

# SCG SHALOM CLUB

## CHAPTER 12

### **CHAPTER 1.0 – Name, Principal Office and Definitions**

1.1 Purpose: To provide Social, Cultural and Educational Experiences to SCG Residents.

### **CHAPTER 2.0 – General Information**

#### 2.6 Dues & Fees:

Annual dues shall be set by the majority vote of members at a duly convened business meeting of the Club. Annual dues are currently \$20.00.

### **CHAPTER 3.0 – Chartered Club Executive Board (CCEB)**

#### 3.1 Officers:

The Executive Board shall consist of a President, (2) Vice Presidents, Secretary, Treasurer, Membership Director, (2) Social Directors, Program Director and Hospitality Director.

The Immediate Past President shall act in the capacity of liaison and facilitator/advisor to the new President and Board and shall have no voting rights.

#### 3.3 CCEB Officer Duties.

##### 1. President:

- Act as principle liaison between club and the association.
- Appoint all committees and chairpersons with board approval.
- In the event of board vacancies on the Executive Board, the President shall appoint, with Board approval, an interim replacement until official elections can be held.
- Assign duties to other Board members.

##### 2. Two (2) Vice Presidents:

- Will equally share the responsibilities of this office
- Responsible for oversight of committees.
- Shall perform other duties assigned by the President.

##### 3. Secretary:

- Maintain club records.

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### 4. Treasurer:

- Receive and timely deposit all funds due to the club.
- Pay bills.
- Maintain financial records (to include but not limited to bank statements, cancelled checks, bank transaction reports, receipts, invoices) of all financial transactions including all disbursements from the club bank.
- Have good knowledge of bookkeeping procedures.
- Have ability to work with a spread sheet or other bookkeeping software
- Be consistent with our commitment to prepare and publish our Shalom Club's Quarterly Reports for CCEB and Membership.

### Directors at Large

#### All Directors shall:

- Attend CCEB meetings
- Assist in club activities and help maintain order at club activities
- Vote on all matters that come before the CCEB
- Perform other such duties and responsibilities as may be assigned by the CCEB and/or from time to time by the Club President... including chairing any committees

### 5. Membership Director:

- Oversee the coordination and administration of ALL aspects of membership
- Serve as liaison to membership
- Onboard new members
- Manage Club Roster entries and Roster Access via our Club Website
- Recruit... Responsible for recruiting and the identification of new members
- Host or attend special events to meet and greet prospective members
- Issue marketing invites or Ads in Lifestyle Magazine for prospective members
- Communicate about membership... via our Shalom Club Newsletter
- Retain existing members; raise awareness of the value of their membership

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### 6. Two (2) Social Directors

- Oversee the coordination and administration of ALL aspects of club social events or activities
- Serve as the liaison for members' Social Events or Activities
- Communicate Social activities via the weekly blast, in Newsletter, or as needed
- Build relationships to engage more members to get involved to host Social Club Events/Activities
- Assist members in creating a calendar of social activities for the Shalom Club
- Discuss/assist in managing/monitoring budgets for social events with Event Coordinators/Members
- Serve as the conduit between members hosting Socials and the Webmaster
- Work with Program Director to coordinate reserving rooms, set up and equipment for social event locations, as needed

### 7. Program Director:

- Oversee the coordination and administration of ALL aspects of our Monthly Programs
- Plan and Organize a balance of social, educational and cultural programs, monthly
- Develop and monitor program budgets; report out to CCEB, monthly
- Coordinate and manage Set Up, Equipment and Floor Plans for submission to CAM for each program
- Evaluate program strengths to capitalize on them and identify areas for improvement
- Communicate past program outcomes and future programs on deck... via our Shalom Newsletter
- Establish relationships with CAM and all Event Coordinators for successful program deliverables
- Engage more members to get involved as Event Coordinators and Volunteers
- Serve as an Event Coordinator and possibly Co-Event Coordinator

### 8. Hospitality Director

- Oversee the coordination and administration of ALL aspects of refreshments and food at Monthly Programs, or as needed.
- Work with Club Directors, Event Coordinators and CCEB to help plan, organize, secure and deliver all refreshments snacks, or food, for monthly programs, or as needed
- Manage set up and clean up
- Communicate hospitality needs, recommendations, successes, needs improvements at regularly schedule board meetings

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3.4 Nominations for CCEB.

An Election Committee shall be appointed by the Board at least two (2) months before Club election of officers.

3.5 Election and Term of Office:

The term of office shall be two (2) years.

Current Board members may be re-nominated at each election.

\_\_\_\_\_  
(Approved CC President)

\_\_\_\_\_  
(Date)

Executive Board Meeting Minutes Attached, dated \_\_\_\_\_

Membership Meeting Minutes Attached, dated \_\_\_\_\_

\_\_\_\_\_  
(Approved Lifestyles Manager)

\_\_\_\_\_  
(Date)