

THE WOMAN'S CLUB OF BETHESDA, INC.

POLICIES AND STANDING RULES

Revised and approved January 11, 2022

Policy is a definite course of action adopted by the Board of Directors or the Executive Committee. It defines what shall be done, what purpose shall be pursued, what principles shall govern, what financial procedures shall be used, and what courses of action shall be taken. Policies are guides to everyone in the organization. Only the Board can change policy or vote exception. The differences between policy and DAY-TO-DAY operating decisions are frequently misunderstood. As many decisions made from day-to-day actually represent policy, the administrative task is simplified by the adoption of guiding policies on these matters. Lack of policy burdens the Board with many repetitive decisions.

1. Community Service Programs and Committees, and all other official requests for the use of the clubhouse, shall be directed to the Rental Chairman who will consult with the Rental Agent as to availability of the clubhouse for the days or hours desired well in advance.
2. The microphone, silver services and all Club equipment/property shall be available for use by all Community Service Programs and Committees, provided that technical equipment be operated by competent persons. Make requests for same to House Chairman. Equipment belonging to specific sections of the Club should not be used by any other Club group.
3. No Club equipment or property shall be rented or loaned except with the approval of the Rental Chairman and Rental Agent.
4. No equipment shall be removed from the clubhouse. No kitchen equipment is to be taken from the clubhouse at any time. Any articles brought in by members shall be removed immediately after use.
5. A Club member may rent the clubhouse at special member's rate for a personal party, the expenses of which she will bear, except on Friday, Saturday and Sunday when she shall pay the regular rental fee. She may not rent the clubhouse at the member's rate for an organization or business of which she is a member. Members renting the clubhouse are entitled to use Club property. Should they desire to use the public address

system or other electronic equipment they must comply with directions given in No. 2 above and pay the nominal fee. Members will be held responsible for breakage or damage to Club equipment. A schedule of member's rates may be secured from the Rental Agent.

6. A current job description will be provided by each Officer and Committee Chairman to her successors.
7. Club records or archival items shall not be removed from the clubhouse without the approval of the Executive Committee. The Club Letters of Incorporation, and the Club play must be kept in a safe deposit box in Bethesda, MD.
8. All reports of committee chairmen must be filed either by a hard copy or stored electronically.
9. The WCB Newsletter shall not contain advertising nor shall there be any advertising of any kind in Club emails or mail.
10. The WCB Bulletin Board shall post only Club-related items
11. No non-Club related signs, posters, pamphlets, cards or any advertising matter shall be displayed, distributed or read at a General meeting or a Committee Meeting without the prior approval of the Executive Committee. Soliciting for benefits and charities of any nature other than for Club interest shall be prohibited at the Club, unless authorized by the Executive Committee.
12. The Club computer, printer/copier shall only be used for Club business and only by the Club president, newsletter editor, treasurer and assistant treasurer, and recording secretary.
13. No member, committee, Club group or renter may attach any decoration to any of the lighting fixtures (by order of the Fire Chief), or any of the draperies or stage curtains, or walls, woodwork; nor may they put any tacks, nails or adhesives on any of the walls or woodwork of the Club building. The House Chairman has been instructed to so advise members and committees, and the Rental Agent shall advise renters.
14. The WCB Handbook is for WCB Members only and is not to be made available or duplicated for any individual or organization or business outside the Club membership. No member or non-member may use the handbook for solicitation.

15. A luncheon reservation is considered firm and must be paid for unless cancelled by the date specified in the newsletter. Luncheon reservations should be made by the Tuesday preceding the event to the Hospitality Chairman and must be cancelled by that Thursday.
16. Each member is required to pay the current fee for each Club function attended. This applies to all members assisting in any way.
17. The Club shall send a donation to the charity designated by the family of a deceased member. A sympathy card will be sent to a member and her family in the case of a death within her family.
18. Written request for non-resident membership MUST be made to the Assistant Treasurer before May 31. A member is considered eligible for non-resident membership if she lives outside a 50-mile radius from the clubhouse. Such a member is allowed to attend 2 meetings a year with proper attendance fees paid.
19. Non-resident members may return to regular membership upon the payment of the balance of the current year's dues to the Assistant Treasurer.
20. A request for letter of transfer to another Federated Club must be made before June 1 and shall be considered equivalent to a resignation.
21. The back door is used for business purposes only.
22. Nothing is to be stored in the refrigerator unless it pertains to an immediate function of the Club.
23. Club members may bring luncheon guests to two monthly General Meetings of the Club annually including the Christmas meeting. The exception to this rule allows prospective members to attend the Christmas meeting. Reservations must be made with the Hospitality Chairman by the Tuesday preceding this luncheon.
24. The Membership Chairman shall be responsible for honoring new members.
25. The piano may be moved from the stage only by consent of the Board of Directors and moved only by professional movers.
26. In regard to any matter covered by a committee, Club members shall contact the Chairman of that committee, rather than the President.
27. Guests for luncheons held at General Club meetings must be accompanied by the sponsoring club member with the usual luncheon fee paid. A non-

attending hostess may contact another member and request that she introduce these guests and attend lunch with them.

28. Officers of the County, State and General Federation of Women's Clubs and other official guests, may be invited to any Club meeting with no Guest fee required.
29. Recognition of Charter Day, May 27, shall be decided by the Executive Committee.
30. All gifts and/or donations to the Club, except monetary donations, must receive prior approval of the Clubhouse Grounds and Building Committee and be accepted by the Board of Directors and Executive Committee before they become possessions of the Club.
31. Proposed amendments to the WCB Standing Rules are to be submitted in writing to the Bylaws Committee. After the Bylaws Committee and the Board of Directors approve changes to the Standing Rules, the changes can be approved, amended, or rescinded at any General meeting of the Club by a two-thirds vote, or if prior notice has been given, by a majority vote.
32. Smoking is never permitted in the clubhouse.
33. In general, no equipment shall be removed from the clubhouse.
34. The clubhouse may be open on federal holidays at the discretion of the Executive Committee.
35. All clubhouse activities are cancelled when Montgomery County Public Schools are closed because of weather. In case of delayed school opening, the clubhouse will be open at the discretion of the Executive Committee or the Luncheon Chairman.
36. The budget shall include a sum of money called the President's Discretionary Fund, to be used for attendance at MFWC/MC district and MFWC state meetings.
37. These rules may periodically be revised as the Club, in its sole discretion, may determine, provided that the Board of Directors and Executive Committee have approved the revision for presentation to the Club.
38. Philanthropic Evaluation funds, based on a percentage of the expected annual rental income, will be allocated to charities by the PEC, and approved by the BOD and the general membership.

39. Profits from specific fundraising events will be designated to local charities recommended and approved by the fundraising committee, the BOD and the general membership.

40. Miscellaneous funds raised during monthly general meetings (i.e. 50-50 raffles, happy talk, basket raffles) will be designated and voted on annually at the September BOD and the general membership meetings.