

AMERICAN WOMEN'S CLUB
AUCKLAND, NEW ZEALAND

STANDARD OPERATING PROCEDURES

ARTICLE I - OFFICERS & THEIR DUTIES

SECTION A - LIST OF OFFICERS - As defined in the Charter

SECTION B – RESPONSIBILITIES OF OFFICERS

Officers shall perform their duties according to, and be cognizant of, the Charter and Standard Operating Procedures. At the end of their term, the officers must assist in the smooth transition of the administration by finalizing all pending work and transferring all pertinent files, preplanning timeline, information regarding additional duties and recommendations to their successors.

SECTION C – DUTIES OF OFFICERS

(1) PRESIDENT

- (a) To preside at all meetings of the American Women's Club.
- (b) To preside at Executive Committee meetings of the American Women's Club.
- (c) To maintain and update a notebook or file including a club events calendar and preplanning timeline.
- (d) To appoint, when necessary, chairs of special committees.
- (e) To bring before the Executive Committee any business involving the membership of the American Women's Club and to carry out the Committee's decisions.
- (f) To represent the American Women's Club at local functions when required to do so and if she is unable to attend, to appoint someone to attend, preferably the Vice President.
- (g) To open and close all meetings and Club functions.
- (h) To be Ex-Officio Member of all sub-committees with a vote.
- (i) To fill casual vacancies arising during the year for the unexpired term in agreement with the Executive Committee.
- (j) To make a courtesy call to the most senior member at the United States Consulate in Auckland and give him or her a membership list.
- (k) To complete her actual duties at the end of the Annual General Meeting.
- (l) To submit her report at the Annual General Meeting.
- (m) To help prepare the Vice-President for possible Presidency in the future.
- (n) To appoint a club historian who maintains club albums and memorabilia.
- (o) To appoint a publicity person.

(2) VICE PRESIDENT/PRESIDENT ELECT

- (a) To prepare for possible Presidency in the future.
- (b) To officiate in absence of the President and to attend any functions for President when necessary.
- (c) To handle any projects as recommended by the President.
- (d) To be Program Chair for monthly meetings.
- (e) To introduce the monthly programs.
- (f) To present her plans for programs to the Executive Committee for approval.

- (g) To maintain and update a notebook or file on meetings.
- (h) To write her own "thank you" letters to all guest speakers.
- (i) To present each speaker with a token gift – to be decided by the Executive Committee at the beginning of the year as to type and amount.
- (j) If necessary, to coordinate Activity Groups.
- (k) To book the venue for the monthly meetings.

(3) SECRETARY

- (a) To keep an accurate record of the minutes of the regular monthly and Executive Committee Meetings.

for publication in the newsletter and move for their approval at the next general meeting.

- (c) To record the minutes of the Annual General Meeting and results of elections.
- (d) To retain the minutes of all previous years.
- (e) To mail the monthly Executive Committee Meeting minutes to the Committee members prior to their next meeting and move for their approval at the next Executive Committee Meeting.
- (f) To write the outgoing correspondence and read the incoming correspondence at Executive Committee Meetings and General Monthly Meetings.
- (g) To write invitations (including one to the immediate Past President for the Birthday Luncheon), get wells, thank yous, congratulations, condolences, etc. as needed.
- (h) To maintain a notebook or file with copies of the important incoming and outgoing correspondence including monthly newsletters and information forwarded by the Consulate and any other American organizations.
- (i) To maintain the AWC Stationery Inventory.

(4) TREASURER

- (a) To be responsible for all American Women's Club funds, these will be kept on deposit in the bank of the Executive Committee's choice.
- (b) To receive all Club revenue and to disburse money for the operating expenses with the approval of the Executive Committee and to keep an accurate account thereof.
- (c) To prepare a Financial Report (ie. Account Balances) and submit it for publication in the monthly newsletters.
- (d) To attend functions when required to take in money at the door, unless other arrangements have been made and approved by the Executive Committee.
- (e) To present for membership approval at the Annual General Meeting, a financial statement that has been reviewed by an independent accountant.
- (f) To have checks signed by two authorised signatories.
- (g) To maintain records of yearly functions.

- (h) To prepare a yearly budget for the Club and present this budget for approval of the Executive Committee prior to the Annual General Meeting and for approval of the Membership at the Annual General Meeting.
- (i) To keep an updated list of Club assets with description, value, and location.

(5) PUBLISHER

- (a) To be responsible for publishing and distributing a monthly newsletter; to notify members by mail of meetings and programs
- (b) To coordinate with Membership in maintaining a current membership database and to publish and distribute a Membership Directory annually.
- (c) To create and publish all programs, flyers and other such notices for AWC events & activities.
- (d) To publish and distribute revised Charter and SOP's as needed.

(6) MEMBERSHIP

- (a) To submit for approval all applications for membership to the Executive Committee.
- (b) To receive and introduce new members at General Meetings and to serve as liaison with Evening Group Chair regarding new members.
- (c) To keep membership list up to date with names, addresses and telephone numbers, and birth dates.
- (d) To publish and distribute annually a directory of all members.
- (e) To maintain an active list of all members according to type of membership, i.e. American, American Associate, Honorary or Life.
- (f) To issue name tags for all members.
- (g) To determine the number of members needed for a quorum, as defined in Article III, Section A (7) of the Standing Operating Procedures, for the Annual General Meeting and Special General Meetings.
- (h) To coordinate greeters at monthly meetings.

(7) HOSPITALITY

- (a) To coordinate hostesses for monthly meetings and all necessary supplies (coffee, tea, sugar, milk, towels, cups, etc.).
- (b) To coordinate morning coffee at private homes.
- (c) To coordinate special functions, ie. luncheons, 4th of July, and to report on their status to the Executive Committee.
- (d) To maintain a notebook or file of all reports of functions during the year.

(8) WAYS AND MEANS

- (a) To organise approved fund raising activities which includes obtaining raffle prizes for all monthly meetings & special events; which may include contacting outside organizations.
- (b) To maintain a notebook or file on all activities, i.e. raffle, trading table, auction, fair, bake sale, etc.
- (c) To compile information concerning future charities and present to the membership.
- (d) To write her own "thank you" letters to all non-member contributors.
- (e) To write a letter to the charities that will be receiving contributions.

ARTICLE II - EXPENDITURES

SECTION A - OPERATING EXPENSES FOR YEAR ALLOWED BY THE EXECUTIVE COMMITTEE

- (1) An annual budget shall be prepared by the Treasurer for approval of the Executive Committee prior to the Annual General Meeting and by the Membership at the Annual General Meeting.
- (2) Any expenditure above the budgeted amount must be approved by the Executive Committee.
- (3) Each Chair of any function shall submit to the Treasurer a complete statement of all receipts and expenses.

SECTION B - SPECIAL GIFTS PRESENTED DURING YEAR

- (1) The Executive Committee may make a presentation to a member for special services to the Club.
- (2) The retiring President is given a gift at the first monthly meeting of the membership (April).
- (3) A new Life Member will be presented with a framed certificate.
- (4) A welcome gift may be presented to the most senior member of the United States of America in Auckland when making the courtesy call.
- (5) Charitable contributions will be made at the direction of the Executive Committee and approved by a vote as follows:
 - (a) Members will cast their votes for the charities by written ballot.
 - (b) The charities receiving the most votes will be selected.

SECTION C - FINANCIAL YEAR AND MEMBERSHIP DUES

- (1) The Financial Year begins January 1 and ends December 31 of the current year.
- (2) Annual accounts are to be reviewed by an independent accountant and presented at the Annual General Meeting.
- (3) The yearly membership dues are to be paid on or before the day of the Annual General Meeting. Members who do not pay their dues on or before the day of the Annual General Meeting may not vote at the meetings, will not receive monthly newsletters, and will not appear on the updated membership lists distributed to members until such time as dues are paid.
- (4) Members shall pay annual membership dues of such amount as shall from time to time be recommended by the Executive Committee and approved by the Membership.
- (5) Members joining from August 1 shall pay a fee equal to half the annual membership dues.
- (6) Additional raised funds (other than charity fund raising) can be allotted as approved by the Executive Committee.

SECTION D - DISSOLUTION OF CLUB

Upon dissolution of the Club, American Women's Club assets would not be distributed to members but would be given to charity. The charity(ies) to be decided at a Special General Meeting which would be called for the dissolution of the Club.

The charities proposed must be nominated in writing (including organisation name, description of organisation, contact person. specific item or service requested--not general operating fund) and received by the Vice President three days before the Special General Meeting.

Rules for a Special General Meeting (see Article III, Section A) apply.

ARTICLE III - MEETINGS

SECTION A - SCHEDULE AND CONDUCT OF GENERAL AND COMMITTEE MEETINGS

- (1) The Monthly General Meeting of the American Women's Club shall take place on the third Thursday of the month, except in January when there will be no meeting. The December meeting date will be decided by the Executive Committee.
- (2) The Executive Committee shall meet regularly for the purpose of transacting the business of the Club.
- (3) The votes of the General Meeting and Executive Committee will be determined by a majority of those members present, eligible to vote, and voting. A majority is defined as more than half of the votes cast.
- (4) Notice of General Meetings shall be mailed to members not later than seven days prior to the scheduled date of the meeting.
- (5) At least 14 days written notice of Annual General Meetings and Special General Meetings is to be given to members.
- (6) A Special General Meeting may be called by the Executive Committee either on receipt of a letter signed by one third of the membership specifying the subject intended to be discussed or by a two thirds vote of the members of the Executive Committee. The business transacted at the meeting called by request of the membership or by the Executive Committee shall be confined to the subject specified in the request.
- (7) At the Annual General Meeting or a Special General Meeting, a quorum shall be one third of the membership ordinarily available to attend daytime meetings. The vote shall be determined by a majority of the quorum. A majority is defined as more than half of the votes cast.

SECTION B - MARCH MEETING

- (1) The March Meeting is designated as the Annual General Meeting at which reports are given and the election conducted. The new Executive Committee is then introduced by the retiring President who then adjourns the Annual General Meeting.
- (2) The newly elected Executive Committee will take over all duties immediately after the Annual General Meeting.
- (3) After the Annual General Meeting is adjourned, if time permits, the newly elected Executive Committee may conduct a regular monthly meeting.

SECTION C - MAY MEMORIAL DAY

- (1) A wreath is presented by the President on behalf of the Club at the Memorial Day Service at the War Memorial.

SECTION D - FOURTH OF JULY

- (1) A special function will be held to celebrate America's Independence Day, (for instance, a picnic).

SECTION E - SPECIAL BIRTHDAY LUNCHEON - MAY

- (1) The purpose of the Birthday Luncheon is to celebrate the American Women's Club in Auckland which was established in 1942.
- (2) Past Presidents are to be recognised by the Club. The immediate Past President is to be invited as a guest for one year only.
- (3) No guest speaker will be invited.
- (4) A special birthday cake is presented and cut by the President or a person of her choice.
- (5) Any special VIP with past importance to the Club may be a guest at the discretion of the Executive Committee.

SECTION F - DECEMBER MEETING

- (1) The December Meeting shall be designated as the annual Christmas Luncheon.
- (2) The Executive Committee shall determine the date.
- (3) There may be a gift exchange among members and/or gifts given to a charity.

SECTION G - GUESTS

- (1) Guests or prospective members may be invited to the regular monthly meetings.
- (2) A Member may invite the same guest to a maximum of two regular monthly meeting or two activity group sessions during the year unless the person i stay (i on short term e. six months) in New Zealand. This person may be asked to make a monetary donation to the Club by the Membership Chair.

ARTICLE IV - GENERAL RULES

SECTION A - MEMBERSHIP AND CONDITIONS OF MEMBERSHIP

- (1) Membership and conditions of membership are as described in the charter.
- (2) Guidelines for selection of Life Members
 - (a) Any person who in the opinion of the Executive Committee has rendered outstanding service to the Club or the community in furthering the objectives of the Club may, after being accepted for this type of membership by the Executive Committee, upon motion of the Executive Committee be elected at any monthly meeting of the Club by a majority of 3/4 of those present and voting.
 - (b) Life Members shall have full privileges of membership but shall not be liable for payment of any annual dues.
- (3) Honorary Members shall be entitled to the same privileges as Life Members except they shall not be entitled to vote at any meeting of the Club.
- (4) Termination of membership: If any member acts or conducts herself in any manner contrary to the aims and objectives of the Club, the Executive may recommend termination by calling a Special General Meeting wherein the Club votes on said recommendation.
- (5) The membership list is provided for personal use of the members only.

SECTION B - ELECTIONS

- (1) The Executive Committee shall consist of a maximum of ten members, who are elected to the Committee for a term of one year. No member may be elected for more than four consecutive years, but may be elected to the Committee again after a period of one year.

- (2) The Nominating Committee for the election of new officers will consist of one retiring Executive Committee Member who will be Chair and will be appointed by the President, plus four members of the Club who will be appointed by the Chair and approved by the Executive Committee. They will be as diverse a cross section of the Club as possible.
- (3) The Executive Committee appoints an Election Officer to carry out election procedure.
- (4) The Slate of nominations must be sent to members at least fourteen days before the Annual General Meeting.
- (5) Provision for absentee vote is available.
 - (a) Absentee voter sends her ballot to the Election Officer in an enclosed sealed unidentified envelope marked "Ballot" to be opened at the Annual General Meeting.
 - (b) Absentee voter signs outer envelope only.
- (6) Nominations from the floor with the prior approval of the nominee will be accepted.
- (7) Voting for offices must take place at the Annual General Meeting, by secret ballot unless offices are unopposed. Votes must be counted by the Election Officer and one other person and the results announced to members present.
- (8) The Executive Committee will be elected by a majority vote. Majority is defined as more than half of the votes cast.

SECTION C - AMENDING THESE STANDING OPERATING PROCEDURES

- (1) These Standing Operating Procedures will be reviewed biennially by the Executive Committee.
- (2) These Standing Operating Procedures may be amended at any meeting by a majority of members present and voting at the meeting provided the amendments are consistent with the Charter. A majority is defined as more than half of the votes cast.

SECTION D - ROBERT'S RULES

Any situation not specifically covered in the Charter and the Standing Operating Procedures will be conducted according to Robert's Rules of Order, Revised.

February 2005
Revised