



MEMBERSHIP EXPECTATIONS & GUIDELINES

Monthly Membership Meetings

Active members are expected to attend all regular monthly meetings, held on the 4th Monday of each month (except July-No Meeting, August-Summer Social and December- Holiday Social). Meetings are scheduled to begin at 6:00 pm for time to socialize and have refreshments/dinner prior to the start of the business meeting.

Please make it a priority to respond to the meeting host as soon as you are able to confirm your attendance at each monthly meeting. It is a courtesy to help the Host and Co-Host plan appropriately for each meeting. Keeping your club meeting colleagues informed of your attendance also helps the business meeting begin promptly. Members should make a conscious effort to plan for and participate in monthly meetings. Your participation helps build the camaraderie of the Club and enhances the work and impact we are able to accomplish.

Hosts and Co-Host – As stated in Club By-Laws A)3-4, pg. 3:

3. Monthly regular meetings shall be held in the homes of the members or at a place designated by the hostesses.
4. One member will serve as host for each meeting. The host shall provide the location. A minimum of two (2) members shall serve as co-hosts - (who shall provide food and beverage). Hostesses shall arrange for their substitutes when needed.

Committee Participation

Committee participation is important. The work that is done in between our monthly meetings or when an Ad-Hock committee is needed to get a task accomplished, is what keeps our work moving forward. All general club membership (Active and Associate) are expected to serve on at least one committee annually.

Commitment

The success and lasting impression of the 24 Club on our community and in the lives of others, is only as strong as the commitment off its members. It is expected that all Members make a commitment to support the mission, vision, activities and fundraising efforts in whatever manner works best for the member, via volunteer time, expertise, financial contributions and/or a combination. An active commitment requires showing up and participating to the best of your ability.



Membership Recruitment

All members are encouraged to seek and build membership when applicable. Potential recruits should be invited to a designated introductory social or may be invited to sit in on one monthly regular business meeting. New member recruits may apply and join the club immediately following their respective social event recruitment introductions or after attending one introductory business meeting.

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OFFICER DUTIES & RESPONSIBILITIES

Duties and Responsibilities of 24 Club Officers

Any Active Member may be nominated and elected to serve as an officer. It is not required that an individual hold an officer position prior to, nor is any timeframe of club membership required prior to accepting any elected position.

President –

- Serves a two-year term with the possibility of a one-year/ half term reelection. (A maximum of three consecutive years.)
- The president is expected to facilitate and conduct the monthly meeting according to the order of business as outlined in the By-Laws and guided by the Robert's Rules of Order.
- Is a signing authority on the Club checking account.
- Prepares and communicates the meeting agenda.
- Keeps track of the monthly Host and Co-Host assignments.
- Records and maintains records of member proxies to ensure a quorum for voting activity.
- Maintains committee members and assignments.
- Demonstrates a positive attitude to lead, encourage and understand the diverse personalities and motivation of the club membership.
- Motivates the membership to utilize their individual talents to promote and support the club mission.
- Challenge one another to go outside of their comfort level to grow, learn and take part in activities that will develop individual potential and experience.

Vice-President –

- Serves a one-year term, elected annually with the possibility of reelection up to three consecutive terms. (A maximum of three consecutive years.)
- The Vice-President serves with the expectation to take on the role of President at the end of their Vice term – is still subject to election by membership vote.
- Is responsible for sending reminders of the monthly meetings to the entire club membership at a suggested timeframe of one week, two-days and day of scheduled meeting, to allow for appropriate RSVP response and host planning.
- This position is responsible for keeping and distributing membership notebooks and providing an orientation for each new member.
- They shall be responsible for leading any monthly meeting that the current club president is not available.
- They are required to preside over one meeting during their term to prepare for the role of President.



Secretary –

- Serves a one-year term, elected annually with the possibility of reelection up to three consecutive terms. (A maximum of three consecutive years.)
- The Secretary is responsible for recording minutes of each meeting and/or finding an alternate replacement for any meeting they are not able to attend and record the proceedings.
- Provide the compiled minute documents to the full club membership a minimum of one-week prior to the next scheduled meeting.
- Maintains records of correspondence to and from the Club.
- Share correspondence activity with Club membership at monthly meetings or as necessary.
- Check PO Box on a monthly basis at minimum.
- Maintains and keeps the historical records of meeting minutes for the club.

Treasurer –

- Serves a two-year term with the possibility of reelection of two consecutive terms. (A maximum of four consecutive years.)
- The Treasurer is the primary signing authority on the Club checking account, and responsible for all book keeping and fiscal responsibilities of all credit/debit transactions for the Club account.
- This person maintains membership records of dues and membership status to include membership list of Active, Associate and Honorary members.
- Provide a financial report of account activity and balances to the full club membership at each monthly meeting.
- Collects and files membership/About Me forms.
- Reports the club 501(c)(3) status annually (on-line)
- Ensures payment and related material to keep the club U.S. Post Office Box.
- Is responsible for obtaining appropriate petty cash for club activities and events.

Marketing and Communication Officer –

- Serves a one-year term, elected annually with the possibility of reelection up to three consecutive terms. (A maximum of three consecutive years.)
- Is responsible for creating, monitoring, and utilizing print and social media platforms for building a positive image and sharing the mission and activities of the 24 Club.
- Leads the marketing of fundraising events which may include writing press releases, creating fliers and organizing publication efforts.
- Serves as the Chair of the Communications Committee and delegates tasks as needed.

Past President –

- Serves as a mentor to the current President and other Executive Committee members.
- Provides council of parliamentary procedure.



COMMITTEE EXPECTATIONS

24 Club Committee Responsibilities

All Club members are expected to serve on a minimum of one committee annually. Each committee should consist of at least one member in the role of Chair or two members to serve as Co-Chairs. Committees should have a minimum of three committee members.

Executive Committee

- Consists of elected officers. (President, Vice-President, Secretary, Treasurer, Marketing and Communications Officer, and Past President)
- Except for the power to amend the Constitution and by-Laws, the Executive Committee shall have all the powers of authority in the intervals between meetings and is subject to the directions and control of the full membership.
- Responsible for creating an annual club budget to be presented to full membership at the January monthly meeting.

Scholarship Committee

- Review applicants and make recommendation to Club Membership for award.
- Provide a written report and general overview of scholarship recipients to the full Club membership.
- Review criteria annually or when deemed necessary.
- Be consistent, unbiased and fair in reviewing applicants.
- Be informed about the scholarship criteria, information and honorees.
- Serve as a liaison with scholarship recipients.
- Maintain history of recipients.
- Serve as the club contact for the Western New Mexico University Foundation, who administers scholarship funds.
- Represent the Club at designated activities, for example WNMU Scholarship Luncheon.
- Help maintain relationships important within this role.



Fundraising Committee

- All 24 Club members are members of this committee.
- All 24 Club members are expected to participate and support fundraising efforts in some way: committed time to preparation, expertise, working the event, selling tickets, promoting the activity, cleaning up or financial contributions.
- Research, create and implement fundraising ideas. Members are allowed and encouraged to take the lead on fundraising opportunities.
- Take on appropriate leadership roles.
- Participate in Ad Hock Fundraising Committees for identified activities.

Community Service

- Research needs and opportunities in our community that could benefit from club support.
- Inform club membership and make recommendations of service projects.
- Organize and facilitate projects that become club initiatives.

Communications Committee

- Assist the marketing and Communications Officer in gathering information and details of club activities.
- Create avenues of helping to share the 24 Club Mission and Vision.
- Participate and take advantage of community opportunities to share Club information and membership possibilities.

Ad-Hock Committee

- An Ad-Hock committee may be created at any time to consist of a committee chair and volunteer members to address activities, club business or fundraiser as necessary when needed.
- The time-frame of the committee will be determined by the scope of work or activity being addressed.
- There may be more than one Ad-Hock committee at any given time.

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