

KANSAS STATE UNIVERSITY SOCIAL CLUB
RULES OF PROCEDURE - Revised 2013
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**KANSAS STATE UNIVERSITY SOCIAL CLUB
RULES OF PROCEDURES
Revised 2009**

NAME: The name of this organization shall be Kansas State University Social Club.

PURPOSE: The purpose of Kansas State University (KSU) Social Club shall be to promote sociability and encourage further acquaintanceship among members.

MEMBERSHIP

Section 1 Membership in KSU Social Club at KSU shall be open to the following and/or their spouses: administrative officers; administrative assistants; faculty members of the rank of instructor or above, including visiting professors, regents professors, and postdoctoral fellows; commissioned officers in the Military Science and Aerospace Studies Departments; director and assistant directors of athletics; coaches and assistant coaches; government personnel with equivalent faculty rank working in conjunction with the University; and persons who were formerly faculty members in the above named categories.

Section 2 Honorary memberships shall be accorded to the following:

- a) The current and former presidents of KSU and spouses
- b) The Governor of Kansas and spouse
- c) Current Board of Regents members and spouses

Section 3 Courtesy Membership shall be accorded to housemothers and house parents.

Section 4 Any person who becomes a member of KSU Social Club shall continue to be eligible for membership even though no longer actively associated with the University.

Section 5 The executive board shall consider and vote on questions of membership eligibility of individuals.

OFFICERS

Section 1 The KSU President and spouse of KSU shall be Honorary Presidents of KSU Social Club.

Section 2 The officers shall be president, vice-president, secretary, treasurer and assistant treasurer.

DUTIES OF THE OFFICERS

Section 1 The president shall preside at meetings of KSU Social Club and the executive board. The president shall have general supervision of all affairs of Social Club and shall be an ex-officio member of all committees.

Section 2 The vice-president shall preside in the absence of the president and shall assist the president in any way possible. The vice-president shall coordinate Interest Groups. The vice president shall be the nominee for next year's president.

Section 3 The secretary shall record, distribute and file minutes of meetings of the executive board of the KSU Social Club and of general meetings of the KSU Social Club at which business is conducted. The secretary shall perform other duties which may be assigned by the president and/or the executive board.

Section 4 The treasurer shall keep an accurate account of all receipts and disbursements of KSU Social Club funds, receive and record the dues paid, pay all bills approved by executive board, and have treasurer's books audited before they are turned over to new treasurer. In addition to financial duties, the treasurer shall furnish membership lists to other officers and committees as needed. These duties are detailed in the Administrative Guide.

Section 5 In the absence of the treasurer, the assistant treasurer or president is authorized to sign checks and pay bills.

Section 6 The assistant treasurer shall act in the absence of the treasurer and shall provide name tags for members and guests at the KSU Social Club meetings. The assistant treasurer shall be the nominee for next year's treasurer.

Section 7 All officers and committee chairs shall give the supplies and complete records of their office to their successors at the president's luncheon/joint board meeting.

MEETINGS

Section I There shall be four (4) meetings each academic year.

Section 2 The executive board shall determine the date and place of meetings.

Section 3 Business may be brought before the club at any regular meeting.

Section 4 Business at the last regular meeting of the year shall include elections, the treasurer's annual report, and the President's Report.

COMMITTEES

Executive Board

Section 1 The executive board shall consist of the elected officers and the standing committee chairs.

Section 2 The chair of a special committee may be requested to attend as needed.

Section 3 The executive board shall meet a minimum of six (6) times each year.

Section 4 Vacancies on the executive board which occur during the year shall be filled by the executive board.

Standing Committees

Section 1 There shall be four (4) standing committees: Program, Hospitality, Membership and Communications.

Section 2 Program, Hospitality, Membership, and Communication committees each shall have an elected chair and assistant chair, and as many appointed members as needed. The Hospitality Committee will take photographs of the hospitality events.

Section 3 Assistant chairs shall be the nominee for chair of their respective committee the following year.

Special Committees

Budget

Section 1 The budget committee members shall include the following: president, vice president, treasurer, assistant treasurer, and past treasurer. See ASSETS, Section 2 for committee duties.

Historian

Section 1 The historian shall be appointed for a one-year term by the president with the approval of the executive board.

Section 2 The historian shall preserve data relative to KSU Social Club and keep a narrative history that includes a record of motions passed.

Section 3 Historian records, such as yearbooks and secretary's books, together with other historical material shall be kept in the University Archives. The historian will take photographs for the historical archives.

Information Technology

Section 1 The information technology chair shall be appointed for a one-year term by the president with the approval of the executive board.

Section 2 The information technology chair shall receive membership information from the treasurer and, in cooperation with the treasurer and the president or her/his representative, prepare the information for the yearbook.

Newcomers Committee

Section 1 Newcomers activities shall be the responsibility of a special committee appointed at the discretion of the president.

Section 2 It shall be the duty of this committee to plan activities which will help new members and/or spouses become oriented into the University community.

Nominating Committee

Section 1 The nominating committee shall consist of five members appointed by the president and approved by the executive board. Two shall be from the executive board and three from membership at large. The president shall designate one member as chair, which historically has been the immediate past president.

Section 2 The nominating committee shall be appointed in November and shall report at the last meeting of the year of KSU Social Club.

Section 3 The report of the nominating committee shall include nominees for the following:
Officers: President (outgoing vice president becomes nominee for president)

Vice President (2 year commitment)

Secretary (1 year commitment)

Treasurer (outgoing assistant treasurer becomes nominee for Treasurer)

Assistant treasurer (2 year commitment)

Committee nominees:

Program committee chair (outgoing assistant chair becomes nominee for chair)

Program committee assistant chair (2 year commitment)

Hospitality committee chair (outgoing assistant chair becomes nominee for chair)

Hospitality committee assistant chair (2 year commitment)

Membership committee chair (outgoing assistant chair becomes nominee for chair)

Membership committee assistant chair (2 year commitment)

Communications committee chair (outgoing assistant chair becomes nominee for chair)

Communications committee assistant chair (2 year commitment)

The slate shall be voted upon at the last general meeting of the year. The term of office shall begin at the time of election.

Publicity Committee

Section 1 The publicity chair shall be appointed for a one year term by the president and approved by the executive board.

Section 2 The publicity chair shall be responsible for public releases and articles.

Scholarship Committee

Section 1 Scholarship committee shall consist of three members appointed by the president plus the treasurer. The chair shall be the immediate past president. If for any reason the immediate past president cannot serve, another past president shall be appointed if possible.

Section 2 The scholarship committee shall develop plans for financing the Edna S. Young Scholarship, the First Ladies Scholarship, and the Dr. Michaeline Chance-Reay Community Woman Scholarship.

Section 3 The scholarship committee chair shall automatically be a member of the Ruth Ann Wefald Scholarship committee.

Webmaster

Section 1 The webmaster shall be appointed for a one-year term by the president with approval of the executive board.

Section 2 The webmaster shall be responsible for maintaining and updating the KSU Social Club's web page (www.ksu.edu/social club) at the direction of the board.

Section 3 The webmaster shall be responsible for maintaining, updating, and sending out messages on the KSU ListServ at the direction of the board.

Special Duties of Committee Chairs

Section 1 The chairs of all committees shall give a summary of their committee's activities to the outgoing president by April 1 for the President's Report. Chairs of all committees shall give their successors all committee supplies and the Rules of Procedure and Administrative Guide notebook at the president's luncheon.

Section 2 Chairs of special committees shall report to executive board as requested by the president.

ASSETS

Section 1 Dues

A The dues shall be \$15.00 per member per year and \$25.00 per couple. Each person shall mail dues directly to treasurer.

B Dues shall be paid on or before a date specified by executive board. Membership information received later will not be included in the yearbook.

C Honorary Life Members and Honorary Members shall be exempt from payment of dues.

D Courtesy members shall pay regular dues.

E. Dues will be waived one time for new or former members who join after the beginning of the second semester of the academic year.

Section 2 Budget - After the election of officers, the budget committee will make recommendations to the Executive Board regarding the budget for the upcoming year, and the Executive Board shall vote on a final budget which shall serve as a guide for the year's expenditures.

Section 3 Accumulation of Funds - Funds shall be kept in the checking account and/or, with approval of executive board, invested for future operational expenses.

Section 4 Audit - The books of the treasurer shall be audited before they are turned over to new treasurer. The auditor shall be appointed by the president and approved by the executive board.

Section 5 Equipment - The executive board shall be responsible for the care, storage, and yearly inventory of equipment.

IMPLEMENTATION

An Administrative Guide shall be maintained as a guide to implement the Rules of Procedure. Incoming and outgoing chairs will meet at the end of the fiscal year to review administrative duties.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the recognized parliamentary authority in matters not covered by these Rules of Procedure.

AMENDMENTS

Amendments may be made to the Rules of Procedure by a two-thirds majority vote of members present at any meeting of KSU Social Club. Proposed amendments shall be presented to members by mail or at the previous meeting.

Amended and/or Revised: 1976, 1977, 1979, 1980, 1988, 1990, 2000, 2001, 2002, 2003, 2005, 2007, 2009, 2013.