

# QUOTA INTERNATIONAL OF CENTRAL OREGON

## Rules of Procedure

The numbering of the Rules of Procedure may appear to skip, but that is because the corresponding Bylaws do not require explanation.

### **ARTICLE III – Membership**

#### Recruitment of New Members

- A. A potential member may be invited to attend a business and/or program meeting. The first time a potential member attends a luncheon, the club pays for lunch. Attendance at additional luncheons is to be paid for by the sponsoring member or potential member.
- B. The potential member is to be given an informational package about QI and QI of CO prepared by the VP of Development and Growth (D & G) or designee.
- C. When an individual decides to join, an initiation fee of \$38.00 will be collected along with dues for QI, and QI of CO. Regional dues are not prorated, currently. Of the initiation fee, \$10.00 is sent to QI and \$28.00 is retained by the club to go toward initiation expenses. Joining member will receive a new member packet.

#### Section 1. Leave of Absence

- A. A member on leave will be billed for dues. Lunches will not be billed unless the member attends a meeting during leave.

### **ARTICLE IV – Officers**

#### Section 1. Officers

The club may elect the following officers:

- President
- 1<sup>st</sup> Vice President responsible for Development and Growth
- Secretary
- Treasurer

The club may elect the following directors:

- Ways and Means
- Service
- Administration
- Programs
- Historian

The past president is also a director.

## Section 2. Eligibility and Term

- A. Eligibility. Active members who have not waived attendance or dues requirements shall be eligible to hold any office in the club except for President. The President must have held a Board position in the past.

## Section 4. Duties:

- A. The President is authorized to spend up to \$100.00 for emergency expenditures without prior Board approval. Report of the expenditure(s) is to be made at the next Board meeting and recorded in the minutes.
- B. Each officer and/or director is responsible for each of the listed duties but may determine which to delegate to involve other club members. This person serves as chair of the committee, appoints a vice chair and committee members
- C. Each officer, director, and committee chair is responsible for maintaining a notebook/box that contains historical information about that office or committee and its events.
- D. The President may assign a parliamentarian to act at all Board and club business meetings for the year.
- E. Duties of officers are stated in the bylaws and also include:

### President

May select a person who has never been on the board to be a "Member at Large". This is a one year nonvoting position to acquaint members with the duties of the board of directors.

### Vice President (Development and Growth)

Responsible for updating and assembling potential member packets and new member packets. At initiation, makes sure the pin and rose are at the meeting for the President, who conducts the initiation. Plan and implement at least one (1) membership drive during term. Plan activities that may include education of members on the bylaws, history of Quota, etc.

### Past President

Select the gift for the outgoing president. Order the past president's pin for presentation at the installation dinner. Keep club calendar. Be mentor and resource for the Board of Directors.

- F. Duties of the directors are:

### Service

Presents to the Board of Directors the committee recommendations for service expenditures. Payments are made after membership approval. All expenditures will be noted in the minutes. Ensures that the club has a project or committee that will review our participation in Quota International events.

- G. Other director positions may be:

**Programs**

Responsible for the speaker and determining if the speaker has any special equipment needs. Introduces the speaker at the meeting. Also responsible for the presentation of a thank you gift or sending a thank you note to the speaker.

**Historian**

Take pictures at all events. Update the scrapbook with pictures and applicable materials and make the scrapbooks available for prospective members to share the events of the club. Responsible for all club publicity both locally and within Quota publications.

**Ways and Means**

Responsible for all service account fund-raising events. Assists the Treasurer in maintaining a list of all expenditures and revenues for each event. Informs the Service Committee of monies available to be distributed.

**Administration**

Responsible for administrative account fund raisers such as fines (for the purpose of recognition), Quotto and birthdays. Money raised at these events goes towards registration fees at QI meetings, travel expenses and other administrative expense. Plan and implement member social activities such as gift exchange, wine tasting, and shampoo party. Be "Miss Sunshine" to send cards or greetings to members as needed for recognition or remembrance. Responsible for reserving lunch venue.

**ARTICLE VIII – Meetings, Conferences, Area Meetings and Conventions**

Section 1. Club Meetings

- A. Regular Meetings. Regular meetings of the club shall be held on the first and third Tuesday at a specified location agreed upon by the club. The first meeting of the month will be the business meeting. The meeting on the third Tuesday will be a program meeting. If business needs to be conducted at the program meeting, minutes are to be taken and subsequently approved at the next business meeting.
- B. Fifth Tuesday – When there is a fifth Tuesday in the month, we may have a meeting and a meal charge may be billed.

Section 2. Regional Meeting and International Convention.

Any member in good standing wishing to attend the Regional Meeting or International Convention may make a request to the Board of Directors to have their registration paid. After review by the Board and determination that funds are available, the member's application will be presented to the membership for majority approval. Members requesting payment of

registration fees are obligated to attend all business and training sessions of the meeting they will be attending.

## ARTICLE IX – Finances and Funds

### Section 2. Annual Dues and Assessments

Dues and assessments, if any, shall be paid annually. QI and Regional dues shall be paid by the club annually based upon the number of members on January 1 and shall be due within thirty days of this date. International and local dues for new members during the year will be prorated and paid upon the initiation of the member. Regional dues are not prorated currently.

The Treasurer will bill each member for next year's annual dues on the October statement. Members will be billed for lunches quarterly.

Whenever there is a special meeting such as a dinner and it replaces a noon meeting, the lunch cost will be applied to the cost of the special event.

### Section 4. Payments

Expenditures, with the exception of distribution of service funds, are to be paid upon Board approval. If timing is critical to the payment of a bill, then the approval will be after the fact. A treasurer's report is to be given at each business meeting to inform members of expenditures. Distribution of service funds is to be made after the Board makes the recommendation and the full membership approves.

All reimbursements must be backed by the appropriate receipts. If a gratuity is customary and approved it shall not exceed 15%.

### Section 6. Fiscal Year

The Fiscal Year of Quota International of Central Oregon is the same as that of Quota International. Quota International's fiscal year is currently May to April.

The Rules of Procedure of Quota International of Central Oregon have been approved by the Board of Directors.

The Rules of Procedure of Quota International of Central Oregon may be amended at any business meeting of the club by a two-thirds majority vote of those present and voting, provided previous notice of the proposed amendments have been given to the membership.

Date: November 7, 2017  
Approved by the Membership  
[Signature]  
President  
[Signature]  
Secretary