

POLICY SHEET

Purpose

The purpose of this policy sheet is to clarify the activities of the Austin Peay State University Women's Club as stated in the Bylaws.

Meetings

1. At least three general meetings shall be held each year. The first will be organizational, the second social, and the third for election and installation of officers.
2. The place of the general meetings shall be decided by the executive committee.

Officer's duties

It shall be the duty of the president to preside at all meetings of the club, call all special meetings, appoint all committees not otherwise provided for and perform such other duties as the office may require. It shall also be the duty of the president to appoint a replacement officer with the approval of the executive committee for any vacancy that occurs.

In case of absence or disability of the president, the president-elect shall assume and perform the duties of that office; she shall be chairman of the committee to plan the general meetings of the club.

The secretary shall have the responsibility of preparing the membership book. She will also keep minutes of the executive committee meetings and business meetings of the club, conduct the correspondence of the club, and perform such other duties as the office may require.

The treasurer shall receive all dues, fees, and other funds of the club, and upon the approval of the president, shall pay all accounts incurred by the organization.

Policy sheet revisions

Revisions of the policy sheet shall be made at a monthly meeting by simple majority vote of those members present.

Revised 5/9/2013