



NEW MEMBER INFORMATION AND HANDBOOK

CHAPARRAL WOMEN'S CLUB HANDBOOK

GENERAL POLICIES AND PROCEDURES

I. Classes of Members

- A. Actives
- B. Provisional
- C. Associate

II. Membership Requirements

- A. Annual Dues
- B. Residence Requirements
- C. Meeting Attendance Requirements
- D. Financial Development Obligations

III. Points System

IV. Failure to Meet Membership Requirements

V. Removal From Membership

VI. Associate Membership

VII. Meetings

- A. Meeting schedule
- B. Refreshments
- C. Rules of Order
- D. Raffle

VIII. Projects

IX. Annual Fundraiser

- A. VP(s) Of Fundraising and Sub-Committee Chair(s)
- B. Work Shifts
- C. Fundraiser Sub-Committees

1. Corporate Sponsorship
2. Auction
3. Publicity
4. Decorations
5. Tickets
6. Entertainment

X. Grant Process and Past Funding Recipients

XI. Scholarships

XII. Completion of New Member Orientation

I. CLASSES OF MEMBERS

The Chaparral Women's Club is made up of three groups of members. All members are welcome to attend any Chaparral Project/Meeting/Event. [Attendance at 5 of our 9 meetings is the minimum required.](#)

A. ACTIVE

Active Members are members entering their 2nd year of service or greater. To be an Active Member, one must fulfill all membership requirements as outlined, including all financial and service obligations. In the event that obligations are not met, Active Members will be fined \$50 for each delinquent requirement. Donations will be made to the non-profit organization of the member's choice. Additional service project points may be redeemed at the discretion of the Vice President of Projects with the approval of the Board.

B. PROVISIONAL

Provisional Members are members in their first year of service. This year is devoted to introducing the member to the workings of the club including all service and fundraising aspects. Provisional Members will be awarded Active status at the first meeting (August) of their 2nd year assuming all membership requirements have been fulfilled. In the event that obligations have not been met, membership will be terminated.

C. ASSOCIATE

Associate Members are members that may attend all meetings/projects and functions but may not vote on any issues. Associates must pay dues as set by the Board; however, no other points are required. An Active Member may apply for Associate status after the completion of her fifth year of service. To apply for Associate Status, a member must notify the Board in writing and pay current dues. Failure to pay dues results in the termination of membership.

II. MEMBERSHIP REQUIREMENTS

A. ANNUAL DUES

All Active, Provisional and Associate members shall pay annual dues of \$75.00. Annual dues must be received by September 30. Members who have failed to pay their dues by September 30 will be sent a delinquent notice for dues and a \$10.00 fine. If non-payment on a check occurs, members shall be assessed a fine equal to the amount charged by the bank.

Annual dues shall not be refunded, except in the case of a member whose written request for a refund is postmarked before September 30. In such cases, the member will receive a full refund of the annual dues of the Club. A member whose written request for a refund is postmarked after September 30 will not be entitled to any refund of annual dues from the Club.

Any member not having paid her dues and late fee by October 31 shall be automatically dropped from membership at the November Board meeting. However, in the event of extreme financial hardship, the Board may suspend the payment of annual dues by a member if requested to do so before the September 30 deadline.

Any associate member may choose to become a Lifetime Associate member by paying a one-time fee of \$150 at the time that they become an Associate member. If they are reinstated as an Active member in the future they will pay regular annual dues but if they return to Associate status they will not be required to pay associate dues.

B. RESIDENCE REQUIREMENTS

Members must reside in central Texas and be able to attend general meetings in person.

C. MEETING ATTENDANCE REQUIREMENTS

Active and Provisional members are required to attend **five (5)** General Meetings. A member is responsible for recording her attendance. A member who fails to record her attendance shall be considered absent unless she notifies the Secretary of her presence at the meeting within 72 hours of the meeting.

The Membership Chair shall notify an Active member in writing in February if she has attended fewer than two General Meetings. Should an Active member attend fewer than five General meetings annually, she shall be subject to a \$50.00 fine or completion of a service project.

The Membership Chair shall notify a Provisional member and her Primary Sponsor in writing after she has missed two General Meetings in one club year. Should a Provisional member attend fewer than five General meetings annually, she shall be subject to a \$50.00 fine or completion of a service project.

D. FINANCIAL DEVELOPMENT OBLIGATIONS

Active and Provisional members must meet fundraising obligations as determined by Board (examples include: collecting silent auction items, program advertising or obtaining corporate sponsorship money for the annual fundraiser, etc.) A combination of funding sources is allowed to meet the minimum requirements set by the Board.

Attendance at the annual fundraiser is mandatory. Members are financially responsible for the value of 2 tickets regardless of attendance.

In addition, members are responsible for selling a pair of tickets. If the member is unable to sell this additional pair of tickets, they are subject to a \$50.00 fine.

III. POINTS SYSTEM

A Member must earn 10 points throughout the Chaparral service year to remain in good standing. Points may be earned in the following ways:

	Membership Requirement:	Description	Points Awarded
Fundraiser: ❖ Auction ❖ Corporate ❖ Publicity	Donation – amount to be determined by the Board.	This revenue may be brought in as auction items, business card ads, or corporate sponsorships. A combination of items or a single item valued at the minimum will fulfill this requirement. If designated by the Board, all active and prospective members must serve on a fundraising committee, and work a shift at the fundraiser.	1 point will be earned by turning in required donations by due date. Additional points can be earned after minimum has been met. (To be determined the Board)
Fundraiser: ❖ Tickets		Members are financially responsible for the value of 2 tickets, regardless of attendance and are also required to sell one additional set of tickets.	1 point awarded for every 5 sets of tickets sold.
Additional fundraisers: May be added by the Board		Active and Prospective Members may be asked to participate in one additional fundraiser.	Points will be assigned at time fundraiser is designated.
Projects		Members must participate in at least one 3-point project	1-5 points for completing projects as set by the Board.
Committee Chairs and Board Members		A maximum of 3 points may be awarded in leadership positions for chairing a committee or serving on the Board.	

IV. FAILURE TO MEET MEMBERSHIP REQUIREMENTS

Committee chairs and officers shall notify the Membership Chair of Active members not fulfilling their membership requirements prior to December 1st and May 1st. The Membership Chair shall then notify the Active Member of their membership status. An Active member, who has not met all membership requirements, may be removed from membership by a two-thirds vote of the Board of Directors. Active members have the option to make a \$50.00 donation or perform a community service project for each unfulfilled membership requirement to return to good standing.

Committee chairs and officers shall notify the Membership Chair as soon as a Provisional member becomes delinquent in the satisfaction of her Provisional requirements. The Membership Chair shall then notify the Primary Sponsor and the Member of the membership status of the Provisional member. A Provisional member who has not met her membership requirements shall be dropped from membership.

V. REMOVAL FROM MEMBERSHIP

Any member not having paid her dues and late fee shall be automatically dropped from membership at the October Board meeting. However, in case of extreme financial hardship, the Board may extend or waive the payment of annual dues by a member.

An Active member who has not met the membership requirements by June 15th shall be dropped from membership, except as otherwise provided in these General Policies.

A member who is convicted of a felony or any crime involving moral turpitude may be dropped from membership.

The Board may drop a member from membership as provided in these General Policies; provided that written notice setting forth the cause for such proposed action has been sent to such member by mail at least 14 days prior to the Board taking such action. Members who are dropped will be immediately notified by mail. Any such member who would like to be reinstated shall have the right to request a hearing before the Board of Directors within 30 days of the date of such removal.

VI. ASSOCIATE MEMBERSHIP

An Active member must have served a minimum of 5 years as an Active member, excluding any leaves, before she may become an Associate member. All requests for Associate Membership must be made in writing to the Membership Chair before August 1.

An Associate member may be reclassified as an Active member at any time.

VII. MEETINGS

A. MEETING SCHEDULE

General membership meetings are held the fourth Thursday of the month, unless otherwise announced. All meetings begin promptly at 7:00 p.m. Members typically arrive beforehand to socialize and set up before business begins. A meeting schedule will be provided.

B. REFRESHMENTS

The Board will notify all members by email of the location and ask members to bring refreshments if required.

C. RULES OF ORDER

Agenda will be sent via email prior to the meeting. The Parliamentarian enforces Robert's Rules of Order.

D. RAFFLE

There may be items raffled at each meeting, provided by members of the Board. donated when setting up business meeting details. Money earned from raffle goes into the general fund unless voted by membership to go somewhere else in the budget.

VIII. PROJECTS

Each member is responsible for completing one 3-point project. These are examples of past projects, but actual projects will vary from year to year as decided upon by the Vice President of Projects and the Board.

- ❖ Texas Baptist Children's Home Back to School Dinner
- ❖ Coats for Kids - Coat Drive and Distribution
- ❖ Caring Place
- ❖ Blue Santa - Toy Drive and Gift Wrapping
- ❖ Sharing Happy Birthdays
- ❖ Texas Advocacy Project - Handbags for Hope - Handbag Drive
- ❖ Central Texas Table of Grace - Landscaping
- ❖ Williamson County Humane Society - Walk Woof and Wrun Volunteers
- ❖ Wonders and Worries Ice Cream Social
- ❖ Annunciation Maternity Home - Set up for their gala
- ❖ **Chaparral Women's Club Grant Reception:** Chaparrals host a reception to present our grant recipients with their grants. We provide lunch and checks! There's no better way to see how much your hard work is paying off in the community as meeting individuals and hearing about the organizations we are funding.

IX. ANNUAL FUNDRAISER

Each year Chaparral Women’s Club has an annual fundraiser, which allows the organization to showcase the club and give support to our community each spring in the form of grants and scholarships. The club strives to cover the cost of the event through ticket sales, allowing for 100% of the proceeds made from the silent/live auction and corporate giving campaign to go back into the community through the annual grant process.

A. VP(S) OF FUNDRAISING AND SUB-COMMITTEE CHAIR (S)

The VP(s) of Fundraising and any designated Committee Chair (s) organize and manage the Club's major fundraising project. Together with the any subcommittee chairs, the VP(s) of Fundraising will:

- Decide upon a theme, date and location for the event as well as all other key decisions
- Establish and enforce event procedures
- Track and enforce budget set forth for the event
- Act as a liaison for conflict resolution between subcommittees

B. WORK SHIFTS

Each member is required to work a shift during the Fundraiser. Members will receive a work schedule and assigned task at the general membership meeting held immediately before the event. This schedule will outline when and where the member will work the night of the event. It will also have a brief job description.

Training sessions for work shifts will occur prior to the event. Members are required to attend a training session.

C. FUNDRAISER SUB-COMMITTEES

If designated by the VP (s) of Fundraising, the subcommittees serve as the working committees to manage the different aspects of the Fundraiser. Each Active and Provisional Member will serve on one subcommittee that will support this event. Participation on one of these subcommittees is **required**. In the past, there were subcommittees for the following:

Corporate Sponsorship	Auction	Publicity	Decorations	Tickets	Entertainment
------------------------------	----------------	------------------	--------------------	----------------	----------------------

1. CORPORATE SPONSORSHIP

Committee members are responsible for finding corporate sponsors to underwrite the event. Each year, the members review the donation levels and recognition and update accordingly. Typically, corporate sponsors receive recognition for their donation with tickets to the event, special signage, and mentions during the evening’s program. The committee will need to work with the Ticket committee to ensure seats are reserved, work with Publicity for signage and script as well as communicate updates to the general membership along the way. Additional responsibilities may be added at the discretion of the Chair.

2. *AUCTION*

This committee has the responsibility of coordinating, executing and following-up on the any silent and live auctions. They maintain a spreadsheet of donors and solicitors from year to year and provide letters and documents to make it easier for members to be successful in getting donations. This team works closely with the Decorations committee to make sure that there is enough room to display the auction items. They are also responsible for housing, inventorying, and setting up of the items at the actual event and coordinating the auction item list in the program, bid sheets and process for check out at evening's end. They are also responsible for sending thank you and tax notes to the auction donors for their records. Additional responsibilities may be added at the discretion of the Chair.

3. *PUBLICITY*

Our annual fundraiser also serves as a publicity function for Chaparral Women's Club. This committee is responsible for all publicity for the event, including advertisement for the event, signage and programs. They arrange for the invitations to be sent and maintain the address list of attendees from year to year. As a team, they are also responsible for the program and soliciting business card ads to cover publicity expenses and printing. Additional responsibilities may be added at the discretion of the Chair.

4. *DECORATIONS*

Depending on the type of event and venue, this is committee is responsible for decorations at the event. This could include choosing the table decorations, working with florists and setting up and decorating the night of the event. The team also works with the Auction committee on decorations for the auction tables and coordinates with the Tickets Chair on place cards & seating arrangements.

5. *TICKETS*

This team coordinates and tracks all tickets for the fundraiser. They work with a vendor for printing or other expenses related to ticket sales and communicate with membership the process of selling tickets. They reserve tickets for corporate sponsors, and work with publicity as needed. They are in charge of final seating arrangements.

6. *ENTERTAINMENT*

This team gets to decide upon and secure entertainment for the event. In the past there has been a live band, DJs, casino tables, and other raffles and activities. They will work with members on suggestions and communicate final decisions on the type of entertainment scheduled

X. GRANT PROCESS AND PAST FUNDING RECIPIENTS

At the end of the service year, Chaparrals gives funds raised back to the community through grants. The Grant Committee is responsible for updating the grant application and letter each year. The application and description of the grant process will be posted on the Chaparral Website, social media accounts, and the grant committee will send a letter to all past grant recipients, notifying them of the current process and deadline. Applicants are required to submit applications by the deadline and in accordance with the current application requirements.

The Grant Committee will then meet and discuss each application, and will vote on the recipients for the year. A presentation will then be made to the general membership for approval.

Past Grant Recipients include the following:

Starry Emergency Shelter
Texas Baptist Children's Home
Scott & White
Seedling Foundation
Drive a Senior NW
The Diaper Bank
Hope Alliance
Breast Cancer Resource Center
RR Serving Center
Literacy Council of WC
Georgetown Palace Theater
Girl Start
Central Texas Table of Grace
Make A Wish Foundation
Fans of Williamson County Regional Animal Shelter
Habitat for Humanity
Agape Pregnancy Resource Center
Epilepsy Foundation
Christ Child Society
GEN Austin
Sharing Happy Birthdays

XI. SCHOLARSHIPS

XII.

The following scholarships are awarded every year to graduating Williamson County Seniors. Each scholarship has different criteria and applications are screened by a committee made up of members.

The Spirit of Chaparral Scholarship

Two (2) \$2,500 scholarships – each scholarship seeks to recognize a young woman who has spent time giving back to her community in philanthropic or religious charities, specifically in a leadership role(s). Activities, academics, financial need, and essay content are considerations for this scholarship.

XIII. COMPLETION OF NEW MEMBER ORIENTATION

I, _____, have reviewed the policies and procedures of the Chaparral Women’s Club. I fully understand the membership requirements for the membership year. I understand failure to meet the membership requirements will result in a fine or termination from the Club.

Signature

Print Name

Date