



MOON VALLEY WOMEN'S SOCIAL CLUB
STANDING RULES
(Proposed 7/15/2020)

MEETINGS / EVENTS

1. Regular membership events shall be conducted from September through May, generally on the second Thursday of the month, unless otherwise specified by the Executive Board.
2. Event reservations and related payments must be received by the deadline.
3. All reservations are accepted in the order of receipt by the Treasurer.
4. Cancellations must be received by the payment deadline for a refund.
5. Anyone wishing to make a public announcement during a membership event must receive pre-approval from the President before making said presentation.
6. Members and others may be approached to entertain, educate, speak, or otherwise present at any event. An honorarium may be offered.
7. Members will not be reimbursed for goods and services offered to the club at a higher rate than their recognized / standard public rates.
8. MVWC welcomes members from diverse backgrounds and cultures and works to create an inclusive environment. Topics related to politics, religion or discrimination of any kind shall be prohibited during MVWC events or activities.
9. The election of new officers shall be held during the Annual General Meeting in April.

MEMBERSHIP

1. For the purposes of establishing membership, MVWC defines its community as encompassing the following streets:
 - North side of Thunderbird Road
 - West side of Seventh Street
 - homes on Paradise Lane and LeMarche Avenue.
 - East of and including Moon Mountain and Coral Gables Estates
 - South of Greenway including homes in Moonlight Cove, Tamarac and Las Meridas



2. Membership shall be on an annual basis from June 1 until May 31 of the next calendar year.
3. Membership requires the completion of a Membership Form (can be waived for renewing members if no changes) and payment of dues.
4. Members in good standing are defined as those current with their dues.
5. Only members in good standing may participate in activity groups.
6. Any member who has not finalized membership by September 15, may be removed from the membership directory, after which time they can no longer participate in activity groups, receive electronic communications, or access member-only areas of the website.
7. Prior to joining, prospective members and/or guests may attend a maximum of two (2) Membership events during any one fiscal year, while accompanied by a sponsoring member. A guest fee may be levied if appropriate.
8. Prospective members and/or guests may not attend event or activities, to the extent that they prohibit members from participating. This does not apply to those who act as substitutes for a member who cannot attend.
9. The use of MVWC and its membership data for the sole purpose of soliciting business is not permissible. Members shall not distribute promotional materials during events, except as permitted for sponsors and with prior Executive Board approval.
10. Members found to have shared member data with outside sources shall have their membership revoked.
11. No member shall conduct a business or represent a charitable interest for personal gain within the framework of MVWC.

FINANCE

1. The General Board shall have the authority to adjust dues up to \$10.00 each fiscal year without requiring membership vote.
2. All membership events shall be self-supporting to the extent possible. Any necessary funding shall be submitted for review and approval by the General Board.



3. The Treasurer shall prepare the upcoming year's projected budget to be submitted to the General Board.
4. Receipts for all expenses shall be submitted to the Treasurer for reimbursement within thirty days of expenditure. All expenses shall be submitted by the end of the fiscal year (May 31st) or risk forfeiture.
5. Non-budgeted expenditures exceeding \$200.00 shall require prior approval of the General Board.
6. Approved budgeted expenditures up to \$200.00 may be paid by the Treasurer without General Board approval.
7. MVWC is not responsible for reimbursement of funds that were not approved in the budget or by the Executive Board.

NOMINATIONS AND ELECTIONS PROCESS

1. One month before the Annual General Meeting, all Executive Board positions shall be presented to the Membership. Nominations will be accepted up to and during the Annual General Meeting.
2. One month before the Annual General Meeting, the slate of nominees will be presented to the Membership.
3. One month before the Annual General Meeting, a ballot shall be made available to members and can be returned electronically or in-person on or before the due date.
4. If multiple candidates are nominated, the vote for that office shall be taken by ballot.

GOVERNANCE

1. The Executive Board shall select a Nominating Committee, whose purpose shall be to secure candidates willing to serve for the following year. No current officer shall serve on this committee.
2. The Executive Board shall be elected by a majority of 51% of those voting and will serve for one (1) year.



3. At the end of every fiscal year, but no later than July 30th, the President shall be responsible for an audit of the MVWC's financial records. This audit shall be conducted by committee members who did not serve on the previous year's General Board. The audit should be completed no later than September 1st.
4. The Executive Board shall consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer
5. The General Board shall consist of the Executive Board and the following Committee Chairs:
 - Events
 - Fundraising
 - Membership
 - Programs
 - Records
 - Webmaster
6. The President may appoint other non-voting members to participate in General Board affairs. These non-voting positions, called Committee Members, may include:
 - Birthday Flowers
 - Board Advisor
 - Door Prizes
 - Hostesses
 - Newsletter Editor
 - Photographer
 - Raffle
 - Sunshine Cards
 - Service Project Chair
7. Duties of Executive Board, General Board and Committees shall be outlined in an Addendum to the Standing Rules.

AMENDMENTS

1. Any members in good standing may recommend amendment(s) to the Bylaws and/or the Standing Rules. It shall be submitted in writing to the Executive Board. The Executive Board may appoint a committee to review the proposed



amendment(s).

2. The committee shall present the proposed amendment(s) to the General Board at the next meeting for review and approval.
3. If accepted, the proposed amendment(s) shall be in writing and posted in the newsletter and on the website so that it is available to all members for one month prior to the voting deadline.
4. If the proposed amendment(s) to the Standing Rules is approved by the General Board, it shall be posted in the newsletter and on the website so that it is available to all members and will be voted on at the next MVWC event.

ASSOCIATION ASSETS

1. All Tangible Assets, Equipment and Property of the MVWC shall be recorded and a listing maintained by the Treasurer.
2. All who take possession of MVWC Assets during their term of office or for a particular period shall return the assets when vacating their office or at the conclusion of their assignment.