

Suggested Club Operating Policies and Procedures: TEMPLATE

- **This document should be established, maintained, and modified by vote of the club's members. Its contents are determined by the club, and could include all, some or none of the following suggestions.**
- **The document does not need to be approved by the Association, but must not conflict with any Association policies.**

GENERAL INFORMATION:

1. Define process for joining club:
2. Club dues (if applicable - amount, when payable, to whom. Dues are useful in updating active membership):
3. Define means of communication to club members (i.e.: email, phone, snail mail):
4. Membership Roster (Recommended update annually) Define any restrictions on use and email:
5. Define Etiquette/Code of Conduct Rules (any unique to club):
6. Define Disciplinary actions:

OFFICERS & LEADERS:

1. Define makeup of club's leadership team:
2. Define term limits for leadership team (e.g., member who has served four continuous years should take at least a one year break):
3. Define leadership team quorum for decision/voting purposes:
4. Define duties of elected members of leadership team (e.g., President, Vice President, Secretary, Treasurer, etc.):
 - a. Title:
 - b. Duties:
 - c. Term of office:
5. Define duties of non-elected members of leadership team (e.g., Luncheon Chairperson, standing committees, ad hoc committees)
 - a. Who appoints:
 - b. Duties:
 - c. Term of office:
6. Define processes for filling a vacancy on leadership team, and for removing someone from the leadership team before their term expires.

ELECTION PROCESS

1. Define Nominating process:
2. Define when voting held (i.e.: how often, month):
3. Define nominee and voting notification method (i.e.: time before vote and how notified of candidates):
4. Define voting method (i.e.: written ballots, show of hands, email, proxy ballots, quorum):

CLUB MEETINGS

1. Define Location/Date/Time of meetings:
2. Define amount of advance notice of meetings:
3. Define quorum needed for official meeting/voting/business matters:

RECORD KEEPING & RETENTION

1. Define meeting minutes rules (retained usually 3 years – should be taken at leadership team and general club meetings):
2. Define method for Financial transactions & financial record keeping:
(Financial records retained usually 7 years prior to current year. All transactions involving club funds should be recorded in clubs treasurer's records. It is important to maintain a detailed accounting of receipts (revenue) and disbursements (expenses). Disbursements should not be made from cash on hand, but rather by check.)
3. Define annual budgeting process and periodic financial reporting to club membership, including membership or leadership team approval process.

GUESTS

1. Resident Guests - Define any restrictions (i.e.: Time limit before joining):
2. Non-Resident Guests - Define any restrictions, concerns:

ADD ANY OTHER CONSIDERATIONS FOR THE CLUB TO FUNCTION

-Such as defining special interest sub-groups; how formed and approved by club, and how their activities are monitored.