

## **STANDING RULES**

Adopted 11/29/01  
Amended 01/24/02  
Amended 02/28/02  
Amended 03/28/02  
Amended 04/25/02  
Amended 10/24/02  
Amended 05/01/03  
Amended 10/28/03  
Amended 06/22/04  
Amended 09/28/04  
Amended 03/28/06  
Amended 03/27/07  
Amended 06/26/07  
Amended 08/28/07  
Amended 10/14/08  
Amended 02/10/09  
Amended 09/09/09  
Amended 02/15/11  
Amended 06/15/11

### **ACRONYM**

NFGP will be the official acronym for Newcomer Friends of Greater Plano.

### **PRESIDENT**

The President will preside at Program and Business meetings of the Club, and at the meetings of the Board of Directors and the Executive Committee. She will have the authority to sign checks and authorize contracts. The President will check with the bank to verify the balance of checking and savings accounts prior to signing off on the bank reconciliation and treasurer's report. These reports will be presented by the Treasurer at the Board Meeting. The President should initial the reports verifying she has reviewed them in detail. (See exhibit 1 of this document for Checklist for Review of Bank Statements.)

### **FIRST VICE PRESIDENT**

The First Vice President will fulfill the duties of the President in her absence. She will be responsible for any duties assigned by the President. She will have the authority to sign checks and authorize contracts. She will be the liaison to the educational institution that will administer the Camille Klein Founder's Scholarship. She is responsible for coordinating the venue and program for the In/Out Board Meeting. Also, she is responsible for selecting the gift that is given to the outgoing president. The First Vice President will be responsible for placing NFGP signs outside of monthly Program Meeting venues directing ladies to parking and entrance. Further, she will also be responsible for maintaining & displaying the logo sign at the monthly Program Meetings. Additionally, she will be the liaison between the Board and the Webmaster, Photographer, Historian and First Year Members.

### **SECOND VICE PRESIDENT—PROGRAMS**

The Second Vice President—Programs will be responsible for arranging monthly program

meeting speakers. She will book the programs through August of the year following her term. She will also book any future speakers, as far in advance as possible, with the understanding that the Second Vice President—Programs, subsequently elected, may reorganize the program line-up as needed. In order to draw publicity, attendance, and new members, sufficient funds will be allocated by the Board of Directors, through the budgeting process, for quality speakers. The Second Vice President—Programs may appoint a Committee to assist her in these efforts. She will have the authority to sign checks and authorize contracts.

### **THIRD VICE PRESIDENT--MEMBERSHIP**

The Third Vice President--Membership will be responsible for ensuring all prospective new members have the relevant registration form, as well as the collection of all new or renewed membership dues. She will present monies collected for dues in a timely and organized manner to the Treasurer. She will assist the Treasurer in balancing her membership file to the deposited funds reflected in the treasurer's report each month. She will compile the membership directory. The Third Vice President--Membership may appoint a Committee to assist her in these efforts.

### **SECRETARY**

The Secretary will be custodian of the permanent records of the Club, including the Club's Incorporation Documents and excluding the Club's newsletter. She will keep and make available minutes of all meetings of the Board of Directors, all Executive Committee meetings and Business meetings, and will document the presence of a quorum when necessary. She will process, and/or coordinate, all correspondence of the Club. She will ensure that any required Constitutional or Bylaw changes are submitted to the appropriate government agencies. She will provide ballots for the election of officers and other items presented to the membership for voting.

### **TREASURER**

With duties beginning May 1, each new Treasurer should obtain extensive training from her predecessor. It is imperative that the Treasurer read and follow her Smart book notes, Club by-laws and standing rules. Adherence to standard operating procedures and consistency in accounting practices from year to year are crucial. If there should be a change in Treasurer, not just at fiscal year-end, an audit must be performed and reported to the Board. The Treasurer will receive all monies paid into the Club and will deposit them on a timely basis into the Club's bank accounts. She will keep an accurate record of Club expenditures and pay all the bills that are duly approved. She will account separately for all monies designated for the Scholarship Fund and for the Contingency Fund. She needs to have the President and one non-check signing board member review her monthly bank statement and bank reconciliation verifying that they are accurate. They need to be initialed by those two reviewers. (See Exhibit 1 for Checklist for Review of Bank Statement.) She will present an accurate report of Revenues and Expenses at each Business Meeting and each meeting of the Board of Directors. The Treasurer will be responsible for the timely filing of any required State and federal tax forms; for calculating and remitting on a timely basis sales tax for items sold by the Club; for preparing for the annual Audit; for maintaining relations with the Club's bank, including arranging for signature cards for incoming Board members; and for renewing and updating the Club's liability insurance. She will chair the Budget Committee and will have the authority to sign checks and authorize contracts.

## **PARLIAMENTARIAN**

The Parliamentarian will serve as advisor to the President, the Board of Directors and any Ad Hoc or Standing Committees of the Club in matters of interpreting "Robert's Rules of Order, Newly Revised." The Parliamentarian will serve as an ex officio member of any Ad Hoc Committee having to do with proposed amendments to the Constitution, Bylaws, or Standing Rules.

## **NOMINATING COMMITTEE**

The Nominating Committee Chair will be appointed by the newly elected President in May of each year per Article IV Section 1. The Nominating Committee will be chosen randomly, by the lottery method, at the August meeting of the Board of Directors, the intention having been announced in the July Newsletter. Attendance at the lottery will be open to all members. All Active and Legacy members' names will be placed in the lottery. As names are drawn, the names will be recorded in the order drawn. Following the lottery, individuals, in the order drawn, will be asked if they agree to serve on the Committee until four willing members and two alternates have been identified. If a member of the Nominating Committee subsequently is unable to serve, or chooses to run for office, the alternates will assume seats on the Nominating Committee in the order in which their names were drawn.

The Nominating Committee will announce the opening of the nomination process in January and distribute nomination forms, signature optional, to the membership at the January Program Meeting. The forms will also appear in the January and February Newsletters. At the close of the February Program Meeting, the Nominating Committee will accept nominations from the floor before closing the nomination process.

The Nominating Committee will compile a list of the names received from the nominations forms. They will contact every member nominated. All members accepting nomination will be placed on the ballot. If nominated for more than one office, the member will choose the office for which to run. Nothing in the governance documents of the Club preclude the members of the Nominating Committee from making nominations, as they are, by virtue of their position, members in good standing and therefore eligible to make nominations. It is desirable these nominations be made in advance of the close of the nominating process at the February Program Meeting. If, however, after calling all the nominated candidates, no one has agreed to stand for election for a particular office or offices, the Nominating Committee is empowered to contact eligible members, they feel would best serve the Club, until they recruit someone to stand for election for each office. This will not be construed as reopening the nominations, but rather a continuation of their year-long effort to encourage the most qualified women to be nominated and stand for election.

The Nominating Committee will prepare the slate, notify the President of the results, and will publish the slate (including a short bio on each nominee) in the April Newsletter. The Nominating Committee will announce the slate to the membership at the March Program meeting.

The Secretary will be responsible for providing ballots and will be responsible for tabulation, along with two members appointed by the Nominations Committee. Should the Secretary be a candidate for office, the President will appoint another member of the Board of Directors for this role.

Elections will take place at the Annual Business Meeting in April, by secret ballot. There will be no provisions for write-ins.

The newly elected officers will be announced by the President, prior to adjournment.

Installation of the new members of the Board of Directors will take place at the May Program Meeting and they will assume their duties at that time.

#### **ABSENTEE VOTING AND PROXIES**

There will be no provision for proxy votes in an election of Officers. Absentee ballots will be available from the Secretary upon request. Absentee ballots must be in the Secretary's possession no later than midnight five days prior to the April Business Meeting for the election of officers of the Club. Votes can be delivered by postal mail, email or dropped off at the Secretary's home.

#### **WAYS AND MEANS COMMITTEE**

Coordination of Fundraising/Goodwill Activities: The suggestions for operational fundraising and goodwill activities come from the membership of the Club to the Ways and Means Committee. This Committee will review and make decisions on these suggestions as specified in the Bylaws. This Committee functions as the "umbrella" under which all activities are coordinated.

The Treasurer works closely with the Ways and Means Committee to ensure the financial needs of the Club are addressed. Counted and signed (by the treasurer and committee chairman) cash count sheets must be used to present all monies to the Treasurer.

Membership: In addition to the stated membership composition in Article IV, Section 1 of the Bylaws other members of the Club will be included on this Committee as necessary and appropriate. This Committee may be subdivided into separate sub-committees and purposes under independent Subcommittee Chairs as needed; answering to the Chair of the Committee.

#### **SPECIAL EVENTS COMMITTEE**

This Committee is responsible for organizing the December Holiday Luncheon, the Spring Luncheon for installation of officers and the Valentine Tea. Duties for this Committee include, but are not limited to, the following:

1. Select locations and negotiate contracts for the holiday and spring luncheon meetings, subject to the approval of the Board of Directors.
2. Counted and signed (by the treasurer and committee chairman) cash count sheets must be used to present all monies to the Treasurer.

#### **ACTIVITY COORDINATOR**

The Activity Coordinator is responsible for assisting with the organization and scheduling of various activities upon member request. She will maintain an accurate calendar of Activity meeting days and a list of Activity Chairs and will supply this information upon request. She is responsible for coordination of the annual Activity Fair. She is responsible for notifying activity

leaders each month to send their articles to the newsletter. She holds a meeting/coffee each year to inform each club year to inform group leaders about the Holiday and Silent Auctions and the Activity Fair.

### **GREETERS**

The greeters are responsible for greeting members and guests at meetings, and making them feel welcome. They concentrate on first time attendees, give them handouts with Club information, and introduce them during the meeting.

Greeters will also coordinate monthly coffees.

### **HOSPITALITY**

The Hospitality Committee is responsible for refreshments at all Program Meetings.

### **NEWSLETTER EDITOR**

The Newsletter Editor will design and retain copies (digital recommended) of all newsletters. The Newsletter Editor provides the Club's Treasurer with detailed expense reporting for Newsletter production and coordinates Newsletter distribution with Newsletter Circulation. The Club will pay for the cost of a publishing program as needed. The purchased program will be registered to the Newsletter Editor and it will then become her permanent property.

### **PUBLICITY**

The Publicity Chair is responsible for all Publicity for the Club. The primary function of the Publicity Chair is to aggressively seek to appear in as many venues as possible, to reach new members in all surrounding cities. The Publicity Chair works in concert with the Program Chair, in order to publicize events and speakers well in advance. The Publicity Chair constantly seeks new and innovative ways to publicize the Club. She may appoint a committee to assist her in these efforts.

## **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

Prior to taking office, it is the responsibility of each Member of the Board of Directors to read the Club by-laws and standing rules, and study "Robert's Rules in Plain English" by Doris P. Zimmerman, or another reference work, as determined by the incoming Parliamentarian, in order to have the basic tools to organize, influence, and expedite meetings in an efficient, effective, and democratic manner.

It is within the rights of the President, and at her discretion, to dismiss members of the Board of Directors for non-attendance at three or more meetings of the Board of Directors, or for dereliction of duty, and to appoint another person to fill the vacant position in accordance with Standing Rules.

## **VACANCIES**

In the event of a vacancy on the Board of Directors, every effort will be made to fill the vacant position. Sometimes it will be in the best interest of the Club to reassign positions in order to continue the operation of Club business.

### **1. Vacancies of Elected Positions.**

All vacancies on the Board of Directors of Elected Positions, in compliance with Article III, Sections 1 and 6 of the Club Bylaws, will be filled by appointment by the President and ratification by the Board of Directors.

The member will serve the remainder of the appointed term.

### **2. Vacancies of Non Elected Positions.**

Vacancies of Non Elected Positions will be filled by Appointment by the President, in compliance of the Club Bylaws, Article III, Sections 1 and 6. The appointee will serve the remainder of the term.

### **3. Partial Term.**

A member who fills a vacancy will therefore be serving a partial term.

In serving out a partial term, the rules of Terms of Office, as stated in Article III, Section 3 of the Club Bylaws, are interpreted that one partial term does not preclude the member from serving the Club as stated therein.

## **NEW BOARD ORIENTATION**

As soon as practicable after the April election, each outgoing elected and appointed Board member shall meet and confer with the corresponding incoming Board member to coordinate their responsibilities and insure an orderly transition on May 1. At such meeting(s) each incoming Board member should, for information purposes, be granted access to the applicable Smart Book and any other relevant materials.

The regular April meeting of the Board of Directors will be the first board meeting to be attended by the incoming members of the Board of Directors. The outgoing members of the Board of Directors will be the voting members at this meeting. Immediately following this meeting, the incoming and outgoing members of the Board of Directors will attend an orientation meeting. The first portion of the orientation meeting will consist of one to one explanation, by the

outgoing member of the Board of Directors, to the incoming member of the Board of Directors, as to the specific duties she will assume as Officer, Chair, Coordinator, or Appointee, and to convey to the incoming member of the Board of Directors pertinent materials, job descriptions and records. The second portion of the orientation meeting will be for incoming members of the Board of Directors. It will have the agenda, set by the outgoing President, designed to orient the incoming members of the Board of Directors to their general duties, responsibilities and the policies and procedures of the Board of Directors. The outgoing President may invite former members of the Board of Directors to be presenters or panel members and may invite the incoming President to be a part of the planning.

Each member of the outgoing Board of Directors shall use her best efforts, extending for a reasonable time as necessary or appropriate beyond the April 30 expiration of her term, to be available for consultation and to otherwise assist her successor Board member in making a smooth transition into office.

### **CAMILLE KLEIN FOUNDER'S SCHOLARSHIP**

The Club shall fund at least one scholarship awarded annually to a Collin College nursing student. It is intended that the scholarship qualify as a Collin College "named scholarship," such as the "Newcomer Friends of Greater Plano Camille Klein Nursing Scholarship" first awarded in 2008. The college sets a minimum dollar amount for such scholarships. During years when Club finances allow, the scholarship(s) will be funded to meet or exceed the "named scholarship" minimum. The NFGP Board will vote on the dollar amount of the award(s) at the February Board meeting, and the scholarship(s) will be funded on or before March 1. The scholarship recipient(s) shall be invited to attend a subsequent club meeting.

### **AUDIT COMMITTEE**

Composition: The Audit Committee will consist of two members in good standing, not currently serving on the Board of Directors. These members will be appointed by the President.

Duties: The Audit Committee will audit the Treasurer's books upon receipt of the March bank statement. The audit should begin with the audit date of the previous audit to insure financial data is not omitted. Following the audit, the Audit Committee will confer with the outgoing President, outgoing Treasurer, and, if she chooses to attend, the incoming Treasurer, to discuss any exceptions and recommendations. Following this conference, the Audit Report will be presented to the Board of Directors at their April meeting. This will allow the books to be turned over to the incoming Treasurer on May 1<sup>st</sup>. A brief summary of the Audit Report should be published in the July newsletter.

### **BUDGET COMMITTEE**

The Budget Committee will develop a balanced and functional budget to be presented to the Board of Directors. Input as to the various revenue and expense items in the budget will be sought from the Board of Directors. The Board will give final approval of the budget no later than the July Board meeting. As variances in the Budget occur, the Treasurer will suggest ways to balance the budget to the Board of Directors who must act to keep the budget balanced.

### **CONTINGENCY FUND**

A minimum of ten percent of each year's net income (i.e., excess of revenue over expenses) will be designated for a contingency fund until a full year of revenue (membership dues plus revenue

from Ways and Means) is in savings. The amount to be designated to the contingency reserve at the end of the year is to be voted upon by the Board of Directors of the Club within the first four months following completion of the prior year's audit. The contingency fund will be used for unforeseen expenses, such as, but not limited to, sustaining the Club during low enrollment years, purchasing major fixed assets (office equipment, meeting facilities, publishing equipment), countering bad publicity, defending against a lawsuit and/or given the opportunity joining a national newcomers organization. The contingency fund monies will be released through a two-thirds majority vote by the Board of Directors. If at any time, the contingency fund is drawn down, the Board of Directors will make every attempt to revitalize the fund, using the above formula, at the earliest possible date.

### **AFTER-MEETING LUNCH COORDINATOR**

The After-Meeting Lunch Coordinator will find a restaurant suitable for a large group of people. Criteria to be addressed includes: proximity to meeting location, cost of lunch, diversity of menu, and the ability of the restaurant to accommodate the group. Payment of such meals is the responsibility of the participants.

### **HELPING HANDS COORDINATOR**

The Helping Hands coordinator is responsible for maintaining a reference file consisting of community services and personnel. She will keep a list of Club members who have volunteered to assist other members in circumstances of need.

### **HISTORIAN**

In addition to her duties described in Article VIII of the Bylaws, the Historian will take pictures, or arrange for a volunteer photographer, maintain a photo album, and retain copies of all Club newsletters to document Club activities.

### **CARING THOUGHTS**

This individual is responsible for sending cards by mail to members who are ill, have recently lost a loved one, had surgery or have a family member experiencing any of the above. Individual members are welcome to come together as a group to purchase gifts, flowers or contribute to memorial funds or charities. Prudent financial management of club finances dictates that, aside from cards, the Club shall not purchase items, make contributes, etc. for any Club member or their family with the exception of founding members upon their death as long as they are still members (excluding their families).

### **MEMBERSHIP**

The annual dues will be \$40.00. An adjusted rate of \$20 will be charged for those joining January through April. Past Presidents will be considered Lifetime Members and will have their dues waived.

A fee, determined by actual expenses, may be charged to members who receive the newsletter by postal mail.

Prospective members will receive a copy of the Newsletter, an invitation to the next Welcome Coffee and a membership form.

If a prospective member attends any Club functions beyond the one month trial period, she will

be expected to join the Club in order to attend. Should the situation persist, any member who recognizes the oversight, should notify the President, who will take appropriate action.

A member who moves from the Greater Plano area and wishes to receive a newsletter subscription after her membership expires will pay an amount per year which is less than membership dues.

## **FINANCE**

All bills for authorized expenditures will be paid upon receipt, when submitted with a completed voucher and appropriate documentation. The checks will require two signatures by authorized signers. It is recommended new signature cards be signed prior to installation of officers.

Paid vouchers will be reviewed by the President on a monthly basis.

Membership fees, and all Charity/Fundraising contributions, must be immediately transferred to the Treasurer, or President in the absence of the Treasurer. Funds should be deposited in a timely manner. A duplicate record should be kept of all deposits made, showing the date, name of contributor/payee, the functional account, and the amount deposited. Copies of all bank statements, as well as deposit books, will be available to the President at any time.

The Treasurer will be responsible for filing appropriate tax documents

## **MEETING DECORUM**

The following practices, observed by members, will assure the transaction of business in a courteous and orderly manner:

- Members will confine remarks to the question or topic at hand; which is always the issue, never the member.
- All remarks must be addressed through the Presiding Officer.
- Each member may address the assembly once on the same issue until all who wish to speak have had an opportunity to do so.
- After receiving permission from the Presiding Officer, should a member wish to read or refer to a specific document, it must be brief and must relate to the topic at hand.
- The Presiding Officer may limit the time each member may address an issue, should she feel that appropriate. Members are to refrain from disrupting meetings.

As a matter of practice, the Club will work in a consensual manner as long as business is able to be transacted that way. When, in the opinion of the President, consensus is not forthcoming, or when the matters are of sufficient weight, the President, in consultation with the Parliamentarian, will conduct the business of the Club according to "Robert's Rules of Order, Newly Revised."

In the event of a member's failure to comply with rules of decorum, the President will rule the member out of order. If the breach of decorum repeats, the President will again rule the member out of order and will ask the member to leave the meeting.

As a matter of decorum, parliamentary procedure is to help and not hinder decision making. It is never proper for a member to exploit her knowledge of parliamentary procedure to subvert the Club's preference for a consensual manner of conducting business.

## **CONFIDENTIALITY**

Meetings of the Board of Directors are the forum for discussion and the governance of the club. All meetings are confidential. A breach of confidentiality is considered a reason for dismissal from the Club.

Any questions concerning matters discussed at a meeting of the Board of Directors will be directed to the President, so as to preserve the confidentiality of the proceedings of the Board of Directors.

It is the responsibility of an absent Board member to become informed about the issues addressed at the missed meeting of the Board of Directors.

## **ACTIVITY PLANNING, HOSTING, AND FACILITATION**

Activities often take place in the homes of members. The vitality of the group depends on contributing to the planning, hosting, and facilitation of the activities.

## **SOLICITATION**

Members and/or guests of the Club will not make commercial solicitations at any Club functions. This includes, but not limited to, professional services, in-home businesses, and activities involving schools and/or clubs of children. The membership directory is published strictly for the use of Newcomer Friends of Greater Plano members, and is not to be used for any commercial or solicitation purposes.

## **AGENDA DEVELOPMENT**

A member who wishes to have an item placed on the agenda for either a meeting of the Board of Directors or a Business Meeting must submit a request, in writing, to the President, or her designee, at least three days prior to the scheduled meeting.

## **SHARED BOARD POSITIONS VOTING**

When two or more people share a single board position, only one person will be designated as the representative to the Board of Directors and will be the voting member.

## **AMENDING THE BYLAWS**

The Bylaws will have the opportunity to be amended only once during the fiscal year. If issues need immediate attention, resolutions may be used by the Board of Directors as a means of codifying changes until amendments can be voted on by the full membership.

## **UNRESOLVED ISSUES**

Unresolved issues, not addressed by these Standing Rules, will be resolved by the Board of Directors.

## **AMENDMENTS**

Proposed changes to the Standing Rules should be submitted, in writing, to the Board of Directors, by any voting member of the Club. Standing Rules may be adopted, amended, or rescinded by the Board of Directors, at any meeting of the Board of Directors, following normal protocol for conduct of business.

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## EXHIBIT 1

### CHECKLIST FOR REVIEW OF BANK STATEMENTS

**Someone other than the treasurer should open the bank statements when received and should sign and date it.**

Once the treasurer has completed the bank reconciliations, the treasurer gives the reconciliation *and the bank statement* to the reviewer. This should be done monthly.

The reviewer looks for the following:

- Do all checks have two authorized check signers?
- Were any checks made out to a check signer signed by that person?
- Were any checks made out to "cash" (petty cash checks should be made out to the person requesting the money or to the bank)?
- Were there any non-check withdrawals:
  - NSF fees, purchase of checks/deposit slips are OK
  - Debit card or ATM use is not allowed.
- Are there any checks with numbers out of sequence? What about the dates on the checks?
- Are the names on the checks to people/vendors the club does business with?
- Are deposits made timely?
- Are there any uncleared transactions on the reconciliation that do not make since (misc. Journal entries or outstanding checks to an unfamiliar vendor)?
- Is the reconciled balance on the reconciliation reasonable based on the treasurer's report presented around the same time as the bank statement?
- Does the statement for the savings account show only deposits?

The reviewer initials and dates the statement.

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