

Rip N' Sew Amendments

April __, 2023

APR - 2 2024

Article IV – Officers

Section A- Club Officers

The Club board must consist of four officers: President, Vice President, Secretary, and Treasurer.

~~This board will also include a 2nd Vice President.~~ Additional officers for this club may be: Co-President, ~~Co-1st Vice President~~, ~~Co-2nd Vice-President~~, Co-Secretary and Co-Treasurer and immediate past Co-Presidents. Throughout this document the singular term for an officer is intended to encompass either co-officers or a single officer in the event there is only one person in the position.

The immediate past President will serve in an advisory capacity only, not to exceed one year, and will have no vote. Each regular office will have one vote shared by the two officers when there are co-officers.

RS 4/4/24

Article VII – Committees

Section F – Other Committees and Their Duties

Information Management Systems (IMS) - The IMS Committee Chairman will be appointed by the Club President and will maintain membership attendance records. The IMS Committee will submit the CR-4 Monthly Participation Report and the CR-15 Annual Membership Report to the Recreation Activities Manager by the required due dates.

Classes and Calendar - The Classes and Calendar Committee Chairman will be appointed by the Club President and will coordinate all matters pertaining to classes and Club Calendar.

Appendix A –

1st Vice President

- Perform the duties of the President in their absence and/or succeed the President if they cannot complete the term.
- Lead Board meetings and organize agenda in absence of the President.
- Attend Board and General Membership meetings.
- Assist President in tasks as assigned.
- Attend mandatory Rec Center club officer meetings. Check and respond to the Club's email account.
- Contribute to crafting and writing club policies and procedures.
- ~~Solicit instructors for classes and maintain club calendar.~~
- Responsible for publicity of Club Events.
- Coordinate all matters pertaining to monitors including calendar and education.
- Coordinate orientation for new club members.

~~2nd Vice President~~

- ~~Attend Board and General Membership meetings.~~
- ~~Assist President in tasks as assigned.~~
- ~~Attend mandatory Rec Center club officer meetings.~~
- ~~Contribute to crafting and writing club policies and procedures.~~
- ~~Coordinate all matters pertaining to monitors including calendar and education.~~
- ~~Coordinate orientation for new club members.~~