



CAPE CORAL SOCIAL CLUB, INC.

STANDING RULES

MISSION STATEMENT

The mission of the Cape Coral Social Club, Inc. (hereafter Club) is to give its members a friendly, welcoming place to have fun, enjoy social activities, and gain awareness of the community and its services.

EXECUTIVE BOARD

The Executive Board (hereafter Board) shall consist of the Board of Director's (7 officers elected by membership) and the Standing Committee Chairs (appointed by President). See Bylaws for a full list of Standing Committee positions.

TERM OF OFFICE

No Officer or Chairperson shall serve for more than two (2) consecutive terms in the same position unless his or her professional credentials and/or knowledge of the position qualifies them to serve.

TRANSITION OF EXECUTIVE BOARD

The outgoing Officers and Chairpersons will arrange a meeting with the incoming Officers and Chairpersons prior to the December General Meeting to provide information relative to their individual duties. If additional assistance is necessary, an outgoing Officer or Chairperson will provide such assistance as deemed necessary.

POWERS OF EXECUTIVE BOARD

- Represent the Board to the public.
- Members must act within the guidelines of the Club.
- A member may not act on his/her own or represent himself/herself in any capacity without prior approval of the Board of Directors. If a member does so, they are "piercing the bylaws" of the Club which may then leave the member open to legal action.
- All correspondence must be signed with the full formal name and title of the Officer or Chairperson.

STANDING COMMITTEES

- All Standing Committee Chairs shall be appointed by the newly elected President by December 20 and serve for a one-year term beginning on January 1 through December 31.
- Committee Chairs are empowered to select their committee members immediately upon their appointment. The Chairs shall provide the names of their committee



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members to the current and incoming (if applicable) Secretary promptly following their acceptance.

FINANCIAL OBLIGATION

- No member of the Board may spend or commit more than \$250.00 on a particular expense without prior Board approval.
- The Agenda for the monthly Board Meetings will include a line item for Approval of Expenses over \$250.00.
- In the case of an emergency, where approval of expenditures over \$250.00 is required outside of the monthly Board Meeting; at least four Officers, one of which is the President or Vice President, may approve the expenditure in writing by e-mail or letter.

INSURANCE

The Club will maintain Liability Insurance and Directors & Officers Insurance policies which shall be reviewed annually to ensure compliance with state or local regulations.

PROGRAMS

- Guest Speaker Presentations at the General Meeting will consist of information that is useful to the membership. No fee or remuneration will be paid to the presenter and their presence shall not be construed as an endorsement of their business or product.
- Speakers may not discuss prices or solicit business from the audience. This does not preclude them from leaving their contact details in the form of a brochure or business card after their presentation.
- In certain circumstances with prior coordination, a speaker may present an item for sale (a book for example) whereby a percentage of the sales proceeds are donated to the Club.
- In cases where a music or dance group (i.e., local school or non-profit group) provides free entertainment at a Club event, the Board may approve a monetary donation to that organization.

PERTINENT INFORMATION

- Pertinent Club information includes, without limitation, member information (email, telephone number, home address) derived from membership in the Club. Such information shall not be used for personal gain and shall be kept only for limited use within the Club and not open for discussion with any other individual, organization or club without the Board's approval.



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- In addition, details of private Club information, which may include, but not be limited to, details of Club plans or internal discussions, shall not be divulged outside of the Club without prior approval of the Board.

REFUND POLICY – PRE-PAID ACTIVITIES

The following policies will apply only to those activities/events that require advance payment where members/guests pay by cash or check to the Cape Coral Social Club, Inc. and the Club writes out a check to the venue or the Club collects checks made out to the venue and the Club gives those checks directly to the venue.

1. Activities requiring a minimum number of participants: When a minimum number of participants and advance payment are required by an event/venue, no refund will be made after the Club has made the commitment to the venue/event indicating the number of participants.
2. Activities requiring advance payment but No minimum number of participants: When there is no minimum number of participants, but an advance payment is required by the event/venue, members/guests who cancel may have their check or cash returned up until five (5) days before the date of the event.

REFUND POLICY – DANCE TICKETS

Dance tickets may be refunded up until four (4) days prior to the scheduled date.

APPROVAL OF STANDING RULES

- The first draft of the Standing Rules will be published to the Club Website for a minimum of 30 days and a notice must be submitted to the membership at a general meeting prior to the final acceptance and approval by the Board at a subsequent Board Meeting. Note: Any member may attend the Board Meeting to express their opinions concerning the proposed Standing Rules.
- Upon approval by the Board, the Standing Rules will be uploaded to the Club Website. The Secretary shall keep a record of the approved Standing Rules for future reference.

REVIEW OF STANDING RULES

A Standing Rules Review Committee will consist of the Parliamentarian and at least two other members, one to be named by the President and one to be selected from the General Membership. Standing Rules should be reviewed at least every two (2) years. See Job Description for additional instructions.

AMENDMENTS TO STANDING RULES

Proposed Amendments to Standing Rules will be published to the Club Website for a minimum of 30 days and a notice concerning the proposed amendments must be submitted to the general membership at a General Meeting prior to the final acceptance



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and approval by the Board at a subsequent Board Meeting. Note: Any member may attend the Board Meeting to express their opinion concerning the proposed amendments.

ELECTIONS

Voting Procedure

- In order for a vote to be taken at a General Meeting, a Club Officer and Secretary must be present. The Club Officer will serve as Election Chairperson.
- Voting shall be by a show of hands unless a secret ballot is deemed necessary.
- Should a secret ballot be necessary, the President or pro-tem President shall appoint two or three tellers to pass out and collect all ballots.
- Tellers should not have a direct personal involvement in the question or result of the vote. Parliamentarian will oversee voting procedure.
- To ensure accuracy and to enable Tellers to detect any error when unfolding ballots, each ballot will be folded in a manner announced in advance.
- Ballots will be collected by the Teller who judges by the thickness and feel of the paper that only one ballot is being cast.
- The Teller then deposits the ballots into a central box.
- No Ballots may be accepted once the polls have been closed.
- Recording of the Ballots shall be visible by the Club members present.
- Tellers shall ignore blank ballots and will not credit them to any question(s) or candidate(s).
- If when unfolding, the Teller has two or more ballots together they are recorded as illegal votes and are not credited.

Teller's Report

- Shall be read standing and addressing the Election Chairperson.
- The Teller will report the number of votes cast, number necessary for election, number received per elected position or question and the number of illegal votes.
- The Teller shall then hand the report to the Chairperson who will verify the contents and declare the results.
- The Secretary will enter the report in full into the minutes.
- Ballots should be held until after the swearing in of officers at which time they may be destroyed.

DEATH OF MEMBER

Upon the death of a Member, a donation not to exceed \$25.00 will be given in memory of the deceased to a charity designated by the family.



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PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern any matters not specifically covered by these Standing Rules.

Approved by the Executive Board
July 25, 2019