



Social Club

ADMINISTRATIVE GUIDE

REVISED: 1993, 1997, 2000, 2003, 2009, 2010, 2011, 2020

TABLE OF CONTENTS

Officers and Standing Committees	Page
President	1
Vice President	5
Secretary	7
Treasurer(s)	7
Assistant Treasurer(s)	9
Program Chair	10
Assistant Program Chair	11
Hospitality Chair	11
Assistant Hospitality Chair	12
Membership Chair	12
Assistant Membership Chair	13
Communications Chair	14
Assistant Communications Chair	14
Additional Committees & Policies	
Historian	14
Yearbook/Information Technology Chair	15
Nominating Committee	16
Publicity Chair	17
Scholarship Chair	17
Webmaster	18
New Faculty Chair	19
Silver Policy	19

PRESIDENT

“The president shall preside at meetings of Kansas State University 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.” (Rules of Procedure, Duties of Officers, Sec. 1, p. 3)

“The President and spouse of KSU shall be Honorary Presidents of KSU Social Club.” (Rules of Procedure, Officers, p. 2)

“Robert’s Rules of Order Revised shall be the recognized parliamentary authority in matters not covered by these Rules of Procedure.” (Rules of Procedure, Parliamentary Authority, p. 7)

“The executive board shall consist of the elected officers and the standing committee chairs.” (Rules of Procedure, Committees, Executive Board, p. 4)

One week prior to each Board meeting, provide the Vice President with a proposed Agenda for distribution to Board members.

MAY - JUNE

Prepare a Welcome from the President message to be posted on the Social Club website.

Meet with new Vice President, Program and Hospitality Chairs, and Immediate Past President for an overview of ideas for the year and establish a schedule for executive board meetings, general meetings, and special events.

K-State Human Capital Services will schedule the date of the New Faculty and Unclassified Professionals Orientation event for mid-August. Coordinate arrangements for a Social Club table and handouts at this event with the Membership Chair and Vice President.

With Treasurer and Assistant Treasurer, update authorized signatures for the Social Club’s accounts at Kansas State Bank in Westloop and K-State Federal Credit Union.

Appoint:

1. A historian. “The historian shall be appointed for a one year term by the president with the approval of the executive board” (Rules of Procedure, Special Committees, Historian, Sec. 1, p. 4).
2. A New Faculty committee, if desired, to plan activities for new members. (Rules of Procedure, Special Committees, p. 5)
3. Other committees as provided in Rules of Procedure, pp. 5 & 6.

Executive Board Meeting:

1. Discuss with appropriate chairs the schedule for submitting information to be included in the membership registration form.
2. Set dates for October and April general meetings, special events, and executive board meetings.

JULY

Once general meetings and special events are confirmed, collect information for the Social Club website, including from the following executive board members:

1. President - list of officers and committees and statement on qualifications for membership.
2. Vice President - information on interest groups, including chairs, time and place of first meeting of the year and fees, if any.
3. Program Chair - information on programs, speakers, location of meetings, and reservation information for first general meeting. Also information about special events.
4. Hospitality Chair - information on price of meal for the first general meeting if it is to be included in the Meeting Reservation Form.

AUGUST

Coordinate staffing and materials for Social Club table at the New Faculty and Unclassified Professionals Orientation event for mid-August with the Membership Chair and Vice President.

Work with the Vice President and Program Chair to design and update the Membership Registration form. Ideally, it is best if this form is available to post on the Social Club website by mid-August. Coordinate with Membership Chair, Publicity Chair, and Webmaster to coordinate announcement in K-State Today regarding membership drive.

SEPTEMBER

Working with the Yearbook/Information Technology Chair, assemble the following information for inclusion in the yearbook and membership directory:

1. Officers and committees
2. Honorary members, including the K-State President and spouse, State Board of Regents and their spouses, and the Governor of Kansas and spouse.
3. Honorary Life members (See previous year's yearbook)
4. Scholarship recipients.
5. Interest groups and chairs (available from Vice President).
6. Programs, speakers, dates and locations of meetings (available from Program Chair). Special events dates and fees if any.
7. Alphabetized membership list (as dues are collected). Check addresses, phone numbers, e-mail addresses and zip codes. Newcomers are indicated with an asterisk.

Request written suggestions for members of the Nominating Committee and for board positions for next year.

OCTOBER

At first general meeting, read names of new members. List is available from Membership Chair.

Meet with Vice President, Treasurer(s) and Assistant Treasurer(s) to prepare a budget for the year.

At the October Executive Board meeting: Review details for the year's events. Review the Social Club's financial status—income, projected expenses, and effect on reserves. Present the budget for approval by the Executive Board. After evaluating the budget, the Executive Board discusses funding of the K-State Social Club scholarships for the following academic year. The Edna S. Young Scholarship is awarded in even-numbered years and the K-State First Ladies' Scholarship is awarded in odd-numbered years. When those scholarships are fully funded, the board considers funding for the Dr. Michaeline Chance-Reay Community Woman Scholarship.

JANUARY

Appoint Nominating Committee. “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.” (Rules of Procedure, Nominating Committee, Sec. 1, p.5) The President and Vice President (president elect) are ex-officio members of the nominating committee.

Monitor committee budgets.

Appoint a committee if needed to change the Rules of Procedure. “Amendments may be made to the Rules of Procedure by a two-thirds majority vote of members present at any meeting of K-State Social Club. Proposed amendments shall be presented to members by mail or at the previous meeting.” (Rules of Procedure, Amendments, p.7)

FEBRUARY

Remind chairs of all committees to provide “a summary of their committee's activities to the outgoing President by April 1 for the President's report.” (Rules of Procedure, Special Duties of Committee Chair, Sec. 1, p. 6)

Check with the Scholarship Chair regarding official information from the KSU Foundation regarding scholarship recipients, and have the Scholarship Chair invite recipients to the April meeting.

MARCH

Arrange for an audit and establish the auditor's fee. "The auditor shall be appointed by the President and approved by the Executive Board." (Rules of Procedure, Assets, Sec. 4, p.7)

See that the Scholarship Chair notifies the KSU Foundation regarding the scholarships to be funded for the next academic year.

APRIL

Annual Business Meeting Agenda:

1. Vote on any Rules of Procedure amendments. (Rules of Procedure, p.7)
2. Call for approval of minutes of the previous year's annual meeting.
3. Make the Treasurer's report available to the membership.
4. Following the nominating committee presentation of the slate of officers, the President asks for additional nominations, supporting statements, if any, and conducts a vote of the membership.
5. Thank Board members, interest group chairs, and Honorary Presidents.
6. Give a President's report on the year.

Close of President's term

1. File two copies of each mailing and yearbook in the President's box.
2. Include the President's report in the President's Report Notebook by the Joint Board Luncheon for new and retiring Board members.
3. Review with the Historian the contents of the Archive box, which should include:
 - a. Two copies of each mailing and the yearbook from the K-State Social Club
 - b. Complete report on all scholarships: Recipients' name and department
 - c. Total financial gifts for the year toward scholarship fund
 - d. Any other historical material—i.e., Revised Rules of Procedure.

The Joint Board Luncheon - for new and retiring Board members:

1. Retiring *Vice President*
 - a. Make arrangements for the luncheon
 - b. Send written invitations to new and retiring Board members
 - c. Remind current Board members to bring all committee files and notebooks to give to their successors at the luncheon.
2. Retiring *President*
 - a. Open the meeting and give annual report
 - b. Ask Secretary and Treasurer's reports be given.
 - c. Thank retiring Board members
 - d. Present the gavel to the new President
 - e. Welcome new Board members
3. *New President*
 - a. Distribute list of new Board members, telephone numbers and e-mail and home addresses
 - b. Set a date for the first Board meeting as early in May as possible

- c. Set aside time at the close of the meeting for new and retiring Board members to review notebooks and files and answer questions.

The new President will ask the retiring President to serve as the Chair of the Scholarship and Nominating Committees for the next year.

VICE PRESIDENT

“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.”
(Rules of Procedure, Duties of Officers, Sec. 2, p. 3)

“The Vice President shall be the nominee for next year’s President.” (Rules of Procedure, Duties of Officers, Sec. 2, p. 3)

Obtain proposed Agenda from President for each Board Meeting. Notify (by phone, e-mail and/or postcard) each Board member of time and place of board meetings. Also provide proposed Agenda to each Board member prior to each Board meeting.

Serve as ex-officio member of the Nominating Committee.

MAY-JUNE

Meet with new President, Program and Hospitality Chairs, and Honorary President for an overview of ideas for the year.

Obtain from retiring Vice President the names of the new chair for each interest group. Contact those groups who have not responded to determine the name of their new chair.

Contact all interest group chairs to obtain the following information for the fall mailing: description of group, place and date of first meeting in the fall, and any fees. Confirm first meeting dates do not conflict with general membership meeting dates. Interest groups are open only to those who have paid their membership dues.

Prepare interest group information for the Social Club website.

JULY-AUGUST

Assist the President with arrangements for the New Faculty and Unclassified Professionals Orientation event for mid-August. Coordinate arrangements for Social Club table and handouts with the Membership Chair and President.

Assist the Executive Board and New Faculty Chair if a related event is scheduled.

SEPTEMBER

Obtain copies of interest groups registration forms from the Treasurer(s) for your use. Send each interest group chair a list of members.

OCTOBER

Meet with President, Treasurer(s) and Assistant Treasurer(s) to prepare a budget for the year.

Present a report to the Executive Board on interest group numbers and any other pertinent information. Contact interest group chairs to confirm they have had first meeting and whether the Board may assist with anything.

JANUARY

Serve as an ex-officio member on the Nominating Committee.

MARCH

Contact all interest groups asking them to select a Chair for next year. Include this information in report for incoming Vice President.

Reserve a convenient date for the Joint Board Luncheon for new and retiring Board members. Select location, menu and determine cost. Send invitations to the Joint Board luncheon to all current Board members and the new members. Arrange for gift from Board for retiring President to be presented at the luncheon.

Contact all current Board members and the new members to determine the total number attending for the caterer. Remind current Board members to bring all committee files and notebooks to give to their successors at the luncheon.

Update Administrative Guide, if necessary, and submit to Executive Board for approval.

Prepare an annual report by April 1 for the President. This should include information on the Interest Groups, number of participants and notes on any new groups or suggestions for next year.

MAY

Serve as co-hostess with President for the Joint Board luncheon.

1. Present gift to retiring President.
2. As new President, distribute list of new Board members, telephone numbers and e-mail and home addresses.
3. Set a date for the first Board meeting in June.
4. Set aside time at the close of the meeting for new and retiring Board members to review notebooks, files and answer questions.

SECRETARY

Record, distribute and file minutes of all Board meetings and general meetings. Secretary's minutes are to be taken at general meetings only if business is transacted at the meeting (usually this will be the case for the April meeting). Minutes are to include names of those present, motions made and carried or defeated, the Treasurer's figures of monies on hand. After each meeting, minutes will be sent to the President for review and upon the President's approval, are to be distributed to the Board before the next meeting. This may be done by e-mail.

If the Secretary is unable to attend a Board meeting, she/he should inform the President and assist in finding someone who can be present to take minutes.

Send birthday greetings on behalf of the K-State Executive Board to the first ladies of K-State. The dates of their birthdays are as follows:

Shirley Acker on January 29
 Ruth Ann Wefald on February 28
 Noel Schulz on July 14
 Mary Jo Myers on April 2

Notes of condolences and get well notes may be sent as appropriate.

APRIL

Prepare for distribution of minutes from the previous year's annual meeting and take minutes of the current year annual meeting. Slate of new officers to be included.

Prepare an annual report for the President by April 1.

Pass the Secretary's notebook on to the next Secretary.

TREASURER

Serve as a member of budget committee with the President, Vice President, and Assistant Treasurer. This committee prepares a proposed budget and distributes copies to the Executive Board for consideration and approval at the October board meeting.

Receive and deposit money and pay all bills as authorized by the Executive Board.

Prepare and present a treasurer's report for the Executive Board meetings. All income and expenses in the treasurer's report should be allocated to the appropriate income or expense category as presented in the annual budget. Keep the original report for the records and distribute copies to the President, Vice President, Secretary, Assistant Treasurer and Historian. Include an account of income and expenses for meals in the Treasurer's report. However, except for overage on meals, the funds collected for meals are not part of the budget.

Charge complementary meals for program speakers and their guests to the Program Committee. Refunds may be issued if cancellations are received before the number of reservations is given to the caterer.

Receive reservations for all regular meetings and prepare a list of names, including guests, for the Assistant Treasurer to prepare nametags. Provide a list for the President and the Hospitality Committee. Be sure the Hospitality Chair has the number of reservations, including complementary meals, prior to the caterer's deadline, and that the Hospitality Chair informs the caterer of the number.

If the Treasurer is unable to receive reservations for one of the general meetings, arrangements to have reservations sent to the Assistant Treasurer must be made far enough ahead for that information to be included on the program flier.

Keep a record of reservations, guests and complementary meals for each general meeting during the year.

MAY – JUNE

Receive books from previous Treasurer after they have been audited. Pay the auditor's bill. Present the auditor's report at the first Executive Board meeting following its completion. Go with the President and Assistant Treasurer to the K-State Federal Credit Union and the Kansas State Bank in Westloop to update authorized signature cards. Take necessary steps to remove other names from the accounts. The locations of the accounts may be changed by action of the Executive Board.

SEPTEMBER

Receive K-State Social Club membership forms and dues following the initial Fall semester membership drive. A central spreadsheet with each member's name, spouse's name if applicable, mailing address, telephone number, email address, and K-State department or spouse's department is maintained by the Membership Chair and saved to the K-State Social Club course for board members on Canvas. Obtain an electronic file of last year's active membership file from the Membership Chair and update as appropriate. Indicate new members with an asterisk. After recording this information from the forms, file the forms and provide the Membership Chair with the updated membership electronic file to update the central database. Also give electronic files of the updated membership list to the President, the Yearbook Chair and, if applicable, the New Faculty Chair.

Send interest group sign-up forms to the Vice President, who will send a list of members to the chair of each interest group. Send Special Events registration forms to Program Chair.

OCTOBER

Meet with President, Vice President, and Assistant Treasurer(s) to prepare a budget for the year. Be prepared to answer questions about the budget at the October board meeting where the board will review and approve the budget

APRIL – MAY

Before May 1, deposit all monies designated for scholarships in the K-State Foundation. Work with the Scholarship Chair to see that funds are available to fund the Edna S. Young Scholarship (\$500), the First Ladies Scholarship (\$500) and the Dr. Michaeline Chance-Reay Community Woman Scholarship (\$250). The Edna S. Young Scholarship is awarded in even-numbered years and the K-State First Ladies' Scholarship is awarded in odd-numbered years. The KSU Foundation would like to have a separate check for each scholarship with the number and name on the memo line denoting which each scholarship:

- Edna S. Young Scholarship - N14752 - \$500
- First Ladies Scholarship - N08837 - \$500
- Dr. Michaeline Chance-Reay Community Woman - N18050 - \$250

The checks are made payable to the KSU Foundation, 1800 Kimball Drive, Suite 200, Manhattan, KS 66502-3373.

Prepare a hard copy of the current Treasurer's report for distribution at the last general meeting of the year. Be prepared to answer questions from the membership about it.

Encourage all members with unpaid bills to submit them by the end of April. Pay for the new and retiring board luncheon on the day of the luncheon if the expense is provided for in the budget.

Deliver financial books with detailed records of receipts and disbursements to the auditor as soon as possible. After audit is completed, deliver books to the new Treasurer. The new Treasurer shall be responsible for paying the auditor's bill.

Prepare an annual summary report for the Archives and deliver it to the President. The annual summary report should have all income and expenses allocated to the appropriate income or expense category as presented in the annual budget approved by the Board the prior October (with the exception of meal expenses).

ASSISTANT TREASURER

The Assistant Treasurer is elected for a two-year term of office to serve as assistant for one year and will be the nominee for Treasurer the next year. (See Rules of Procedure, Nominating Committee, Sec. 3, p. 5)

Serve as a member of budget committee with the President, Vice President, and Treasurer. This committee prepares a proposed budget and distributes copies to the Executive Board for consideration and approval at the October meeting.

Assume the duties of Treasurer in the absence of the Treasurer.

Go with President and Treasurer to sign signature cards for accounts at the Westloop branch of Kansas State Bank and the K-State Credit Union. Cards will also have signatures of the President and the Treasurer.

Provide nametags for members and guests attending general meetings. Names will be received from the Treasurer several days prior to the meeting. Distribute and collect scholarship gold boxes at each table for member contributions to the scholarship fund.

PROGRAM CHAIR

Meet with President, Vice President, Immediate Past President, and Hospitality Chair for an overview of ideas for the year. Confer with President as to potential themes, speakers, dates, and locations.

Working with the Assistant Program Chair and program committee, plan a program for each general meeting, and plan at least two special events during the year. By early July, confirm programs and special events after checking possible available dates and locations. Confirmations are filed in Program Chair's permanent notebook and passed on to next year's Program Chair. Get dates, times and places of the two general Social Club meetings and the year's special events to the President by mid-July for inclusion in on the Social Club website.

Make reservations and arrangements for space and equipment for each event, including programs, amenities, props, microphones, slide projectors, lighting, lectern, name tag table at entrance, inside coat racks, etc. Determine parking and transportation needs for speakers and for special events. If the meeting or special event is out-of-town, the Program Committee is responsible for making transportation arrangements.

Design a flier for each general meeting and confirm meal price with the Hospitality Chair. Reservations and payment should be sent to the Treasurer's address. Reservation form should be posted to the Social Club website at least three weeks prior to the meeting; the RSVP deadline is to be one week prior to the event.

Visit facilities prior to each program to be aware of layout of room and sound system availability. Alert the President if there are any special announcements needed.

Prior to the event, contact the Treasurer concerning number of complimentary meals and any bills to be paid the day of the event. If a speaker is not being paid, a token gift of appreciation, such as a box of the K-State note cards, is appropriate. The guest speaker and spouse and/or friend receive complimentary meals, which are billed to the Program Committee budget. Submit

additional expenses for reimbursement such as phone bills, and/or props rented for program functions.

Be sure the necessary vitae for introducing the speaker is available prior to the event. The Chair or a member of the Program Committee will introduce speakers or explain the program.

Arrive one hour prior to event to oversee final arrangements.

Report to the Treasurer after each event regarding the actual costs: honorarium, travel costs, and costs of complimentary meals.

After each event, write thank you notes to speaker or program participants.

Give a summary of the committee's activities to the retiring President by April 1 for her/his President's Report. Give to successor at the Joint Board luncheon all committee supplies and the Program Chair's notebook.

ASSISTANT PROGRAM CHAIR

The Program Committee Assistant Chair is elected to a 2-year commitment, becoming the nominee for Program Committee Chair for the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p. 5)

Assist the Program Chair.

Arrive early at Social Club events to assist with program arrangements and last minute details.

The Assistant Program Chair may find it helpful to be responsible for one program, including the flier.

HOSPITALITY CHAIR

Work closely with the Program Committee on the year's events by planning menus, decorations, and recommending the price of the meals. The price needs to cover any postage and the meals of speakers. Confirm price of meals with Program Chair to include in meeting invitation/flier.

Plan menus with and request contracts from caterers to avoid unexpected expenses.

Visit facilities ahead of each event to anticipate seating arrangements, select table- cloths and napkins, etc. Plan decorations for each function.

Confirm the number of reservations to be given to the caterer prior to each event. This number is obtained from the Treasurer.

Keep a record of expenses and turn bills into the Treasurer. Bills and receipts for the decorations should be submitted to the Treasurer after each event.

Keep a description of decorations and menus in the file. The Hospitality Chair takes pictures of centerpieces, decorations and speakers for the hospitality notebook.

The club's silver is stored and displayed at the K-State Alumni Center. It is the responsibility of the Hospitality Committee to check on the silver annually. As needed, the Hospitality Committee, with assistance from other Board members, will polish the silver.

Include descriptions and costs of decorations, menus, results of the silver check, and other pertinent information in the annual report. Give this report to the President by April 1.

APRIL – MAY

If pictures are taken at general meetings, identify individuals in pictures and provide to Historian. Provide to your successor at the Joint Board lunch committee supplies and the Hospitality Chair's notebook.

ASSISTANT HOSPITALITY CHAIR

The Hospitality Committee Assistant Chair is elected for a 2-year commitment, becoming the nominee for Chair the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p. 5)

Arrive at Social Club events early to assist with decorations and final arrangements.

It has been helpful for the Assistant Hospitality Chair to plan at least one event each year.

MEMBERSHIP CHAIR

The Membership Chair is responsible for maintaining the central membership files of the K-State Social Club.

JUNE

1. Contact Human Capital Services regarding the options for Social Club representation at the New Faculty and Unclassified Professionals Orientation event for mid-August. Inform the Social Club President of the date and if he/she will be introducing K-State Social Club or if the organization may distribute information sheets to the attendees and how that may be done. As this is New Faculty, it is important to have a presence at the Orientation.

JULY/AUGUST

1. Work with President and finalize updates to Member Registration Form to post on the Social Club website and prepare copies for distribution at the New Faculty and Unclassified Professionals Orientation event in mid-August.
2. Review prior membership lists to determine identities of any lapsed Social Club members from the two years previous; prepare a separate list to send printed copies of Membership Registration Forms to these prior members via U.S. postal service.
3. During the first week of classes in August, draft a K-State Today membership drive announcement and link to the Social Club website for membership form information; Social Club President to approve text before submitting to Division of Communications and Marketing.
4. Remind Social Club President to send an email to the Social Club listserv to encourage existing members to renew their membership.

SEPTEMBER

1. Following membership drive efforts, the Treasurer receives notification of changes to addresses and membership information, as well as the new member application information. These additions/changes are forwarded to the Membership Chair via email and posted on the K-State Social Club course for board members on Canvas.
2. Contact any members from prior year who did not renew membership to encourage them to renew.

APRIL/MAY

1. Provide end-of-year membership list to President and incoming Membership Chair.
2. Prepare annual report of Membership Committee's activities and submit to President for the Archives box, including two copies of the membership form.
3. Provide to your successor at the Joint Board lunch the Membership Chair's notebook.

ASSISTANT MEMBERSHIP CHAIR

The Assistant Membership Chair is elected to a 2-year commitment, becoming the nominee for Membership Chair for the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p. 5)

Assist the Membership Chair.

COMMUNICATIONS CHAIR

Receives information for any Social Club mailings and is responsible for printing labels and distribution.

OCTOBER - APRIL

If necessary, contact the Membership Chair for updated member list for preparation of mailing labels. Take the mailing to the Post Office and pay the First Class postage with a personal check. Request a receipt to submit to the Treasurer for reimbursement. Two copies of each mailing should be made available to the Historian for the archives; additional copies should be made available to Board members as needed for additional mailings.

ASSISTANT COMMUNICATIONS CHAIR

The Assistant Communications Chair is elected to a 2-year commitment, becoming the nominee for Communications Chair for the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p.5)

Assist the Communications Chair.

HISTORIAN

The duty of the historian is to preserve data relative to Kansas State University Social Club. Check with Special Collections in Hale Library regarding what they would like to have.

Keep a narrative history of current year including a record of motions passed to date. A copy should be given to the President.

Keep an updated list of all living Presidents of Social Club.

At the end of each year, obtain from the President the following materials for archives and take them to University Archives, 5th floor of Hale Library:

1. Correspondence and memoranda
This would include one copy of each mailing from K-State Social Club, such as the monthly program fliers. It would also include the President's letter included in the initial mailing/invitation.
2. Minutes of meetings
3. Annual reports of Officers and Chairs of Committees
4. Financial records
5. Legal records
6. Policy documents (revised Rules of Procedure and/or Administrative Guide)
7. Publications (yearbook, newsletters, etc.)

8. Photographs (black and white or color) with identification. Do not write on back of photo. Instead attach a note with name of person or persons in photo and any designation necessary for identification. Be sure to include photo of table settings and centerpiece.
9. Report on Scholarships (recipient's name, department of enrollment, total financial gifts of the year toward scholarship funds)
10. Audio and video recordings, if any

YEARBOOK/INFORMATION TECHNOLOGY CHAIR

The duty of the Yearbook/Information Technology Chair is to receive membership contact information from the Membership Chair and, in cooperation with the Membership Chair and the President or her/his representative, prepare the yearbook/membership directory to be distributed in PDF format via email. This chair is also responsible for the maintenance and management of the Social Club listserv that provides members with Information relating to upcoming Social Club meetings and activities.

SEPTEMBER - APRIL

Maintenance of the Social Club Listserv

1. The purpose of the Social Club listserv is to provide a more cost-efficient method of communication to members and it has taken the place of some of the Social Club mailings. The listserv is moderated by the Yearbook/Information Technology Chair and all submissions are sent to the moderator for approval prior to distribution to entire listserv membership list. Only communications related to the K-State Social Club are distributed via this listserv.
2. Following the Fall semester membership drive, add any new members to the listserv distribution list.

Preparation of the Yearbook (membership directory)

1. Begin by acquiring the information in the checklist below from the noted Board member:
 - The President's theme (from the club President)
 - Officers and committees (from the Secretary)
 - Scholarships recipients (Scholarship Chair)
 - Honorary members (includes the current Board of Regents which should be double-checked with the K-State President or Provost offices)
 - Interest groups, the chairs, and their phone numbers (from the Vice President)
 - Past presidents (use previous electronic file and add most recent past president)
 - Programs and Special Events, including date, time, presenter, and place for the year (from the Program Chair)
 - Interest Group information

- Membership list in alphabetical order with phone, address, department, and e-mail (from the Membership Chair). It is recommended, to ensure accuracy, that the original membership forms in alphabetical order also be received from the Treasurer for proofreading later.
 - Artwork for cover and confirm the return address on the cover (from the club President).
2. Membership – Obtain current year’s membership list from Membership Chair via electronic file. Indicate new members with an asterisk.
 3. Proofreading – For the most reliable results, it is necessary to have two people working together with the following items at hand:
 - New copy to proofread
 - The membership list from the Membership Chair AND
 - The original membership forms
 - An old K-State Social Club yearbook/membership directory
 - Program and interest group information from the current membership invitation
 - Manhattan directory for street spellings, numbers, and zip codes

MAY

The Yearbook/Membership Directory should not be posted or distributed publicly. Members will be emailed via listserv in Spring semester who opt in to receive a PDF of the Yearbook/Membership Directory via email. A printed version of the Yearbook/Membership Directory is to be provided to the K-State Social Club Historian for filing with the K-State archives.

NOMINATING COMMITTEE

“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.” (Rules of Procedure, Special Committees, p. 5)

Contact individuals in the following positions to verify that they are able to continue and move up into their respective position:

Vice President moves up to President

Assistant Treasurer moves up to Treasurer

The Assistant Chair of each of the Standing Committees moves up to Chair

If an individual is not able to move up, then another candidate must be found to fill that position.

Candidates must be found for the following positions:

- Vice President
- Secretary
- Assistant Treasurer
- Assistant Chairs for each of the Standing Committees.

Submit report at the last general meeting of the K-State Social Club year.

PUBLICITY CHAIR

“The Publicity Chair shall be appointed for a one year term.” (Rules of Procedure, Special Committees, p. 6)

Write and submit publicity releases and articles. Photocopy or clip news stories, publicity releases and articles appearing in the K-State publications/newsletters and the Manhattan Mercury. Cite the sources and date of each and place in notebook.

If planning to submit photos to newspaper, take pictures (black and white) of speakers or program participants and VIPs. Label and file black and white photos and negatives in notebook. Give notebook to Historian at end of year.

SCHOLARSHIP CHAIR (and scholarship policies)

“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.” (Rules of Procedure, Special Committees, p. 6)

Preceding each general meeting, see that there is a little gold scholarship box at each table. Following the meeting, collect the boxes and give the money to the Treasurer.

The Scholarship committee consists of the outgoing President, the Treasurer, and three (3) members appointed by the President.

The K-State Social Club has three scholarships:

1. The Edna S. Young Scholarship (\$500), designated for a non-traditional student. It was established in 1982 in honor of Edna S. Young, a long-time Social Club Historian, who served as Social Club President in both 1959-60 and 1975-76. The Edna S. Young Scholarship is awarded in even-numbered years.
2. The K-State First Ladies’ Scholarship (\$500), designated for a part-time non-traditional student, to be funded only after the Edna S. Young Scholarship is fully funded for that year. It was established in 2000 in honor of the K-State presidents’ wives, one of whom, Margaret Waters in 1911, founded the K-State Social Club. The K-State First Ladies’ Scholarship Is awarded In odd-numbered years.
3. The Dr. Michaeline Chance-Reay Community Woman Scholarship (\$250), designated for a non-traditional female **graduate student**. It is intended to inspire

community leadership and was first awarded for in 2007-08. The first payment was donated by Dr. Chance-Reay, who also agrees to supplement funds to make the scholarship possible if the Social Club treasury falls short.

The Foundation wishes to be notified in March about scholarships to be awarded for the coming academic year. See Treasurer's duties for information regarding transfer of funds to the Foundation.

The recipients are selected by:

Non-Traditional & Veteran Student Services
201 Holton Hall, Kansas State University
Manhattan, KS 66506-1305

Remind the committee that the scholarships should be presented to separate individuals.

The Scholarship Committee is responsible for developing financing for the Edna S. Young Scholarship, the First Ladies Scholarship, and the Dr. Michaeline Chance-Reay Community Woman Scholarship. Currently, small gold chests are placed on the tables at general meetings to collect donations from members. A member of the committee should distribute the chests on the tables prior to the meeting and collect them at the end of the meeting. Funds collected in the chests shall be given to the Treasurer at the end of the meeting. Also, funds from sales of note cards go into the scholarship fund.

Monitor funds with the Treasurer and notify the Executive Board when funds become available to fund the Edna S. Young Scholarship (\$500), then the First Ladies Scholarship (\$500), and then the Dr. Michaeline Chance-Reay Community Woman Scholarship (\$250). If funds are not available for the Edna S. Young Scholarship or the K-State First Ladies' Scholarship, ask the Executive Board to direct the treasurer to transfer funds from the checking account to the KSU Foundation to fully fund these scholarships. If the Chance-Reay Community Woman Scholarship is not funded by donations, the treasurer shall ask Dr. Michaeline Chance-Reay to donate as necessary.

Check with Treasurer to assure appropriate funds have been transferred to the KSU Foundation for scholarships each year. Invite scholarship recipients to speak briefly at the April Social Club meeting.

Provide to your successor at the Joint Board luncheon the Scholarship Chair's notebook.

WEBMASTER

The Webmaster is in charge of maintaining the Social Club web site (<http://www.ksu.edu/socialclub/>). K-State hosts the club's web site on a university server at no cost and the webmaster must have an eID and access to the web server. The Webmaster is ultimately responsible for ensuring that the website is easy to navigate and that it addresses the needs of the club.

JUNE - MAY

Maintain the site so that it remains a valuable resource. Update information contained on the web site or in databases linked to the site, and check the links on the site regularly to make sure that they are still working and the content is current.

NEW FACULTY CHAIR (optional)

The goal of the New Faculty Committee is to provide new faculty the opportunity to meet the members of Social Club and learn about Social Club activities. Another goal is for Social Club members to catch up with friends and meet new faculty and to be encouraged to renew their membership. A third goal is to encourage deans, administrators, and department heads to learn more about Social Club in order to join and/or recommend joining to new faculty.

Have Interest Group tables and cards for people to sign up on so Group chairs can follow-up. Check with the Treasurer regarding payment of all bills. Write up a report for the President and the archives.

THE SILVER POLICY

Adopted May 23, 1994:

It is the policy of the K-State Social Club not to loan the silver pieces owned by the club to individuals, or other organizations. If for any unforeseen occasion in the future the Board decides to loan any of the silver pieces, the group using the silver must have an appropriate insurance policy on the silver.

Adopted in 2002: The board decided to place our silver in storage at Hale Library until the new Alumni Center is completed in Fall 2002 where it may be displayed. While on loan and display, it is Social Club's responsibility to polish it as needed.