

VTWL STANDING RULES
(Revised September 2025)

1. Business (general) meetings/programs will be held on the fourth (4th) Tuesday of each month, August through May, except for November and December when the general meetings will be held on **Tuesday** the week before Thanksgiving and on **Tuesday** the week before Christmas. May's meeting date will be approved by the Legion's representative each year, depending on when Memorial Day falls. VTWL will not meet in June or July. Any changes to meeting dates will be made known to members no less than thirty (30) days prior. Meeting start times will begin at a time designated appropriately by the Board, with adequate notice of any change in set starting times provided to the membership. (Rev. 2/2025)

2. Membership includes, but is not limited to, those persons residing in the Pickerington Local School District, Violet Township, and surrounding communities.

3. Annually, the Executive Board reviews and determines the amount of individual membership dues to be collected for the upcoming program year (August through July). Currently, annual membership dues are \$35.00. The first year a new member joins after January 1st, the dues will be half of the annual dues. Dues become payable in August and must be collected no later than October 1, so that the member's information can be published in the annual VTWL Directory. (Rev. 9/2025)

4. Prospective member(s) may attend any two (2) League functions before being asked to join.

5. Board meetings will be held monthly. The changeover Board meeting in June is held for old and new officers and committee chairs.

6. The Violet Township Women's League Advisory Board shall meet a minimum of once per year to review policies, procedures, and actions of the organization in accordance with their charge.

7. New member events may be held at the discretion of the Second Vice President and/or the Board.

8. Special events are held at the discretion of the Board with input from the General Membership.

9. If reservations are necessary for a social function or specific event, the cancellation policy will be set by the chairperson.

10. All funds collected on behalf of the League must be submitted to the Treasurer within ten (10) days of collection. Any member owing money to the League for more than sixty (60) days is subject to suspension from VTWL activities until such funds are paid. Extenuating circumstances must be presented to the Board promptly.

11. Newsletters will be published monthly except for July. All members will receive the newsletter, The Purple Petal, via email. A member without internet access may request a paper copy. (Rev. 2025)

12. VTWL will maintain a website and Facebook page containing pertinent information about the League and its activities. The sites will be updated as needed. (Rev. 2/2025)

13. New officers will be installed at the May meeting each year.

14. Officers will be:

- President;
- First Vice President;
- Second Vice President;
- Secretary;
- Assistant Secretary;
- Treasurer;
- Assistant Treasurer;

Together these officers will constitute the Executive Board. A quorum of five (5) is necessary to vote. (Rev. 2/2025)

15. VTWL will purchase annual, liability insurance.

16. When available, a minimum balance of One Thousand Five Hundred Dollars (\$1,500) must be maintained in the Operating Fund checking account. The Treasurers will review VTWL expenses and recommend the additional amount to be maintained in the general operating fund at the end of each fiscal year to assist with the start-up costs of the League in August. (Rev. 2/2025)

17. The President reserves the right to review any/all correspondence intended for the use and/or viewing of the entire membership. (Moved to the Constitution 1/24 Article VI, Section 3, President)

18: For the Community Service Scholarship Fund, the Executive Board will recommend the number of recipients and the amount of each scholarship in September, for which the General Membership will have the final majority vote in October. (Rev 9/22)

19. The Communications Committee and/or President shall distribute an annual Calendar of Responsibilities pertaining to all aspects of League compliance. This calendar will include filing dates, renewal dates, and other dates and responsibilities deemed necessary for the League to maintain compliance with all local, state, and federal requirements. The calendar shall be submitted to the Executive Board no later than the September general meeting each year.

20. The President, Treasurer, and Assistant Treasurer shall be authorized to sign checks and perform banking transactions on behalf of the League. Original receipts are required for all expenditure reimbursements.

21. Each member of the Executive Board and all committee chairpersons shall maintain a complete and current job description notebook for their position. Each Board member and committee chairperson shall submit a copy of their updated job description to the President/Advisory Board at the end of each League year. (Rev. 2/2025)

22. A VTWL Directory will be provided to all members each year. The President will appoint a Board member to oversee the compilation of the Directory. Any and all information obtained for the purpose of composing League directories shall be considered confidential and will not be sold to or shared with anyone for any reason.

23. The VTWL Directory will include contact information for all officers, committee members, and League members, along with the general meeting schedule, and any other information deemed pertinent by the Board of Directors.

24. Any committee requiring expenditure of VTWL funds must submit a proposed budget to the Executive Board at the first meeting in August.

25. The Executive Board reserves the right to meet separately to vote on matters related to the Constitution or Budgetary issues. A quorum of five (5) is required to vote. All Executive Board votes will be recorded by the Secretary.

26. Scholarship Payments – After confirming the student’s enrollment in the preferred educational institution, the check will be issued to that educational institution, not the individual student. Any student receiving a “full ride” scholarship to any educational institution is not eligible for the VTWL Community Service Scholarship and must decline the VTWL scholarship.

27. Acknowledgment of Cash Donations – For each cash donation of \$250 or more, the Treasurer shall provide the donor a timely, written statement containing the following information:

- a) Name of the organization;
- b) Date of donation;
- b) Amount of cash contribution; and
- c) A statement that goods or services were provided by the organization in return for the contribution, if the case, for a description and good-faith estimated value of the goods or services, if any, provided in return for the contribution. (Rev. 2/2025)

28. Method of Accounting – For federal tax reporting purposes, the Treasurer shall apply the cash method under which income is reported in the year received, and expenses are deducted in the year paid.

29. The League will not permit the solicitation of goods and services offered for profit, or as a fundraiser, by members, speakers, or others during any official League function, including, but not limited to, meetings, interest groups, special events, or in the League newsletter. (moved to Constitution 1/2024, Article III, Section 3, Paragraph 3)

30. Monies from dues should be used for operating expenses. Outside fundraisers other than the style show must be used for charitable donations to other 501 non-profit or governmental organizations. Monies from 50/50 and Make It, Bake It, or Fake It, may be used for the benefit of the members or included in year-end charitable donations.

31. Monies required for deposits or advance payments for Special Interest Events are the responsibility of the organizer and not to be co-mingled with Violet Township Women’s League funds in any manner.

32. In May, the Treasurer will estimate monies to be available for year-end distribution to charitable 501 non-profit or governmental organizations. Suggestions will be made by the Community Service Committee and VTWL members. The General Membership will vote. No organization can receive a donation more than two (2) times in five (5) years. The Service Committee will keep track.

33. When fiscally deemed necessary, under emergency situations, i.e. Covid, as determined by the Executive and Advisory Boards, the Executive Board may allocate and approve reimbursements to the General Operating Fund for general operating expenses attributable to activities in the Scholarship Fund, including such costs as for general liability insurance, post office box rental, federal and state filing fees and any other general operating cost that can reasonably be attributable as a benefit to the Community Service Scholarship Fund. The Executive Board shall determine the amounts of such reimbursements,

which shall be transferred from the Scholarship Fund to the General Fund upon the Executive Board's approval.

34. In the event the General Membership is unable to meet to vote on matters, as required in the Standing Rules, such votes can be conducted by email or by phone for those members who do not have email capabilities. Responses to votes must be received within five days of when the vote was requested. Notice of dates when votes must be received to be counted shall be conveyed in the email or by phone. The President will be responsible for supervising the completeness and timeliness of such votes.

THESE RULES MAY BE AMENDED AT ANY REGULAR BUSINESS MEETING WITH AN AFFIRMATIVE MAJORITY OF THOSE PRESENT, AND RECORDED PROMPTLY.

The original Standing Rules became effective as of July 1, 2010

All amendments voted on and approved by the Board or General Meeting Members may be found in the Secretary's Constitution/Standing Rules binder.

Constitution/Standing Rules last amended in September 2025.