

# The Twenty Thirty Club of Auburn, Club #19 Rules of Policy

*“Providing young adults with an  
opportunity for personal growth,  
friendships, and leadership development  
while improving the quality of life for the  
special needs of children in our community”*

# Officer and Director Duties

**PRESIDENT:** It will be the responsibility of the President to:

1. REPRESENTATION

It is the responsibility of the President to see the completion of any function the club agrees to undertake. To preside over the meetings held by this club and its Board of Directors. Keep in close contact with all officers of this club, the National Association and Regional Director. Submit applications to National Awards Committee for Convention on behalf of this club.

2. APPOINTMENTS

It is the responsibility of the President to appoint the Secretary and the Fire Chief for the term, in addition if Committee Chairperson positions are not filled on a volunteer basis; you will need to appoint a person to each open position.

3. OFFICIAL DUTIES

It is the responsibility of the President to Publish and distribute a master calendar to the club and National Office. It is your duty to approve checks as presented by the Treasurer at all Board Meetings, and assess fines in accordance with the Rules of Policy. Follow guidelines and duties as stated in the National Operations Manual. The club President shall sign all binding agreements for the club during their term. No contract shall be entered into without board approval and the Presidents signature on the contract.

4. IMPLEMENTS

The President will protect, maintain and present the Club banner, gong and “Pennies A Day” can at all general membership meetings.

**VICE PRESIDENT:** It will be the responsibility of the Vice President to:

1. REPRESENTATION

You will need to preside over the meetings held by this club and its Board of Directors in the absence of the President. Submit reports as required and a description of recent events and their results after each event to the National Association.

In the case of a resignation or removal of the President from office, the Vice-President will, with their consent, assume the duties of President. Should the Vice-President decline said duties a new President will be appointed.

2. OFFICIAL DUTIES

Act as the advisor to all Chairpersons if needed. It is your duty to approve checks as presented by the Treasurer at all Board Meetings in the event the President is not able to do so.

**TREASURER:** It will be the responsibility of the Treasurer to:

1. BUDGET

Cooperate with the Board of Directors in setting the term budget, while keeping them apprised of the budget standing throughout the term.

2. REVENUE

Collect and record all members' dues, fines (after each meeting) and "Pennies a day" (at the end of last meeting of the month) and deposit them into the appropriate accounts.

Collect all revenue from event chairs at the conclusion of event and deposit it to appropriate accounts:

Charity Account = "Pennies a day", donations and event revenues

General Account = members dues & fines

3. EXPENSES

Present to the Board all invoices/bills and reimbursement requests for payment approval. When approved write and sign checks. The club Treasurer will also set up all vendor accounts with the approval of the board.

Make sure National dues are paid for all active and past-active life members.

Make sure general liability policy is paid, and arrange special event policies as needed.

4. REPORTS

Present complete and current financial records to the Board of Directors with a paper trail upon request. File all tax forms required by the IRS each term.

Distribute a roster of current, past-active, and honorary members, their addresses, and phone numbers by the third regular meeting of the year. The roster is to be updated and distributed periodically throughout the year, as new members are obtained or as existing roster information changes.

5. CHECKING ACCOUNTS

Only the current Treasurer, President, and Vice-President will have signature authority for any and all bank accounts unless circumstances dictate otherwise at which time the board will assign a forth signature holder.

**TAIL TWISTER:** It will be the responsibility of the Tail Twister to:

1. IMPLEMENTS

Protect, maintain and present the fine jar at all general membership meetings.

2. FINES

Assess, collect and count all fines for remittance to the Treasurer at the end of each meeting.

**PAST- PRESIDENT:** It will be the responsibility of the immediate Past-President to:

1. REPRESENTATION

Hold the position of a Director for the year proceeding their term of President. To aid all incoming Officers and Directors of their responsibilities and duties, as needed. Continue to represent the general membership during the Board Meetings.

You will need to decide which Committee; you would like to volunteer as the Chairperson of.

In the case of resignation or removal of the immediate Past-President from office, an active former Past-President will, with their consent, be appointed.

**DIRECTORS:** It will be the responsibility of the Directors to:

1. REPRESENTATION

Your most important function is to represent the general membership during the Board Meetings.

You will need to decide which Committee; you would like to volunteer as the Chairperson of.

**COMMITTEES**

1. APPOINTMENT AND DUTIES

Committees will be formed as needed by the governing body. The President shall fill the committee on a volunteer basis, unless a lack of volunteers forces appointments. It will be the duty of the Chairperson to do whatever is necessary to ensure the success of the committee and to keep the club informed of progress and expenses.

2. MEMBERSHIP / INTER-CLUB RELATIONS COMMITTEE:

Duties shall be:

- a) To encourage and stimulate the contacting of prospective members, and to undertake to receive prospective members and introduce them to Club members, activities and objectives
- b) To investigate the charter and general eligibility of applicants for membership, upon instructions of the Board of Directors
- c) To stimulate membership participation in Club activities
- d) To contact absent members and encourage regular attendance
- e) To promote friendship, good fellowship and an appreciation of the objectives of Active 20-30 and the benefits thereof, and to assist in the education of all members in the ideals and objective of Active 20-30, and to attempt to bring all members into closer contact with operation of the Club.
- f) To devise ways and means of developing a spirit of fellowship among charter Clubs and the members thereof, in order to exchange successful club methods, increase the spirit of the entire organization, and create inter-community spirits.

3. HISTORY COMMITTEE:

Duties shall be to keep and maintain a permanent record of all important events in the Club's history.

4. PAST ACTIVE COMMITTEE:

Duties shall be to maintain contact with all Past Actives, stimulate Past Active interest in the Club, and maintain a master list of all Past Active members so that they may be reached for special events, etc.

5. PUBLICITY COMMITTEE:

Duties shall be to supervise all publicity pertaining to the Club.

6. HEALTH AND WELFARE COMMITTEE:

Duties shall be to arrange to send cards and/or flowers to such persons as may be designated by the Board of Directors in the event of; illness, injury, illness in family or bereavement, to arrange visits to such persons and to inform the general membership as to the status of such persons.

7. SPORTS COMMITTEE:

Duties shall be to organize all Club athletic teams, to act as chairperson of sports related projects as necessary and to be the Club's representative to the Auburn Area Recreation District.

8. CUB SCOUTS AND LITTLE LEAGUE COMMITTEE:

Duties shall be to attend Cub Scouts and Little League meetings and act as liaison between the organizations.

FINEABLE OFFENSES & RULES OF ORDER

The President and the Tail Twister have the power to impose a fine of no less than .25 cents or no more than \$20.00 for any offense outlined in these Rules of Order. The President or Tail Twister will determine the amount of fine based on the severity of the oversight. If you become unable to pay the fines that you have accrued you will be assessed a \$1.00 fine for being unable to pay your fine. The amount will be noted in the minutes and expected to be settled by the next regular meeting. The fine amount will double if not settled by the next regular meeting.

MINIMUM FINE AMOUNTS

Tardiness = \$1.00

Missing a meeting = \$5.00

Failing to attend a project or event = \$5.00

Failure to work a scheduled shift at a project or event = \$20.00

Unable to sing club opening and closing songs = \$1.00

"Clueless" = \$0.25

Failure to display any Active 20-30 Club emblem = \$0.50

Throwing, hurling, or otherwise impelling objects through the air (Dry One) = \$1.00

Speaking without having been recognized by the President or Chair = \$0.50

Recognizing "Egghead" during meeting = \$0.25

Using obscene or lewd language (F-Bomb), telling of jokes will not be included hereunder = \$1.00

Reaching across the table or otherwise disrupting the meeting = \$0.25

Calling any officer/member by anything other than her/his name or nickname = \$0.25

Personal attack on another member (physically or verbally) = \$0.50

Performing a physical act that could lead to bodily harm of anyone at or near the meeting = \$1.00

Failure to introduce one's own guest(s) = \$1.00

Guest speaking during meeting = \$0.25

Leaving the room or meeting without being recognized by the Tail Twister \*\* = \$0.25

New announcement during introductions = \$1.00

Cell phone ringing during meeting = \$2.00  
Cell phone rings during meeting and you answer it = \$5.00  
Text messaging during meeting = \$5.00  
New vehicle = \$10.00  
Used vehicle = \$5.00  
No club sticker on new vehicle by next general meeting = \$1.00  
Home purchase = \$0.01 per square foot - \$20.00 maximum fine  
Property purchase = \$1.00 per acre with \$1.00 minimum and \$20.00 maximum

**Any member may leave room or meeting under the ‘Herkimer Act’. Also, at the request of a member the Club “Junior” may also leave the meeting to purchase drinks for members or wander the room doing work for board members.**

In the event of a new birth/adoption in a member’s family, the Club shall donate all fines collected at the meeting of announcement for a savings account to be established for the new child, to be maintained by the parents. The new parent must provide receipt of deposit at the next general membership meeting immediately after receiving child’s social security card.

The immediate Past-President and the Tail Twister will have the power to impose a fine on the President for any oversight.

The Secretary is exempt from standing when speaking or when singing songs as they will be attending to keeping accurate minutes of the meeting.

A member’s guest(s) will be governed by the Rules of Policy of Auburn 20-30 Club. It will be the responsibility of the member to pay any fines levied against their guest(s), until such time as the guest is voted in as a member.

#### STEALING TOOLS OF OFFICE

The Board of Directors (especially the President and the Tail Twister) discourages the stealing of the tools of office from either the President or the Tail Twister (although stealing of tools from other clubs is encouraged). However, if such a theft can be accomplished during a regular meeting the party in possession of a said tool of office is free to devise some method of making it difficult for the officer to reclaim said tools. If the possessor of a said tool is at a loss on how to accomplish this, she is free to ask the advice and/or assistance of another member. The cardinal rule governing this type of behavior is that no harm can be allowed to befall either the tool or the officer trying to reclaim a said tool or to those responsible for the attempted procurement of said tool. **Tools available for theft are:** President’s gavel, all banners, bell, gong, Fine Can and the Junior statue (but only when not being held or touched in any way by the Junior).