

## Working Guidelines

### **Categories:**

Archives  
Badges & Club Pins  
PO Box  
Budget  
By-Law Changes  
Check Signing  
Club Handbook  
Committees  
Exchange Club Fee  
Honorary/General Memberships  
Outside Club Donations

### **Archives**

5/18/24

Motion by Alice W. 2nd by Dianne K. that the club's website would be used as our archives and 2008 and earlier years would be kept in paper form (stored by the Karals).  
Motion passed.

### **Badges & Club Pins**

10/6/13

**Name badges and club pins:** Steve Williams moved and Tressa Youngbear seconded a motion to give new members a name badge and club pin when they join. Motion Carried.

**10/6/13**

**Club Pins:** Dianne Karal moved and Vic Klopfenstein seconded that pins for ambassadors either incoming or out bound will be at club expense. Motion Carried.

### **Budget**

8/4/13

Dale recommended and moved that by the end of this year (2013) the IRIS and Rockwell funds be included in the General Fund total. Dianne seconded. Motion carried.

### **By-Law Changes**

1/11/09

Tressa went through each of the 8 items and explained the reasoning behind the change.  
Dianne Karal made a motion that we approve the by-laws with the exception of Article 7, Section III regarding the travel of the Exchange Coordinator. This will be rewritten and will be voted on at the March meeting. Motion seconded by Vic K. Motion carried.

3/8/09

Tressa presented the new by-law change.

We are switching it back to President Elect going to the International Conference and the Exchange Coordinator will go only if the President Elect cannot go.

We will pay for only ½ of the travel expense. If the conference is a Domestic conference, then both shall attend. A motion was made to accept the wording of this by-law change. Motion carried.

Dec. 15, 2011

The motion was seconded and approved by a membership vote to raise the 2012 dues to \$25 a person / member.

9/15/13

Due to some issues with IRS over reporting Dale Moore, Mike Karal, Audrey Bradford and others have been working on reinstating the club's 501c3 status. To move forward Dale recommends two changes to the by-laws. One will change the date of completion of the financial books at the end of the year to prepare for audit and the other will instruct the Treasurer to prepare and file an annual Federal tax return with the IRS. Tressa Youngbear moved the adoption of the by-law changes, Mary Stull seconded. The motion carried. New revised by-laws for the club will be available on the web site and a copy can be obtained from club officers.

### **Check Signing**

12/14/13

Stephanie Schulte made a motion that we allow four check writers, to include Past President, President, President Elect and Treasurer and we will no longer require President to co-sign a check over \$500.00 for the 2014 year. The motion was seconded by Dianne Karal and carried.

### **Committees**

6/7/14

Motion by Dianne K. 2nd by Cheryl M. to create a position under the Communications Committee to coordinate all information for posting on the club's website.

Motion passed.

### **Exchange Club Fee**

3/9/08

BUDGET: It was recommended by Tressa that the \$25 dollar exchange fee paid by the ambassadors, not be returned to them if it was not needed, but put into the exchange fund.

Connie moved that any money left over from the exchange be put into the exchange fund. Audrey seconded the motion.

Motion carried.

### **Honorary/General Memberships**

6/26/12

Motioned by Vic K. 2<sup>nd</sup> by Connie W. to give a gift membership to speakers and people who help our club as a thank you.

Motion passed.

6/7/14

Motion by Cheryl M. 2nd by Marian W. to raise the membership dues starting in December 2014 (2015 club year) to \$30 per person.

Motion carried.

10/5/14

Motioned by Dianne K. 2nd by Cheryl M. that club membership dues, for new members only, after June 1st, will be 50% of annual amount.

Motion carried.

### **Outside Club Donations**

6/7/14

Decision to consider each request for donations to other clubs, organizations or people on its own merit.

### **PO Box**

10/5/14

Motion by Steve W. 2nd by Stephanie S. to approve the rental of a downtown PO Box for our club.

Motion passed.