

# Women's Club of Greater Lakeway

## *Our Standing Rules*

- 1. The club year shall begin June 1 and end May 31 of the following year.*
- 2. A directory shall be issued to each member who has paid her dues.*
- 3. The Parliamentarian and a committee appointed by the President shall review the Constitution, By-Laws and Standing Rules of the club and recommend amendments to the same to the Executive Committee as deemed appropriate. Once approved by the Executive Committee, the Parliamentarian shall present the recommended amendments to the Board of Directors for approval to bring to a vote of the general membership. Amendments to the Constitution shall be according to its Article V, and to the By-Laws according to their Article X. Standing Rules' amendments only require approval by a simple majority of the Board of Directors. Such a review is not required annually, but rather is at the discretion of the President.*
- 4. No member shall serve as chairman of more than two (2) standing committees during a term.*
- 5. All officers and standing committee chairs shall be responsible to provide a written annual report and to turn over all records of the position to their successor or to the President (as directed by the President) at the May Board of Directors meeting.*
- 6. Past Presidents shall be recognized at the installation meeting, typically held in May.*
- 7. Literature and art may be offered for sale in conjunction with Women's Club programs only if said items represent the original creation or handiwork of the person presenting the program. In such instances, the Program Chairman shall be responsible for assisting with the sales and collection of monies. Texas State Capitol Ornaments may be provided for sale at the October and November meetings for the convenience of members. No profit to Women's Club shall result from such sales.*
- 8. The Board of Directors must approve any requests for additional funds by committee chairs.*
- 9. No solicitation of funds in the name of the Women's Club of Greater Lakeway shall be made except with explicit approval of the Women's Club board.*
- 10. Members of the Women's Club shall not receive any remuneration for gifts or services.*
- 11. Single donations of Women's Club funds over the amount of \$500 shall be presented to the general membership for approval.*
- 12. In order to participate in a Special Interest Group, one must be a member-in-good-standing with dues current with the Women's Club of Greater Lakeway.*
- 13. The following Standing Committees are recommended but not limited to: Community Liaison, Directory, Historian, Hospitality, Membership, Newsletter, New Member Mentors, Special Events, Storage Coordinator, Online Payment Administrator and Webmaster.*
- 14. Oath of Office language, usually administered to all newly elected officers of Women's Club at once at their swearing-in:*

*Do you understand and accept your duties as an officer of the Women's Club of Greater Lakeway and promise to carry them out to the best of your abilities, acting in accordance with our Constitution, By-Laws and Standing Rules, and with the best interest of the membership-at-large as your primary goal?*