

## **STANDARD OPERATING PROCEDURES FOR**

### **WAKEFIELD WOMEN'S CLUB**

**Audited January, 2009**

The following are standard operating procedures designated by the Board in 2007 to help facilitate consistent practices of the club.

#### **1) Special Events**

- i) The Board may sponsor special events i.e.: New Member Coffees, Evening Social Events, or larger parties. A Board member or general member may coordinate the event. The Executive Board will propose a budget for the event. Special Events budgets must have prior approval of the Executive Board to be reimbursed.

#### **2) Budgets and Financial Decisions**

- i) The Executive Board determines expenditures for General Board Approval.
- ii) An Amount of no less than \$500 shall remain in the WWC treasury at the end of the year.
- iii) The outgoing Treasurer will prepare a projected budget for the new board and submit at the board meeting in May for discussion. The incoming Treasurer will present/amend any changes for final approval following August board meeting.
- iv) Budget overruns must have prior approval of the Executive Board.
- v) Non-budgeted expenditures over \$50 but under \$100 must be approved by the President.
- vi) Checks will be signed by either the Treasurer or the President.

#### **3) Membership Lists/ Directory/Newsletters/Web Page**

- i) The information contained in the WWC database, directory, newsletter, and on the Web Page is the sole property of the WWC and may not be used by individuals or commercial establishments for purposes other than a WWC approved activity. Our members' privacy is very important to the WWC.

#### **4) Political Activity**

- i) The WWC will not permit any kind of political activity including speakers, or distribution of literature of any kind at any of its sponsored events.

#### **5) Cancellations and Reservations for Luncheons and Special Events**

- i) Members may cancel their luncheon reservation by noon on the Wednesday before the luncheon by contacting the 1<sup>st</sup> VP's Reservation Chair and receive a full refund if payment was made by check or cash. Special Events reservations may be cancelled

not less than *seven* days prior to the event for a full refund. Cancellations that do not meet these rules or no shows the day of the luncheon will not receive refunds.

- ii) Membership takes precedence over guests when there is a waiting list for club activities

6) **Community Interest Announcements/Commercial Enterprise**

- i) Those members who wish to publicize community interest activities or commercial announcements may do so by providing flyers and or brochures at the **information table** at monthly luncheons. The member is responsible for placing the flyers **ONLY** on the designated table and for removing them after the luncheon. This table will be in the foyer area where the reservation/sign in table is located. The flyers are **NEVER** put on the luncheon tables in the dining room. Email blasts regarding community activities that benefit members are also acceptable, providing that they are not self-serving in nature.
- ii) At the discretion of the Board, speakers may sell items at the luncheons provided they donate an item to be used for a door prize or raffle that is of equal or greater value than the average of items available for purchase. An announcement will be made by an Executive Board Member

**NOTE:** All speakers' topics/speeches are of a general nature. They should not be solicitous of a particular brand item.

7) **Activities**

- i) The sponsors of new groups or events shall communicate with the Activities Chair(s) prior to announcing, launching, or commencing the group or event.
- ii) Guests may attend up to two activities or luncheons; after that they are expected to pay for a WWC membership or pay full luncheon cost of \$30.
- iii) Any/all fundraising activities bearing WWC name must be approved by the General Board.

8) **Newsletter**

- i) The deadline for submission of material for the newsletter is on the *Friday* after the General Board meeting (first Wednesday of the month). The newsletter shall be sent out no later than three (3) weeks prior to the next luncheon; and only to members who have renewed by/before October or new members that join in January.
- ii) The addresses of members of the WWC will not be published in the newsletter.
- iii) Community announcements for non WWC charitable functions may be published in the newsletter (if space permits), on the web site, or through an email blast, but must have presidential review of the write-up.

- iv) Articles for the newsletter shall be published as submitted by the author. Spelling and grammar may be edited. Any content changes or length issues must be referred back to the author for change or clarification in a timely manner.
- v) Articles for a business or individual who owns a business will not be published in the newsletter.

#### 9) **Web Page**

- i) Web page will be maintained on a monthly basis. Monthly newsletters will be posted along with current membership forms, Bylaws, SOPs, pictures of club activities/events, and other pertinent information approved by the WWC Board.

#### 10) **Reporting Structure**

- i) For the purposes of communication only, the following committees and officers will communicate or update each other on activities, meetings, policy etc.:
  - a. President – Activities, Publicity, Web Manager, Audit, By-Laws/SOP's
  - b. 1<sup>st</sup> Vice President - Luncheon Committees, Hospitality (Sunshine)
  - c. 2nd Vice President - Community, Special Community Events,
  - d. Secretary – Minutes, Keeper of WWC book that includes By-Laws/SOP's
  - e. Treasurer - Membership
  - f. Advisor- Parliamentarian, By-Laws/SOP's

#### 11) **Dues**

- i) Dues are \$35 per year, for a full membership (Sept 1-May 31) or \$20.00 for a partial year membership, if individual is a new member (Jan 1-May 31). Dues are payable to Wakefield Women's Club and sent to: 14460 New Falls of Neuse Road, Suite 149-222, Raleigh, NC 27614
- ii) Dues renewal forms are sent with first newsletter in **August** and are expected to be paid *no later* than end of October; or thereby be removed from mailing list.

#### 12) **Luncheon/ Special Events Guests**

- i) Luncheon/Special Events fees will be paid by the WWC for the following:
  - a. The guest speaker(s) per approval by 1<sup>st</sup> VP
  - b. Luncheon raffle winner
- ii) Members may invite guests to regular luncheons and special events but due to space limitations guests may be limited.