

Republican Women of California – San Diego County (RWCSDC)

Standing Rules

(Adopted by BOD/General Membership 3/10/2025)

- 1) The Americanism Chairman is responsible to see that the flag of the United States of America is properly displayed at all meetings to the right of the podium looking out towards the audience.
- 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) Club 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 February 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 \$10.00 per year which includes insurance to be paid by the RWCSDC clubs to RWCSDC when the member joins the club.
- 9) New or reinstated clubs shall pay a one-time \$25 affiliation fee to RWCSDC.
- 10) 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.
- 11) 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.
- 12) Itemized statements of expenditures for reimbursement:
 - a) Should be presented to the Treasurer within 60 days of expenditure
 - b) Members not presenting bills by December 20th of the year in which the bill was incurred or forfeit payment of the same. The Treasurer shall issue checks within ten days of approval for payment.

- 13) Books and records of outgoing officers excepting the Treasurer shall be turned over to the incoming officers within fifteen days of the end of their term. The Treasurer shall turn over her books to the Financial Review Officer within fifteen days of the end of the term.
- 14) 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.
- 15) 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.
- 16) Nominating Committee procedures shall be furnished to the members of the nominating committee by the Parliamentarian.
- 17) Membership Reporting: Clubs shall submit their regular membership “Per Cap” report to the Membership Secretary and the Treasurer as soon as possible after their monthly meeting and number it sequentially. They shall send in another report if they receive more renewals or new members after sending in their regular report. This will get their member counts current before the monthly Board of Directors meeting. The deadline is five days prior to the monthly Board of Directors meeting.
- 18) Insurance. To promote transparency, accountability, and adherence to insurance requirements across all affiliated clubs within the Republican Women of California - San Diego County, RWCSDC and all RWCSDC clubs shall institute the following rules of operation:
 - a) Distribution of Insurance Copy: The RWCSDC Treasurer shall provide a copy of any insurance policy to the president of each affiliated club upon request. The insurance copy shall include relevant details such as coverage limits, exclusions, contact information for the insurance provider, and any other pertinent information.
 - b) Any questions or concerns regarding insurance coverage or compliance should be directed to the RWCSDC Treasurer or designated insurance liaison.
 - c) Notification Procedure: In the event of an incident or claim covered by the RWCSDC general insurance policy, the affected club shall follow the insurance notification policy as stated in our Policies and Procedures document.
- 19) RWCSDC Club Officer Information Sheet. This form shall be posted on the RWCSDC website. RWCSDC club presidents shall fill out a copy with their clubs’ information and forward it to the RWCSDC President no later than March 1st of each year. It is also recommended that a copy of this completed form be posted to the club’s website for members only.
- 20) RWCSDC shall charge a \$10 Convention Registration Fee in addition to the luncheon fee for each RWCSDC Convention delegate and alternate.