

**STANDING RULES of the
AMERICAN WOMEN'S CLUB OF DÜSSELDORF e.V.**

**ARTICLE I
FINANCES AND ADMINISTRATION**

- A. The Club's Fiscal Year runs January 1st through December 31st.
- B. The Treasurer shall prepare an Annual Budget of the projected expenses for the coming year and receive a Financial Report of the past year's expenditures provided by the Outgoing Treasurer, to be approved by the incoming Executive Board and published in the Club newsletter.
- C. German tax rules and regulations provided by our financial Tax Advisors must be adhered to. These rules and regulations may be found in the Treasurer's Handbook.
- D. The Executive Board shall appoint an annual Internal Auditor for review of the past year's Financial Statements. The Club's Internal Auditor will also conduct a periodic review.
- E. Specific questions concerning finances that arise after the Executive Board has approved the Budget should be discussed with the President and Treasurer, and then brought to the Governing Board for approval if necessary.
- F. Receipts for normal expenses shall be submitted to the Treasurer for reimbursement monthly or as they occur. By the end of the club year, all expenses must be submitted.
- G. Proposals for unusual or excessive expenditures must be submitted to and approved by the Governing Board. Reimbursement for unusual or excessive expenditures will not be allowed unless prior approval is sought and obtained. The Governing Board may require that proposals be submitted in writing.
- H. The Club will financially support costs associated for representation to the Annual FAWCO Conference. The Governing Board must approve these representatives.
- I. All fund raising events of the Club must have prior approval of the Governing Board. Distribution of the funds earmarked for charitable donations should be awarded as soon as possible.
- J. Gifts for special occasions (e.g. program speakers) should be at the discretion of the Governing Board.
- K. A Corporate Sponsor Program with sponsorship at various levels will be offered.

**ARTICLE II
CLUB COMMUNICATIONS**

- A. A member moving from Düsseldorf may request, in writing to the Assistant Membership Chairperson, that the remaining Membership Club year's newsletters be forwarded to the new address, at additional cost if necessary.
- B. A Subscription-Only membership may be requested by previous members no longer residing in the Düsseldorf area, at a cost to be determined by the Governing Board each year, and which may vary depending on newsletter costs and postage rates.
- C. The subscription year for the Club newsletter runs from September to June.

- D. All solicitations, community action/awareness, press releases, etc. (e-mail, written, verbal or any other form of communication) made on behalf of the AWCD, including expressions of opinion, must have the prior knowledge and approval of the Governing Board.
- E. E-mail is used to communicate AWCD-related information and FAWCO concerns to AWCD members. These emails are meant for the use of AWCD members only. The AWCD Membership Chair maintains the updated e-mail list. Only the AWCD President or person(s) authorized by the President are permitted to email to the entire AWCD membership.
- F. All e-mails pertaining to Club events, activities, classes and announcements will be sent to only members in good standing (membership types R, H, A, CA and AA as referred to in the Standing Rules – Article III) unless specifically requested or approved by the Governing Board.

ARTICLE III MEMBERSHIP

A. Types

R – Regular Member
A – Associate Member
H – Honorary Member

(Constitution – Article III and Bylaws – Article I – B, C, D)

AA – Applicant for Associate Membership
An Associate membership candidate who has not completed the sponsorship and meeting requirements.

CA – Candidate for Associate Membership
An Associate membership candidate who has completed sponsorship and meeting requirements and is on the waiting list for full Associate Membership (Bylaws – Article I.C.4-6).

L - Alumni Membership (Standing Rules - Article III.B)

B. Alumni Membership

1. Alumni Membership is available for those persons who have been a member of the AWCD, but no longer live in the Düsseldorf area.
2. Alumni members shall to the best of their ability support the AWCD and its goals.
3. Alumni members may not vote, serve on the Executive Board or Nominating Committee or sponsor candidates for membership.
4. Alumni members shall be included in the Membership Directory and will receive the directory. The method of delivery will be determined by the AWCD Governing Board and will be reviewed and adjusted as needed.
5. Alumni members shall receive the *Radschläger*. The method of delivery shall be determined by the AWCD Governing Board and will be reviewed and adjusted as needed.
6. Alumni members will have access to the AWCD web site and will be provided with the password for said web site.

7. Dues and the method of payment of said dues will be determined by the AWCD Governing Board.
8. Alumni Membership in the AWCD does not grant membership in FAWCO. Alumni members living in the United States of America are encouraged to join FAUSA. Those living outside the United States of America are encouraged to join FAWCO through a participating FAWCO organization in their area.

C. Reduced Membership Subcategory

1. A Reduced Membership is available to all members eligible for Regular (R) or all forms of Associate membership (A, CA or AA) who are either full-time students or for whom the full fee would be a financial hardship or are over 65 .
 2. Dues for the Reduced Membership will be 60% of regular dues for the appropriate membership category (R, A, CA or AA).
 3. Declaration for eligibility for Reduced Membership will be made on the membership application.
 4. All rights, privileges and restrictions for members in this subcategory will be determined by their membership status (R, A, CA or AA).
- D. A member in "Good Standing" has paid her/his current membership dues and any assessed cost in full. Final approval for membership in "Good Standing" lies with the president.
- E. The AWCD Membership Club year is from June 1st through May 31st.
- F. A member who relocates out of the Düsseldorf area will be assumed to be resigning from the club at that time unless a specific request from the member is made to continue her membership through the end of the club year.
- G. The advertising discount is available to all members who have been in good standing for a minimum of one year and who have a Regular, Associate or Alumna membership.

H. Honorary Membership

1. The criteria for existing members to qualify for Honorary Membership are as follows:
 - a. Be a long-standing member of the club for a minimum of 25 years.
 - b. Has consistently contributed her time to the club throughout her membership by serving on the Governing Board, acting as a Committee Chair, leading an activity group or by organizing events on behalf of the club.
 - c. Continues to donate her time to the club by being an actively involved member who regularly attends events, partakes club activities or takes on a role of leadership.
2. These criteria do not apply to those eligible to Honorary Membership as defined in the Bylaws, Article 1, Section D1.
3. The right of the Governing Board to award Honorary Membership to special appointees outside this criteria remains.
4. All nominations for Honorary Membership according to these criteria should apply with the Membership Chair.
5. The Governing Board will consider all applications for Honorary Membership using this criteria.

ARTICLE IV FAWCO MEMBERSHIP/ RIGHT TO RECIPROCAL MEMBERSHIP

- A. All Club members in good standing in the AWCD are automatically entitled to membership in FAWCO and are accorded all rights and privileges of membership.
- B. An applicant for Associate Membership in the AWCD who has been a member in good standing of another FAWCO Club, shall regardless of Associate Membership quotas, automatically be accepted for Associate Membership, upon receipt of an application package and letter of recommendation from the other FAWCO Club.

ARTICLE V PARTICIPATION POLICY

Overview

The American Women's Club of Düsseldorf e.V. offers regularly scheduled Club meetings, local and international tours, day trips, special events, activities, classes, and ongoing groups in accordance with Article II, Section A of the Constitution. Some activities are open to the spouse and children of members; the person planning the event decides if they may be included. In addition, guests of members are invited to participate after the "members only" sign-up deadline. The Club cannot be held responsible for any injury or inconvenience that may occur while participating in these activities.

A. Monthly Meetings and Special Events

1. Events, meeting places and menus are selected by the person(s) in charge of each function.
2. The objective is to stage events that will appeal to the majority of club members at reasonable cost to the members.
3. Events with a limited space available are open to all members on a first-come first-served basis. Waiting and/or sub lists will be kept should the need arise.
4. No Show/Late Cancellation Policy: It is AWCD policy that "a reservation made is a reservation paid". All events for which participants (including all categories of the AWCD membership and guests) make reservations must be reserved and paid for either by check or bank transfer to the event. Those canceling after the stipulated deadline will not be refunded. Members who make reservations for guest(s) and who fail to attend the event will be invoiced for their guests' reservation.
5. Those members who make reservations without pre-payment (that are accepted in good faith under extenuating circumstances), but fail to attend the event will be invoiced for the full amount.
6. Failure to pay assessed costs: Membership will not be renewed until all assessed costs have been satisfied.
7. All non-members are required to prepay for all reservations.

B. Child Care Policy

1. Child care will be offered at each daytime luncheon meeting, if possible (close by or at the particular hotel, restaurant, etc. where the meeting is taking place). Importance will be placed on safety. Every effort will be taken to ensure that the facility is child proof.
2. The cost of the babysitting during the meeting will be determined per child, per meeting and announced in the newsletter or the AWCD website signup page. In general, there will be one babysitter for every two (2) infants, or every three (3) toddlers (13 months - 2 years), or every four (4) children (over 2 years). Please provide your child with a healthy snack (i.e. no candy) that can be shared. If your child is under age 2, please bring the child's stroller for sleeping and calming purposes.
3. Mothers are required to reserve a place for their child(ren) through the meeting reservation form located in the monthly newsletter or the AWCD website signup page. The deadline is one week prior to the meeting. Babysitting reservations are viewed as a commitment, and therefore, non-refundable. We must secure the appropriate number of babysitters one week prior to the luncheon. Anyone coming to the luncheon with children who do not have a babysitting reservation will not be allowed to leave their children in the care of the luncheon baby-sitters. Additionally, they will not be allowed to take their children into the luncheon. However, this policy does not apply to non-walking infants.
4. Mothers will be required to sign their children in with the baby-sitters. They then will have to sign their children out when picking them up after the meeting. An AWCD toy box will be on hand at all times. Donations are gratefully accepted.

C. Travel Policy

1. Each trip should be paid for separately by check or bank transfer. Please make your check or bank transfer payable to the appropriate agency or individual and mail it with your reservation form, to the trip leader. Refunds given for cancellations may be subject to a charge. This charge will depend on any costs incurred by the AWCD for the cancellation
2. Smoking is NOT permitted on the buses. Each participant is responsible for obtaining a visa when traveling to countries where it is required. The AWCD will take no responsibility for injuries or thefts related to, or during travel events.

D. Activity Policy

To be listed and considered an activity of the AWCD, the activity leader and participants must uphold the following regulations:

1. All activities must have the approval of the Activities Chair in order to be an AWCD activity.
2. The activity will give preference to R, H, A, CA and AA as equal members of the AWCD and then to non-members.
3. Any non-member may try out an activity two times per activity per Club. At these trials, they are expected to sign with the Activity Leader. After the two times, they may either join the Club and continue to attend or they can no longer attend the activity.
5. Any cost for supplies or refreshments should be handled by the Activity Leader and is a private matter among the members of the activity.
6. All Activity Leaders are required submit monthly to the activities chair an overview of attendance.
7. Activity Leaders are required to submit a list of activity participants to the Activity Chairperson at the end of the Club year for record keeping. The Activity Leader is not paid for their services.

Participation is on a voluntary basis.

8. Any and all exceptions to this policy will be considered only by a quorum of the Governing Board.
9. In order to promote an activity to other club members via any club communication channel (including the Radschläger, web site or All Club E-Mails) the Activity Leader is requested to communicate directly with the Radschläger Editor, Webmaster or VP of Communications while keeping the Activities Chair informed. The Activities Chair will keep the activities information up to date in the activities database.
10. The Activity Leaders are requested to inform the Activities Chair of any changes or updates in her activity. The Activities Chair will update this information in the activities database.

E. Class Policy

1. In order to offer more services to our members, the Activities Chairperson will solicit instructors to give classes on a variety of topics in English (unless it is a language class) to our Membership. The Activities Chairperson will search for class topics and qualified instructors within our Club and in the Düsseldorf community. Solicitation will be conducted in the summer and winter months so that classes may be offered in the spring and fall of each year.
2. The difference between a CLASS and an ACTIVITY is that the Class Instructor receives payment for their services, therefore, making them an independent businessperson. The class will be given in English. The Class Instructor will set the parameters of the class, such as time, place, fee, supplies, number of participants and baby-sitting. The activity will give preference to R, H, A, CA and AA as equal members of the AWCD and then to non-members. There is no limitation on ratio of member/non-member participants. Non-members may attend CLASSES for any length of time.
3. Information will be included in the newsletter and/or the AWCD website with a listing of classes, instructors, and a contact number. Any additional advertising will be at the cost of the instructor. The AWCD will take no responsibility for injuries or thefts that occur during or are related to a class.

ARTICLE VI CONFLICT RESOLUTION COMMITTEE AND PROCEDURES

A. Purpose

The Conflict Resolution Committee and Procedure may be used for any difficult AWCD situation. Conflict resolution procedures must be used prior to relieving any AWCD member of her position or membership, unless otherwise stated in our Constitution, By-Laws or German Law.

B. Appointment

The Resolution Committee will consist of three objective AWCD members appointed by the Parliamentarian. When the three persons have been named and agree to serve, the Board will vote, by a simple majority, on the appointment of this committee.

C. Disputes Among Members

1. Activation

Only after every effort has been made to obtain a satisfactory solution to the matter quietly and informally, may any AWCD member call for the activation of the Resolution Committee by completing a Conflict Resolution Request Form, obtained from the Parliamentarian. The request will go to the Parliamentarian who will look at the available information, consult existing Bylaws, Standing Rules and Roberts Rules of Order; review solutions tried and recommend activation of the Committee or denial of

the request. The Board will approve or reject the recommendation. If the request is denied, the Parliamentarian will inform the involved parties of the reason for the denial.

2. Responsibility

The Parliamentarian, the Resolution Committee and the Board will expedite the procedures according to the urgency of the situation and all matters will be considered confidential. The Resolution Committee will meet with the persons involved in the conflict to (1) recognize the problem from everyone's perspective; (2) narrow down the areas of disagreement and (3) assist in exploring possible solutions. Those involved in the conflict must be encouraged to suggest solutions to the problems, as they are essential to a successful resolution. The parties involved and the Committee will formulate a list of action steps, with a completion date, to resolve the conflict and establish a working relationship. At the end of the completion date, the Committee will meet with the persons involved for a progress report. If the Committee feels that sufficient progress had been made, further meetings may be suspended.

D. Assessment of Due Cause for Membership Termination

1. Activation

The Governing Board may call for the activation of a Resolution Committee, should it deem that there is due cause, based on a member's actions pertaining to club business or activities, as called for in Bylaw Article II, Section A.

2. Responsibility

The Parliamentarian, the Resolution Committee and the Board will expedite the procedures according to the urgency of the situation and all matters will be considered confidential. The Resolution Committee will meet with the person involved to (1) identify the issue; (2) recognize the problem from the member's perspective; and (3) assist in exploring possible solutions. The member in question will suggest solutions to the problem, as (s)he is essential to a successful resolution. The member and the Committee will formulate a list of action steps, with a completion date, to resolve the conflict and establish a working relationship. At the end of the completion date, the Committee will meet with the person involved for a progress report. If the Committee feels that sufficient progress had been made, further proceedings may be suspended.

E. Reporting

The Resolution Committee will report in writing briefly to the Board and the Committee will be dissolved following a satisfactory solution. If an impasse has been reached, the Committee will present a recommended course of action in writing to the Board for discussion and a vote. The member(s) involved in the dispute may attend the Board meeting where the recommended solution is to be presented, and be allowed to present their position to the Board. The decision of the Board is final. The Parliamentarian will keep a record of the proceedings in the Conflict Resolution file.

ARTICLE VII CHARITY POLICY

- A. The AWCD will support a maximum of 10 charities, including those receiving a fixed annual donation. All donations are derived from funds raised at the AWCD Charity Event(s). If a new charity is to be added, one of the existing charities must be taken off the list in order to maintain the maximum of 10 charities.
- B. The distribution of the funds for the following year will be decided each year by the AWCD board based upon the results of a poll of the members taken at the Annual General Meeting (AGM).

- C. The charities should be local, unless a member of the AWCD has a particular relationship to a charity. In this case, the member can petition/introduce that charity to the board in order to put that charity on the list.
- D. Any and all comments, questions or requests to add a charity must be made before the AGM of each year.
- E. All funds raised at the Spring Charity Event are to be distributed at or before the October Monthly Meeting each year.

ARTICLE VIII AMENDMENTS

The Standing Rules may be amended at any time by a two-thirds (2/3) majority of the Governing Board. The rights of the General Meeting pursuant to Article IX of the Constitution are reserved.

ARTICLE IX EFFECTIVE DATE

The Effective Date of these Standing Rules shall be November 10, 2009.