

Desk and Derrick Club of the Westbank

## Standing Rules

## STANDING RULES

1. The Board of Directors shall meet 11 months each year, held the week preceding the regular monthly general membership meeting each month, unless otherwise changed by two-thirds (2/3) vote of the Board of Directors.
  - a. Each year the Board of Directors will vote on which month there will be no Board of Directors Meeting.
2. The regular monthly meeting of the club, except one month each year as voted on by the incumbent Board, shall be held on the fourth (4th) Wednesday of each month, unless changed by two-thirds (2/3) vote of the Board of Directors.
  - a. Membership must be duly notified.
  - b. These meetings must begin no later than 6:00 p.m.
3. At the President's discretion, joint meetings may be called between the Board of Directors and Committee Chairmen.
4. All Committee Chairmen shall be notified of the approval of appointment by the President.
5. All Committee Chairmen are responsible to the Board of Directors for money collected or spent under their direction.
  - a. The Board, in turn, is responsible to the Membership.
  - b. Therefore, all money collected or disbursed by Committee Chairmen or the Board of Directors for either regular or special activities of the Club shall be handled only in the name of the Club.
  - c. Each expenditure properly classified as Club business must be supported by proper documentation (i.e., receipts and invoices).
  - d. All monies collected or disbursed shall be handled by the Treasurer through the Club's bank account.
  - e. All checks for dues, reservations, or other Club activities shall be made payable to "THE DESK AND DERRICK CLUB OF THE WESTBANK".
  - f. All contracts must be signed by the Club President and the respective committee chairman.
  - g. All committees shall begin each year with a zero budget and all monies made from each committee during the prior year shall be placed in the general fund.
  - h. All excess funds shall be reserved for future educational purposes.
6. The Treasurer shall submit a written proposed budget, showing anticipated disbursements for the current year, for review and approval by the Board of Directors no later than the March board meeting.

- a. The proposed budget shall be submitted to membership for approval no later than the March general membership meeting.
  - b. The Treasurer shall furnish a written comparative budget statement for review by the Board of Directors and to membership for the periods ending June 30 and December 31.
  - c. Board of Directors and membership approval is required if monetary budget revisions are necessary.
  - d. Board and membership approval are required if year-end budget is in excess of approved budget.
7. It is the obligation of each member to maintain the Club Roster as confidential.
  - a. The roster shall not be released to anyone other than members and shall only be used for official Club purposes.
8. No member shall have the right to accept assignments from outside clubs, organizations, or individuals in the name of the Club without prior approval of the Board of Directors.
9. Any activity by the Club, as a whole, or by its members, shall be identified and publicized as Club activity.
  - a. This shall not be construed to prohibit such members from joining any other club or organization.
10. Community Service shall be encouraged, providing such service has the approval of the Board of Directors.
11. The "WESTBANK OIL PATCH" is the official publication of our Club.
  - a. It shall report all club, region, and ADDC news and activities.
  - b. It shall be published bi-monthly or as frequently as material is available.
  - c. It shall be posted on the Club's website.
12. Any project not devoted to the purpose as outlined in Bylaws Article II (i.e., seminars, meetings, and field trips) which involves more than one club, shall require the approval of the ADDC Board of Directors.
13. Non-Desk and Derrick advertisements in club bulletins are not permitted.
14. The Club shall exercise discretion in seeking and accepting assistance from Industry for any activities.
15. Members are encouraged to invite prospective members who qualify for membership according to ADDC Bylaws Article VI - Club Membership to attend one (1) regularly scheduled meeting of the Club.
  - a. Members wishing to invite a guest should advise the Membership Chairman prior to the monthly Board meeting, with the exception of the October meeting which, due to election, is a closed meeting.

16. It shall be the policy of the Club to invite one guest of the Speaker's choice as a special guest of the Club.
  - a. This invitation is to be issued by the Program Chairman.
  - b. The meal expense shall be the responsibility of the Club.
17. Guests who make reservations for dinner and are then absent shall be contacted for payment of the expense.
  - a. Otherwise, the Club shall absorb the cost.
18. Guests and prospective members whose companies may be in question shall be allowed attendance and membership within the Club providing at least 51% of the applicant's working hours is devoted to some phase of the petroleum, energy, and or any allied industry.
19. The minutes of the general membership meeting shall be sent to membership by email and copies will be provided at the membership meeting to members that do not have a computer.
20. The finances of the Club as outlined in its monthly Treasurer's Report shall be considered confidential to Club membership only and shall not be published in the club bulletin.
  - a. The Treasurer's report shall be given at all Club meetings.
  - b. At all meetings the Treasurer shall make available to membership a copy of the Treasurer's Report for their review and comment.
21. Awards and certificate(s) shall be the possession of the individual(s) who created or developed the winning entry.
22. Each year's President shall be presented a President's Pin and plaque at the December meeting.
  - a. A President who already has received a pin may be presented with an alternate gift of his/her choice.
23. Advances up to \$200 must be approved by the Board of Directors.
24. Advances over \$200 must be approved by membership unless the advance is for a board/membership approved budgeted line item for that particular activity.
  - a. The advance is not to exceed the line item budget item.
25. Standing Rules may be amended at any regularly scheduled meeting by a two-thirds (2/3) vote of the voting members present, provided the proposed amendments shall have been presented in writing to the entire membership not less than ten (10) days prior to the meeting and are consistent with and shall conform with the Bylaws and Standing Rules of the ADDC and the Bylaws of the Club.
  - a. Any amendment to these Standing Rules shall be effective immediately unless the motion to adopt such an amendment specifies another effective date.