

Standing Rules are in addition to the Bylaws and shall apply to the general administration and operation of Northbrook Woman's Club (NWC) and Northbrook Woman's Club Foundation, Inc. (NWCF). Additions, deletions, or revisions to these rules may be adopted by a majority vote of members present at any general meeting, providing the change has been submitted to and approved by the Board of Directors and published to the membership, or unless the specific Standing Rule states that additions, deletions, or revisions are to be made in another manner.

MEMBERSHIP

Section 1. Admission to Membership

- a) Before applying for membership, a candidate shall attend, as a guest of a member, either three (3) general meetings, which include luncheons, or one (1) general meeting and any two (2) club functions approved by the Membership Committee. This qualification shall be fulfilled within a twelve (12) month period prior to the date of application. This qualification can be revised by the Board of Directors in a particular year due to unforeseen and/or unusual circumstances warranting such a change.
- b) Following acceptance or rejection by the Membership Committee, the Chair(s) shall be responsible for informing the candidate.
- c) The Chair(s) shall submit the names of the new members to be published in the newsletter.
- d) The Membership Committee, with approval of the Board of Directors, shall designate the general meeting(s) during the club year for admission of new members.

Section 2. New Members and Sponsors

- a) A member may sponsor two (2) candidates and endorse two (2) candidates for membership during each club year. The sponsor and endorser shall be members in good standing and shall have known the candidate for at least six (6) months.
- b) After a candidate has fulfilled the qualifications under Section 1, they may complete the membership application on the NWC website.

Section 3. Responsibilities of New Members

Each new member shall:

- a) participate in an orientation session;
- b) attend four (4) general meetings during the first year of membership;
- c) participate in a new member activity;
- d) serve on a Ways and Means Committee of NWCF one (1) or more years within the first three (3) years of membership;
- e) financially support the NWCF Ways and Means efforts;
- f) actively serve on a NWC or NWCF Committee and participate in a community project; and
- g) pay an initiation fee and annual dues. Members admitted in a mid-year class shall be required to pay one-half (1/2) of the annual dues.

Section 4. Responsibilities of New, Active, Sustaining, and Honorary Members

Each member shall:

- a) uphold the purpose and Bylaws of NWC and NWCF;
- b) use the name "Northbrook Woman's Club" or "Northbrook Woman's Club Foundation" to the public at large only with permission of a committee Chair or the President;
- c) abide by the decisions of the majority vote;
- d) have a member of the Board of Directors' approval for all correspondence and communication representing NWC and/or NWCF. Any official external correspondence or communication representing NWC and/or NWCF must be approved by the Board of Directors or a Board Executive Committee representative;
- e) submit all bills, with receipts, to the committee Chair for submission to the Treasurer for reimbursement; and
- f) be responsible for expenses incurred without approval of the Board of Directors or the President.

Section 5. Responsibilities of Active Membership

Each active member shall:

- a) be responsible for annual dues by July 1st;
- b) actively serve on a NWC or NWCF committee;
- c) serve on a NWCF Community Service project(s);
- d) actively and financially support the NWCF Ways and Means efforts; and
- e) serve on the Ways and Means Committee(s) a minimum of three (3) times in the first fifteen (15) years.

Section 6. Sustaining Membership

Each sustaining member shall be responsible for annual dues by July 1st. Sustaining members shall be encouraged to serve on all the NWC/F committees and to participate in the community project(s) of NWCF as well as to actively and financially support the NWCF Ways and Means efforts. Active membership may be resumed upon written request to the Membership Chair. Active members, in good standing, requesting sustaining membership must do so before the beginning of the fiscal year (June 1st).

Section 7. Special Membership Consideration

- a) If an active or sustainer member is not able to fulfill the responsibilities of membership as stated section 5 or section 6 due to extenuating circumstances, the President in consultation with Membership Chair(s) may deem the responsibilities fulfilled and grant membership status in good standing.

Section 8. Termination of Membership

- a) Membership may be terminated by written request to the Chair(s) of the Membership Committee.
- b) No member may resign in good standing without fulfilling the responsibilities of serving on a committee, serving on a community project, financially supporting the Ways and Means efforts, and paying the annual dues.
- c) A member not in good standing at the close of the current club year forfeits membership.

Section 9. Reinstatement of Membership

- a) A former member in good standing shall be admitted to NWC and NWCF upon receipt of a letter of application to the Membership Chair(s). Upon payment of any dues and the reinstatement fee, the member shall have the responsibilities and privileges of their membership type, as stated in the current yearbook.
- b) A former member who has forfeited membership because of nonpayment of dues and/or failure to fulfill the financial obligations of the NWCF Ways and Means efforts may be reinstated upon receipt of said monies, the reinstatement fee, and current dues. If reinstated, the member shall have the responsibilities and privileges of their membership type, as stated in the current Yearbook.
- c) A reinstated member shall receive credit for all prior years of service as an active member in good standing, including all service on Ways and Means.

Section 10. Break-in-Service

- a) An active member may elect to take a break-in-service from committee work and community service requirements. During the break-in-service, a member will still be in good standing. This break-in-service expires at the end of that Club fiscal year.
- b) The break-in-service is included in the 15-year active membership term.
- c) During the break-in-service, the member shall continue to pay the active member annual dues and meet the active member Ways and Means financial obligations.
- d) This benefit is an optional one, and may be exercised once during a member's active member term.
- e) The option to elect a break-in-service should be made in writing to the Membership Chair(s).
- f) Members are encouraged to remain active in the social and educational opportunities of the Club and Foundation during their break-in-service.

DUES AND FEES**Section 1. Annual Membership Dues Table**

| Member type | Payment received on or before July 1 st | Payment received after July 1 st |
|-------------------|--|---|
| Active Member | \$50 | \$70 |
| Sustaining Member | \$60 | \$80 |

Honorary members do not owe annual dues.

All members with outstanding dues after July 31st will NOT be included in the NWC/NWCF Yearbook.

All members with outstanding dues after July 31st WILL be considered to have resigned.

Section 2. Initiation Fee

The initiation fee shall be \$15.

Section 3. Reinstatement Fee

The reinstatement fee shall be \$15.

Section 4. Active Members' Ways and Means Financial Obligations

The Ways and Means Financial Obligation(s) shall be determined annually by the Ways and Means Committee, with the approval of the Board of Directors. The date(s) for completion of payment(s) and any late fees or penalties shall also be determined by the Ways and Means Committee. The total and details of all these obligations are found in the Yearbook under: NWCF Ways and Means.

Section 5. Bank Fees

All members shall be responsible for the reimbursement of any bank fees for any check(s) made payable to NWC/F that is returned for nonpayment within 10 days of notification from the Treasurer.

BOARD OF DIRECTORS**Section 1. Duties of the Board**

The Board of Directors shall:

- a) elect the Nominating Committee prior to the January NWC meeting;
- b) assign member(s) and/or committee(s) to meet the operational needs of NWC and NWCF;
- c) make recommendations to NWCF for volunteer Community Service project(s); and
- d) have such other duties and responsibilities as may be set forth in the Bylaws or in these Standing Rules.

Section 2. Board Members' Responsibilities

Each Board member shall:

- a) be responsible for attending Board meetings throughout the year;
- b) report to the Board of Directors on the work of the committee;
- c) submit an annual budget request before the first meeting of the Budget Committee; and
- d) prepare an annual report.

DUTIES OF THE OFFICERS**Section 1. President**

The President shall:

- a) prepare all Board and General Meeting agendas;
- b) be notified of all committee meetings;
- c) establish committees not otherwise provided for in the Bylaws;
- d) have powers of appointment and delegation; and
- e) fill vacancies of office with approval of the Executive Committee.

Section 2. First Vice President(s)

The First Vice President(s) shall:

- a) arrange for each active member to serve on a committee and a community project;
- b) be responsible for notices of dues that are payable by July 1st; and
- c) be responsible for notices of membership forfeiture.

Section 3. Secretary

The Secretary shall:

- a) be responsible for courtesy notes and gifts as the Board of Directors directs;
- b) submit a copy of all minutes to the President; and
- c) submit a copy of all Board meeting minutes to Board members.

Section 4. Treasurer(s)

The Treasurer(s) shall:

- a) receive income and disburse funds upon receipt of vouchers approved and submitted by the Chair of the committee;
- b) maintain a file of vouchers, a check register, and ledgers of receipts and disbursements;
- c) prepare and submit monthly and annual statements;
- d) present books for audit within three (3) weeks of the close of the fiscal year; and
- e) file all local, state, and federal tax and/or forms required by law.

The Treasurer that reconciles financial accounts and prepares monthly/annual financial statements shall not have access to the financial accounts, shall not be an authorized check signer nor have any electronic access to financial accounts.

DUTIES OF STANDING COMMITTEES AND SPECIAL COMMITTEES**Section 1. Community Projects**

The Community Projects Committee shall:

- a) be responsible for coordinating all active members to serve on a community project(s); and
- b) maintain each member's service record.

Each member of the Community Projects Committee shall:

- a) chair a project that the committee has chosen to sponsor; and
- b) be responsible for organizing location, volunteers, and monies, if applicable.

Section 2. Hostess

The Hostess Committee shall:

- a) secure the meeting sites and necessary properties;
- b) provide refreshments at all general meetings excluding luncheons; and
- c) be responsible for the inspirational thought for the day at general meetings.

Section 3. Membership

The Membership Committee shall:

- a) welcome members and guests at meetings;
- b) be responsible for attendance, member name tags, guest name tags, and the guest book;
- c) attend a monthly committee meeting;
- d) receive and review membership applications;
- e) be responsible for holding New Member Orientation sessions; and
- f) introduce new members to the club.

Section 4. Communications

The Communications Committee, with guidance from the Communications Chair(s), shall:

- a) publish deadlines for newsletter submissions;
- b) obtain copy from Board members on a monthly basis;
- c) prepare and publish digital and print marketing content and the newsletter;
- d) publish special notices when requested by the President and/or Board of Directors; and
- e) compile an orderly file/scrapbook of publicity for inclusion in the annual report.

Section 5. Nominating

The Nominating Committee shall:

- a) secure a slate of eligible members in good standing to serve as Board of Directors with one candidate for each position. When necessary, the Nominating Committee may slate two nominees for a position;
- b) secure a slate for the Membership Committee of twelve (12) active members plus one (1) or more sustaining member(s); and
- c) consider eligible members for nomination including those members serving on the Nominating Committee.

Section 6. Philanthropy

a) The Grants Committee shall:

- 1) arrange for an announcement in the local papers of the availability of applications for grants;
- 2) review applications;
- 3) establish monetary sums to be distributed between grants and scholarships;
- 4) submit recommendations for grants to the membership for vote; and
- 5) submit approved list of grants to the Treasurer for disbursement.

b) The Scholarship Committee shall:

- 1) attend a majority of committee meetings to maintain voting status; and
- 2) respect the confidentiality of all applicants.

Section 7. Program

The Program Committee shall:

- a) be responsible for obtaining contracts of all programs for NWC/F;
- b) preview next month's program at current general meeting; and
- c) introduce the program.

Section 8. Revisions

The Revisions Committee shall:

- a) coordinate the Yearbook calendar;
- b) compile the Yearbook for the President's approval;
- c) arrange publication and distribution of the Yearbook; and
- d) compile proposed revisions to the Bylaws and Standing Rules and present such proposed revisions to the members for approval.

Section 9. Social

The Social Committee shall:

- a) contract for all luncheon locations;
- b) select the menu and provide decorations;
- c) receive reservations and arrange seating;
- d) be responsible for name tags at luncheons; and
- e) arrange any other special social event(s) chosen by the committee.

Section 10. Special Interests

Each member of the Special Interests Committee shall:

- a) chair a special event that the committee has chosen to sponsor; and
- b) be responsible for organizing locations, reservations, and monies if applicable.

Section 11: Technology

The Technology Committee, with guidance from the Technology Chair(s), shall:

- a) be responsible for technology and website administration including maintenance of website calendar of events, content refreshes, resolution of issues with website functionality or member usage;
- b) be responsible for database administration including data security, retention and back-up procedures;
- c) ensure all technical platforms are operational including service provider accounts;
- d) serve as liaison to all technology vendors;
- e) recommend changes to technical platforms and/or usage of new features and functionality within existing platforms;
- f) support the technical requirements of NWC/F Board members and committees; and
- g) train new members on usage of website.

Section 12. Ways and Means

The Ways and Means Committee shall:

- a) be responsible for raising funds for the NWCF Grants and Scholarship Committees to award various organizations and students; and
- b) be responsible for organizing locations, reservations, and collection of monies for such fundraising activities.

NOMINATIONS AND ELECTIONS**Section 1. Nominations**

- a) A slate of nominees for the Board of Directors and Membership Committee shall be secured by the Nominating Committee.
- b) Other nominations may be made, with the consent of the nominee(s), by a petition signed by ten (10) members per nominee, and presented to the Chair of the Nominating Committee prior to the election.
- c) Petitioned nominees shall be added to the slate.
- d) All nominees must be members in good standing.

Section 2. Elections

The Board of Directors and the Membership Committee shall be elected annually at a general meeting, unless the Board of Directors reasonably determines that unforeseen and/or unusual circumstances warrant another date and/or manner of electing these positions, all in accordance with the Bylaws and the Standing Rules.

BOARD DESIGNATED EMERGENCY FUND**Section 1. Description and Investment of Fund**

NWCF shall maintain a Board Designated Emergency Fund (Emergency Fund) of not less than \$50,000. The Emergency Fund shall be invested in such manner as to preserve the principal thereof. The Emergency Fund shall be invested in a money market fund or funds rated AAA or better or in one or more certificates of deposit issued by a federally insured institution, or any combination thereof, as determined by the President and Treasurer(s) of NWCF and with the approval of the Board of Directors. The principal in the Emergency Fund shall not be spent unless an emergency has occurred, as determined by the NWCF Board of Directors with the approval by affirmative vote of three-fourths (¾) of the members of said Board. Interest and/or dividends earned on the Emergency Fund will be allocated to the operating budget of the NWCF as it is earned.

Section 2. Replenishment of the Board Designated Emergency Fund

In the event that the principal in the Emergency Fund is reduced to less than \$50,000, the NWCF Board shall develop a plan to replenish the principal within an appropriate time period in relationship to the economic climate; provided, however, that said plan must require that repayments to the Emergency Fund, in whatever amounts said Board deems appropriate and feasible, shall commence within two years of such reduction.

Section 3. Distribution of the Board Designated Emergency Fund

In the event of dissolution of NWCF, the principal in the Emergency Fund shall be transferred to the NWCF Philanthropy Committee to be applied and distributed in its entirety according to Article 7 of the NWCF Articles of Incorporation.