate funds from Club Support and Community Outreach activities.