

**THE EBELL CLUB OF ANAHEIM
STANDING RULES**

CLUB

1. Rules pertaining to open or special programs shall be determined by the Program Committee and the Board of Directors.
2. All communications pertaining to business shall be in writing.
3. The club at the direction of the President shall relay special announcements electronically or by telephone. The members with email addresses shall receive special announcements by email and all others shall be advised by telephone.

GUESTS

1. Members may bring guests to general meetings or section meetings.
2. Guests for whom the luncheon is to be paid by the club shall be approved by the Board. Award winners, such as scholarship winners, shall be guests of the club along with one parent or counselor each. Additional family members or counselors may attend if they pay the current luncheon costs.

SECTIONS

1. Members of Ebell Club may attend any or all Section meetings.
2. Only regular members of good standing shall be eligible to hold an office in any Section.
3. Special teachers may be utilized by the Section.
4. No Section shall have the power to incur any indebtedness or liability binding upon the Club, but shall defray all of its expenses not authorized in detail by the Board of Directors.
5. The Fourth Vice President (Sections Chairman) may present to the Board an application for the formation of a new section by securing signatures of interested members.
6. The sections shall select their chairmen and co-chairmen and submit the names to the President.

FINANCES

1. The entrance fee for membership shall be twenty-five dollars (\$25). The annual dues shall be fifty dollars (\$50), which shall include the amounts required for District, State and National dues and fees. The reinstatement fee shall be twenty-five dollars (\$25).
2. Bills for budgeted items may be paid by the Treasurer during the months of July and August without further action.
3. Any non-budgeted expenditure must be submitted to the Board of Directors for consideration.
4. The funds budgeted, five hundred dollars (\$500), for the President's expenses are remuneration for expenses and purchases incurred as President of the club, e.g. all meals and registration fees when representing the club, club dues. The President shall pay for all Ebell Club lunches and dinners. An accounting including receipts, where applicable, shall be submitted to the Treasurer. A record of the President's year shall be maintained in a scrapbook by the appointed Historian and turned over to the President at the end of the President's term. Two hundred dollars (\$200) shall be allotted for this purpose from the general fund. All other expenses shall come from the five hundred dollar (\$500) President's budget. At the end of the club year, the President may receive the balance of the budgeted accounts provided the President gives the Treasurer receipts for the expenses.

- 5.** The funds budgeted, one hundred dollars (\$100), for Dean's expenses are remuneration for expenses and purchases incurred as Dean of the club, e.g. expenses related to Federation chairmen, stamps, copies, notebooks, etc. An accounting, including receipts where applicable, shall be submitted to the Treasurer.
- 6.** All funds collected for club related projects, particularly those reported to Federation, shall be given to the Treasurer and contributed to organizations in the name of the Ebell Club. Receipts for donations shall be requested.
- 7.** The funds budgeted for the Program Chairman are for expenses incurred in obtaining and presenting programs for the general meetings. An accounting including receipts, where applicable, shall be submitted to the Treasurer with a voucher.
- 8.** The funds budgeted for the Membership Chairman's expenses are remuneration for expenses and purchases for recruiting and recognizing new members. An accounting including receipts, when applicable, shall be submitted to the Treasurer with a voucher.
- 9.** The funds budgeted for District and CFWC conventions, conferences and workshops shall include registration fees for all members attending. The funds shall also provide accommodations for the President for one night and meals at the District Convention. Convention funds shall provide shared accommodations for the President and the President Elect at the CFWC State Convention and lunch and dinner each day for the President Elect only. (No transportation costs shall be reimbursed.)
- 10.** The Treasurer shall receive club dues and twenty-five dollars (\$25) per month for travel expenses upon submission of a voucher.
- 11.** The House Chairman may receive twenty-five dollars (\$25) per month for travel expenses upon submission of a voucher to the Treasurer.
- 12.** Small purchases for the clubhouse, unless otherwise directed by the Board, shall be made by the House Chairman. House committee members must obtain prior approval from the House Chair before spending any funds. The House Chairman may spend one hundred dollars (\$100) or less per month for budgeted expenses (e.g. supplies) or emergencies without specific Board approval.
- 13.** Any member making a luncheon or dinner reservation who does not cancel by the announced day and time to do so must pay for that reservation.
- 14.** The name of a member who endows three thousand dollars (\$3,000) or more to Ebell Club shall be engraved on the plaque displayed in the clubhouse.
- 15.** Woman of the Year Award shall be a gift deemed appropriate by the Committee and presented by the club to an outstanding member at the June meeting. The member shall be elected by a committee of past awardees with the most recent awardee as chairman, and the cost of the award shall be funded from the general funds. It is not mandatory that the committee select an awardee every year.
- 16.** Gifts for honored guests such as District President, GFWC President, etc. shall be within reason and funded from the general fund.
- 17.** Members submitting bills shall attach them to a voucher before presenting them to the Treasurer. A voucher shall be submitted to the Admissions Chairman for a guest whose luncheon is to be paid for by the club. If the Treasurer questions an expense, it shall be brought to the Board for a decision.
- 18.** Cards shall be sent to members upon their illness/accident, or death of an immediate family member by the Spiritual Values Chairman. According to the bylaws, a book shall be contributed to the Anaheim Public Library in the name of each deceased member. The cost of the cards, postage, and books shall be budgeted for that purpose. Members who wish to do something additional may do so on their own.

CLUBHOUSE

1. A member in good standing that is “dues paid up to date” for at least one year may schedule the Clubhouse for personal use. Only Ebell members can rent the Clubhouse for a fifty percent (50%) discount. Members can also use the Clubhouse for a reception after funerals for immediate family members. A current custodial fee shall be charged. This section does not apply to members who wish to use the Clubhouse for business purposes.
2. CFWC Orange District shall have the privilege of using the Ebell Clubhouse for two (2) meetings each year.
3. All clubhouse keys shall be signed out by the House Chairman to all qualified members at the beginning of the Club year and shall be signed in when returned to the House Chairman in June. Any member not returning keys shall be charged a fee by the House Chair. No duplication of keys is allowed. The House Chair shall maintain a labeled set of all keys to the clubhouse in the key box located in the pantry.
4. All Ebell properties must remain in the clubhouse.
5. The Ebell Club of Anaheim shall not share ownership of any items in the clubhouse with caterers, vendors or renters. In addition, the before mentioned entities may not store their property in the clubhouse or on its premises without first obtaining the consent of the Board.

AMENDMENTS

1. Standing Rules must be approved or may be suspended by a majority vote of the members present and voting on any regular meeting of the Club. A quorum of twenty-five percent (25%) of the paid membership must apply.

Revised: June 6, 2016 ; made gender neutral February 2018