

QUOTA INTERNATIONAL OF TOLEDO, OHIO

RULES OF PROCEDURE

Adopted June 5, 1978

Amended June 14, 1993

Amended February 8, 1996

Amended November 20, 2000

The purpose of the Rules of Procedure is to supplement, support and assist in the administration of the Bylaws established by Quota International and this Club.

Rules of Procedure should include those items that may be adopted and amended or suspended or repealed without previous notice. They remain in force from the time of adoption until they are changed or repealed. Rules of Procedure are adopted or suspended by a majority vote and may be amended or repealed by a two-thirds vote without notice, or a majority vote if previous notice is given.

I. Duties of the Officers

The following items shall apply to all Officers:

Meet with the incoming Officers following the April election, but prior to the May Board of Directors meeting to review the status of all Club Business.

Present a report of activities during the year at the time of the Governor's visit and at the annual meeting.

A. The President shall:

Act as a delegate to the International Convention and as first delegate to the District Conference, providing for additional delegates and alternates. Attend the Presidents' Council.

Appoint a Committee Chair designate who shall assist the Chair during the current year and assume the Chair the following year with the approval of the Board of Directors. The Chair designate shall be appointed prior to the June meeting when the members of each Committee are assigned.

Arrange the June Board of Directors meeting so to include both the outgoing and the incoming Committee Chairs, where Committee portfolios and records will be exchanged.

Instruct each Committee Chair to meet with the respective committee prior to the first business meeting in October to prepare a budget request and formulate activity plans for the coming year. The budget and plans are to be submitted in writing by the first business meeting in October.

By the January Board of Directors meeting, appoint one Club member who is not a member of the Board as Chairman of the Nominating Committee and instruct the Board of Directors to appoint a second member who is not a member of the Board as their representative.

Direct all Officers and Committee Chairs to prepare, in quadruplicate, an annual report for the meeting with the District Officers. This report should be available one month prior to the Governor's visit and mailed timely to provide for the Governor's review. The Lt. Governor and Secretary-Treasurer's copy may be presented at the meeting with the District Officers.

Be responsible for Quota representation at outside functions and acknowledge such representation at the next business meeting.

Appoint an Audit Committee prior to the April business meeting, with the approval of the Board of Directors, to complete its audit as soon as possible following the close of the fiscal year.

Consult with the Board of Directors concerning the custody of all past records and papers of the Club.

B. The Vice Presidents shall:

Serve as Committee Chairs.

C. The Secretary shall:

Keep attendance records of the Club membership.

Supply the Membership Chair with the names of members who have missed four consecutive meetings or attended less than fifty percent of the meetings during any fiscal year without excuses acceptable to the Club.

Maintain records of leaves of absences and inform the President when they have expired.

Keep and maintain the minutes of the Business meetings and Board of Directors meetings.

Maintain all correspondence of the club.

Handle all correspondence for the Club.

D. The Treasurer shall:

Present a financial report to the Board of Directors at each Board meeting and to the membership at each business meeting. A written report is to be given to the membership at least once each year and/or at such times as may be designated by the Board of Directors.

Order Club supplies, including the Past President's pin for the outgoing president, following established Quota International procedure.

Bill members annually in December for dues payable on January 1. After a second billing is sent on January 1, a report of delinquent dues is to be made to the Board of Directors for instructions and action.

Notify the Board of Directors when any member has failed to pay for two uncanceled dinner reservations after appropriate billings have occurred.

Obtain and execute the necessary signature cards for all Club accounts.

Serve as the Chair of the Budget and Finance Committee.

File any Internal Revenue Service or State of Ohio reports as required.

Report the location of all the accounts to the Board of Directors at least once each year.

Receive the cancellations for each meeting from which the number attending is ascertained. This number shall be reported to the Hostess and Reception Committee Chair as soon as possible after the cancellation deadlines.

E. The Directors shall:

Serve as Committee Chairs.

II. Committees

The following items shall apply to all Chairs or to a designate:

Attend the June Board of Directors meeting and receive the Committee's records from the outgoing Chair.

Call a meeting of the Committee as soon as possible to formulate activity plans and budget requests for the coming year.

Prepare a copy of the proposed budget requests and present at the first business meeting in October to the club membership for recommendations and action.

Prepare a copy of activity plans and proposed budget. The Chair, at the first business meeting in October, shall present this to the Club membership for recommendations and action.

Handle all necessary correspondence and keep a copy of all correspondence in the Committee's records. Maintain the Committee records, continuing the annual reports from the preceding five years, unfinished Committee Business, suggestions for changes, future activities, projects, etc., as well as correspondence and the latest copy of the Club Bylaws and Rules of Procedure.

Prepare the report of the year's activities in quadruplicate for the business meeting in February and for presentation at the business meeting attended by the District Governor. The Chair shall also present the report to the Club membership at the annual meeting in May.

A. Standing Committees, Administrative

1. Budget and Finance

The Chair shall call a meeting of the Committee after the first business meeting in October to prepare the budget for the Club for review by the Board of Directors at its October meeting and to the Club membership at the November business meeting for action.

2. Bylaws

This Committee shall be composed of the members of the Board of Directors.

This Committee shall review and keep the local Bylaws in accord with those of Quota International and keep the Rules of Procedure up-to-date.

This Committee is responsible for reviewing, informing the membership and recommending action on proposed changes in International Bylaws and Rules of Procedure as well as District

Standing Rules. This Committee shall handle any proposed change in International Bylaws or Rules of Procedure and District Standing Rules.

3. Promotion

Plan a program meeting with a "Getting to Know Quota" theme to keep the members and/or the community informed about Quota locally, as well as on the district and international level. This meeting shall be coordinated with the Hostess/Reception/Program Committee.

4. Membership

Plan at least one orientation session during the year for all new members.

It is suggested that the prospective member be invited to attend a program meeting before her name is presented to the Board of Directors for recommendation and to the membership for action. The Club shall pay whatever expenses are involved.

The procedure to be followed for the acceptance of new members shall be as outlined in Quota International's Rules of Procedure and the local Committee file.

The Committee is responsible for maintaining members' name tags and providing name tags for guests.

B. Standing Committees, Service

1. Hearing & Speech/ Scholarship

This Committee shall investigate, consider and recommend assistance to hearing and speech impaired individuals or groups.

The Committee shall keep informed of Quota International's thinking concerning service to the Hearing and Speech Impaired and use this information in its planning.

This Committee shall review, consider and recommend candidates to receive funds for furthering educational pursuits.

As long as the Sixth District Assistance and Loan Fund remains a District project or for as long as the Club membership wishes to

assist after it is no longer a District project, a check is to be sent as specified in the Sixth District Assistance and Loan Standing Rules.

2. Disadvantaged Women & Children/International Service

This Committee shall investigate, consider and recommend assistance to individuals or groups of disadvantaged women and children in the community.

This Committee shall keep informed of Quota International's thinking concerning disadvantaged women and children and use this information as a guide in planning projects.

This Committee shall investigate, consider and recommend assistance to activities for the promotion of international understanding and goodwill.

C. Special Committees

1. Hostess, Reception/Program

This Committee shall determine meeting places and plan menus for all meetings during the Club year, including the summer event.

The Committee designate shall obtain the number of members who will be attending each meeting immediately following the cancellation deadline.

This Committee shall prepare the program each month unless otherwise designated. Special events are the Community Champion of the Year, the Christmas Party, Quota Birthday and the Installation.

2. Ways and Means

Coordinate and plan fund raising activities.

The Chair shall be a member of the Budget and Finance Committee.

3. Telephone

This committee shall be responsible for notifying the membership of any important or unusual events at the request of the President or the Board of Directors.

4. Courtesy/ Historian

This Committee shall send a card to members who are ill or for some other reason should receive attending from the Club. When a member dies, a tribute of flowers or memorial donation shall be made. Cards shall be sent to the member at the time of death of a close relative or an individual sharing the same household. An appropriate gift shall be sent to the member at the time of a wedding or birth. The amount spent shall be based on past similar expenditures.

The purchase of gifts for special occasions shall be made with the approval of the Board of Directors.

This Committee shall be responsible for keeping the history of the local club.

5. Newsletter

This Committee shall publish and distribute to the members a newsletter at timely intervals to keep the membership informed of events, news and schedules of the Club.

6. Nominating

The Chair shall call a meeting of the Committee as soon as possible after the February business meeting to prepare a single slate.

When the slate has been completed, the candidate for President shall be informed of the other nominees.

The Chair shall prepare printed ballots to be distributed for voting at the April business meeting.

The Chair shall present the slate at the April business meeting before distributing the ballots.

The Chair shall be responsible for destroying all ballots following the election.