



Swiss-American Society of Houston 2024 Standing Rules

The Standing Rules of the Swiss-American Society of Houston are to be used as a general guideline to meet the needs of the Society without being too restrictive. They are not intended to replace the detailed job description found in the file for each Board position.

CHANGES AND AMENDMENTS TO THE STANDING RULES:

These rules may be changed or amended by a majority vote of the Board at any regularly scheduled Board meeting.

DUTIES OF ALL BOARD MEMBERS

General responsibilities

1. Term of office for all Board positions is January 1 to December 31. Board Members shall perform position duties following By-Laws and Standing Rules.
2. Be supportive of final Board decisions and maintain positive comments regarding all aspects of SASH.
3. Attend all Board meetings and functions as your position requires. (i.e., Coffees, Dining out, Picnic, Position Turnover Meeting, etc.). Notify the President if unable to attend a necessary function and arrange for a representative to perform your responsibilities.
4. Vote or abstain from voting as your position indicates. Members who are assisting a Board member and Representatives in the absence of the Board member do not vote.
5. Submit information to the Newsletter on a timely basis as required.
6. At events, where official duties allow, be available to greet new members and guests, initiate introductions to other members.
7. Work within the approved budget, maintain supporting documents, and submit budget requests as necessary.
8. The Board will approve all activity groups and programs.
9. Submit to the President, prior to the annual Board meeting, an annual report including job description updates and suggestions for improvement.
10. Keep a folder of pertinent information for your Board position to aid in decision making and to help a successor.
11. Meet with the successor and discuss responsibilities and procedures of Board position prior to the Position Turnover meeting if possible.

BOARD POSITIONS

President

1. Preside at Board meetings, Annual Membership meeting and major events as needed.
2. Fill Appointed Board positions.
3. Activate special Committees as needed.

4. Establish agendas for Board meetings and Annual Membership Meeting.
5. Submit a monthly newsletter article to the editor. Issue approval of newsletter for communications chair to distribute.
6. Secure Board meeting locations and hosts.
7. If there is a need for an emergency vote before the next scheduled Board meeting, the President shall contact Board members requesting an emergency vote. A confidential vote by email with reply only to the President and copy to the Secretary is acceptable. A two-thirds response is required. The President, at the following Board meeting, will give a report to the Board on the results of the vote. A summary of all responses, along with participant roster, will be given to the Secretary to keep in the minutes.
8. The Board will approve all requests to enter into contracts that create a legal financial obligation. Contracts are to be signed by the President.
9. Arrange for year-end Board appreciation function in accordance with budget.
10. Act as Installation Officer.

First Vice President – Membership

1. Respond to inquiries from prospective members.
2. Maintain the current computerized membership list.
3. Collect and document membership dues and submit receipts monthly to the Treasurer.
4. MONTHLY:
 - a. Send names of new members to the President and Treasurer.
 - b. Submit a list of birthdays to the Newsletter editor.
5. Update all sections of the membership directory on a regular basis.
6. Distribute listing of non-renewed/terminated memberships to the Board at the March Board meeting. Effective that date, those individuals will be removed from the communications master file.
7. Announce new members at the next Board Meeting.
8. Staff the membership table at each event.
9. Maintain Club's printed promotional materials as approved by Board and within budget approvals.
 - a. Membership form/brochure.
 - b. Club business card, containing contact information, website, Facebook, e-mail, PO Box etc.
10. Perform duties of the President in the absence of the President.
11. Attend monthly board meetings.

Treasurer

1. Maintain a complete financial record of all transactions of the Society.
2. Files necessary forms with the IRS to maintain Social Club status. Annual 990-N (e-postcard).
3. Monthly, prepare and distribute to all Board members, via e-mail, a financial report stating the beginning balance, disbursements, deposits, ending balance, and budget comparison.
4. Shall deposit all funds collected from raffles, sales of decorations, door prizes, membership dues, donations to philanthropies, and luncheon reservations into an authorized Club bank account on a timely, monthly basis.
5. Reconcile all electronic payments received on behalf of SASH.

6. Reimburse members for Board approved expenses documented by receipt.
7. If an expense is not included in the Board approved budget, it must be presented and voted on by the Board.
8. At the November Board meeting the current treasurer shall make a recommendation to the Board regarding the amount of annual dues, Single or Family, for the next membership year.
9. Attend monthly board meetings.

Secretary

1. Record minutes of each Board meeting including attendees.
2. Distribute copies of minutes to the President and all Board members present and absent from the meeting.
3. Record minutes of general membership votes, including but not limited to budget approval, and election (November).
4. Secure signature cards for the bank, collect appropriate signatures and file completed cards with the bank.
5. Send necessary correspondences as directed by the President.
6. Attend monthly board meetings.

APPOINTED BOARD POSITIONS

See By-Laws for additional information.

Monthly Events (Coffees, Happy Hour, Dining out)

1. Book venue and review facility.
2. Prepare and submit an announcement for Newsletter/email.
3. Collect RSVP's.
4. Send monthly reports to the Secretary and President for Board Meeting.
5. Attend monthly board meetings.

Special Events (Biannual Picnic, Raclette, Cookie Exchange, Museum Visits, Blueberry picking)

1. Book venue and review facility.
2. Prepare and submit an announcement for Newsletter/email.
3. Collect RSVP's.
4. Send monthly reports to the Secretary and President for Board Meeting.
5. Attend monthly board meetings.

Holiday Party

1. Book venue and review facility.
2. Choose the menu and finalize arrangements.
3. Serve as liaison (contact person) for the venue reservations.
4. Recruit/Coordinate volunteers within the club for the day.
5. Submit information for newsletter including menu.
6. Receive and record reservations and money from members and guests.
7. Prepare a Paid Reservation report (PR) indicating the names of members and guests.

8. Send the PR report to the following position heads: President, Membership and Treasurer.
9. Coordinate and confirm count on the day of the event by performing attendee check-in and collect money from members paying at the door or designate a coordinator for this task.
10. Attend monthly board meetings.

Milestones & Memories

1. Share joyful and sad events of members through the newsletter each month. The wishes of members are to be considered before items are printed.
2. Advance Board vote and approval are required for Flowers; Plant a Tree program or other remembrances. Requests must be regarding current paid members.
3. The passing away of a SASH active member will be shared with the membership, respecting family wishes, via an e-Blast as well as via the newsletter.
4. Attend monthly board meetings.

Newsletter Coordinator

1. Prepare the monthly Newsletter.
2. Establish the guidelines and format for the Newsletter.
3. Responsible for distribution of electronic notices (emails, and written materials to members.
4. Maintain email list current in conjunction with the 1st Vice-President-Membership Chair list.
5. Set deadlines for Newsletter, arrange for proofreading, and edit as necessary.
6. Solicit Newsletter content from all members. Current article submission deadline is the 20th day of each month.
7. Pass pertinent information to appropriate individuals in the Society.
8. Maintain an archive of the Society's printed Newsletters and emails.
9. Submit monthly reports to Secretary and President for board meetings.
10. Attend monthly board meetings.

Swiss National Day

1. Book venue and review facility.
2. Choose the menu and finalize arrangements.
3. Serve as liaison (contact person) for the venue reservations.
4. Recruit/Coordinate volunteers within the club for the day.
5. Submit information for the Newsletter including menu.
6. Receive and record reservations and money from members and guests.
7. Work with the membership chair to prepare a Paid Reservation report (PR) indicating names of members and guests.
8. Send PR report to the following position heads: President, Membership and Treasurer.
9. Coordinate and confirm count on the day of the event by performing attendee check-in and collect money from members paying at the door or designate a coordinator for this task.
10. Attend monthly board meetings.

Swiss National Day Raffle

1. Solicit raffle prizes donation.
2. Prepare an ad for the newsletter for raffle prizes solicitation.
3. Collect raffle items and follow up with donors.
4. Prepare items/display on the day of the event.
5. Assign a person to sell raffle tickets.
6. Conduct or assign a person to draw the raffle on the day of the event.
7. Send out thank you notes to donors after the event.
8. Prepare Raffle follow-up for newsletter – (appreciations and congratulations)
9. Help the rest of the committee if additional needs arise.
10. Attend monthly board meetings.

Jass

1. Find venues and hosts.
2. Coordinate that there are enough tables and decks of cards.
3. Submit information for Newsletter.
4. Attend monthly board meetings.

Website/Internet Service

1. Provide update information on Club's website, Facebook postings and Instagram.
2. Take pictures at events, prepare and publish social media postings.
3. Collaborate with Newsletter Editor, exchange pictures taken for Newsletter
4. Obtain pictures from events, prepare and publish social media postings.
5. Maintain the registered domain name of www.swissamericanshouston.org on the internet through an accredited website hosting company.
6. Submit associated costs annually to the Board and/or Budget Committee.
7. Submit monthly reports to the Secretary and the President for Board Meetings.
8. Attend monthly board meetings.

Ex-Officio - Honorary Consul

1. Act as a liaison with the General Consulate in Atlanta, Embassy or Swiss representation in the USA
2. Act in an advisory capacity for the club
3. Submit monthly reports to Secretary and President for Board Meetings
4. Attend monthly board meetings.

ADDITIONAL POLICIES AND PROCEDURES

Archives

1. Designated Board members are required to retain important information and documents such as photos, Newsletters, IRS forms, Board minutes, and financial statements.
2. These documents will be stored in a centralized location for five years. The Board will determine where these documents are to be safely stored, by whom, and who will have access to this information.

Electronic payments

1. Electronic payments will be accepted for payment of annual membership dues and major events reservations. Other forms of payment, such as cash and check, will also be accepted for these functions.
2. If a refund is required, the refund will be issued to the method of payment used to make the original payment.

MEETINGS

1. Board meetings shall be held each month at a time and location determined by the President with approval of the Board.
2. The President may delegate this responsibility to the Vice President; and act as the responsible party to conduct all meetings relying on Robert's Rules of Order to insure the orderly conduct of the Society's business. Notice of meetings shall be sent to all Executive Officers and Appointed Board Members via email at least 7 days prior to the meeting.
3. Board meetings are open to general membership.
4. The Annual Membership Meeting of the Society will be held in November of each year.
5. The Annual Membership Meeting shall include:
 - a. Presentation of Minutes of the preceding meeting.
 - b. Presentation of the Treasurer's Report
 - c. Reports of Officers and or Committees.
 - d. Old or Unfinished Business.
 - e. New Business and reading of correspondences.
 - f. Presentation of the newly elected Board Officers

MEMBERSHIP LEVELS AND BENEFITS

1. Individual Membership

- Individual Notification of special events email
- Individual subscription to SASH monthly newsletter
- Discounts on most SASH events
- One vote on issues brought before the membership.
- Participation on SASH committees

2. Family/Dual Companion Membership

- All benefits listed for **Individual Membership**, extended to a spouse and children at home or to one friend.
- One vote per adult on issues brought before the membership (max 2 votes per membership).

3. Patron Membership

- All benefits listed for **Individual and/or Family/Dual Companion Membership**.
- Special recognition in the newsletter and directory for one year.

4. Corporate Membership

- All benefits listed for **Individual Membership**.
- Special recognition in the newsletter and directory for one year.
- Corporate sponsor logo or business card size ad in the Membership Directory for one year.

5. Lifetime Membership

- All benefits listed for **Individual and/or Family/Dual Companion Membership**.
- Special recognition in the newsletter for one year and directory.

6. Honorary Membership

- Honorary Membership recognizes individuals whom the Board deems to have been significant benefactors and/or supporters of the Society, and/or because of their public achievements. Recipients will receive free membership for life.
- Members shall achieve a special recognition level/title called Honorary Status after 25 years of consecutive membership **and** after reaching 80 years of age.
- All benefits listed for **Individual and/or Family/Dual Companion Membership**.
- Special recognition in the newsletter and directory

MEMBERSHIP DUES

1. Membership Dues covering January 1 thru December 31 are:
 - \$30 – Individual
 - \$50 – Family/Dual Companion
 - \$100 - Patron
 - \$250 - Corporate
 - \$1,000 – Individual or Family/ Lifetime
2. Dues received from new members admitted on or after October 1 shall be credited to the following calendar year.
3. Dues shall be payable by March 31 of each year.
4. Honorary members are exempt from paying dues.

EVENT PARTICIPATION OVERVIEW

WHEN & WHERE: Please check the newsletter each month for the current date, location and time of each activity.

RSVP's are required each month to that specific Activity Coordinator; either by email or phone call. Please cancel if your plans change.

EVENT COSTS IF ANY

- Vary by activity/vent and would be per person/guest.
- If an Advance payment is required, the received check or electronic payment acts as a reservation confirmation.

End of Standing Rules