

# Republican Women of California – San Diego County (RWCSDC)

## Standing Rules

*(Adopted by BOD/General Membership 02/13/23)*

- 1 The Americanism Chairman is responsible to see that the flag of the United States of America is properly displayed at all meetings.
- 2 Only the President or her designated representative shall contact the meeting venue about the needs of the organization.
- 3 Only the President shall be authorized to sign all contracts.
- 4 All passwords and usernames to all electronic accounts shall be recorded in writing and filed with the President and the Recording Secretary.
- 5 Requests for Evidence of Insurance shall be submitted to the Treasurer with at least two weeks' notice.
- 6 The Executive Committee shall present to the Board of Directors/General Membership a proposed budget at the March meeting for adoption.
- 7 Members and guests are responsible to pay for reservations made unless they are canceled before the organization incurs any cost. Those who fail to cancel will be billed for the cost of the luncheon through their respective clubs.
- 8 Dues for club Regular members shall stand at \$5.00 per year which includes \$2.00 for Insurance to be paid by the local clubs to RWCSDC when the member joins the local club. New or reinstated clubs shall pay a one-time \$25 affiliation fee to RWCSDC.
- 9 The RWCSDC membership roster is confidential and shall not be used on behalf of other organizations or for circulating any personal or business matter without the expressed permission of the RWCSDC Executive Committee.
- 10 The monthly meetings of the Board of Directors of RWCSDC shall be held on the second Monday of every month, except July and August, unless changed by the Executive Committee.
- 11 Itemized statements of expenditures for reimbursement shall be presented to the Treasurer. Members not presenting bills before the close of the RWCSDC year shall forfeit payment of the same. The only exception to this would be due to extenuating circumstances that may cause a delay in prompt receipt submittals. In this case the RWCSDC Executive Committee would need to approve all late receipts and reimbursements. The Treasurer shall issue checks within ten days of approval for payment.
- 12 Books and records of outgoing officers shall be turned over to the incoming officers within fifteen days of the end of their term.

13 Written records shall be retained as follows: Financial records are retained for five years. Annual Financial Reports, Adopted Budgets, Bylaws, Standing Rules, and Minutes are deemed permanent and retained by the Recording Secretary.

14. Any Regular member may attend Executive Committee meetings, provided she notifies the President in advance as to the purpose, with the understanding she does not have a voice, unless recognized by the presiding officer, or vote.

15. Pursuant to Article 10, Section 1 (a) of RWCSDC Bylaws, if clubs do not submit a name for election to the Nominating Committee, the club president's name shall be used.