

# 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 the following positions: President, Vice President, Secretary, Treasurer, Membership Director, Social Director, Program Director and Hospitality Director.

Each Board position may be held by one club member or may be co-chaired with one other club member... as voted on and approved by the SC CCEB.

Co-chaired Board Members will:

- Attend CCEB meetings
- Assist with club activities (as needed)
- Vote on all matters that come before the Board
- Cast one Vote from each Board position; if Co-chairs do not agree on the one vote, their vote will not be counted

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.

# SCG SHALOM CLUB

## CHAPTER 12

### 2. Vice President:

- Responsible for oversight of committees.
- Shall perform other duties assigned by the President.

### 3. Secretary:

- Maintain club records.

### 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

# SCG SHALOM CLUB

## CHAPTER 12

### 6. Social Director:

- 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

# SCG SHALOM CLUB

## CHAPTER 12

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.

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(Approved CC President)

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(Date)

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

Membership Online Votes Attached, dated \_\_\_\_\_

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(Approved Lifestyles Manager)

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(Date)