

Ventura County Commission for Women
Standing Rules
Draft

1. Meetings
 - a. Meetings shall begin at 9 a.m.
 - b. Meetings shall be held at 4601 Telephone Road, Suite 117 unless otherwise voted.
 - c. Meetings shall be held the first Saturday of each month unless otherwise voted.
 - d. An Installation of Officers shall take place in the June meeting.
 - e. A holiday party may be held in December.
 - f. A Strategic Planning retreat shall be held in the forth quarter of the year unless otherwise voted.
2. Monthly Mailings
 - a. The secretary shall issue monthly mailings/emailings to members, to the Board of Supervisors, and to those with a written request, two weeks prior to each meeting, using a combination of U.S. mail and electronic transmissions as appropriate.
 - b. Monthly mailing shall include the minutes of the prior meeting, the agenda for the next meeting, and such other materials and reports as are appropriate.
3. Agenda and Minutes
 - a. Agendas shall include a review of the status of the Planning Project.
 - b. The Minutes shall include the names of those present.
4. President's Duties
 - a. The President serves as VCCW delegate to ACCW and other women's organizations unless an alternate is appointed.
5. Secretary's Duties
 - a. The Secretary shall provides update to the VCCW website on a monthly basis unless an alternate is appointed.
 - b. The Secretary shall prepare an address list for the monthly mailings including email addresses and fax and phone numbers.
 - c. The Secretary shall maintain the Book of Minutes & Records and shall pass this Book to the seceding elected/selected Secretary.
6. Treasurer's Duties
 - a. The treasurer shall prepare a roster of members for inclusion in the January mailing.
 - b. The treasurer shall prepare a report on the status of funds and may include monthly bank reconciliation, and financial statement of revenue and expenditures.
7. Financial
 - a. Financial records shall be retained for seven years
 - b. Funds shall be deposited in City Bank
 - c. The registration fee and mileage of members who attend ACCW convention shall be reimbursed.
 - d. The cost of postage, duplicating and envelopes for monthly mailings shall be reimbursed.