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PRESIDENT

“The president shall preside at meetings of Kansas State University Social Club and the Executive Board. The president shall have general supervision of all affairs of Social Club and shall be an ex-officio member of all committees.” (Rules of Procedure, Duties of Officers, Sec. 1, p. 3)

“The President and spouse of KSU shall be Honorary Presidents of KSU Social Club.” (Rules of Procedure, Officers, p. 2)

“Robert’s Rules of Order Revised shall be the recognized parliamentary authority in matters not covered by these Rules of Procedure.” (Rules of Procedure, Parliamentary Authority, p. 7)

“The executive board shall consist of the elected officers and the standing committee chairs.” (Rules of Procedure, Committees, Executive Board, p. 4)

A few days before each general meeting, let the assistant treasurer know who is to be seated at the head table so she/he can prepare the necessary place cards.

One week prior to each Board meeting, provide the Vice President with a proposed Agenda for distribution to Board members.

MAY - JUNE

Select a theme for the year and prepare a Welcome from the President to be included in initial mailing/invitation.

Meet with new Vice President, Program and Hospitality Chairs, and Immediate Past President for an overview of ideas for the year and establish a schedule.

Decide if there will be a Welcome Reception in September. If there will be, coordinate dates and arrangements with the Hospitality Chair and Welcome Reception Chair.

With Treasurer and Assistant Treasurer, update authorized signatures for the club’s accounts at Kansas State Bank in Westloop and KSU Federal Credit Union.

Appoint:

1. A historian. “The historian shall be appointed for a one year term by the president
with the approval of the executive board” (Rules of Procedure, Special Committees, Historian, Sec. 1, p. 4).
2. A New Faculty or a Welcome Reception Chair and committee, if desired, to plan activities for new members. (Rules of Procedure, Special Committees, p. 5)
3. Other committees as provided in Rules of Procedure, pp. 5 & 6.

Executive Board Meeting:
1. Discuss with appropriate chairs the schedule for submitting information to be included in the initial fall mailing.
2. Set dates for monthly general meetings and executive board meetings.
3. Determine Executive Board members who are willing to host one of the Executive Board meetings.
4. Set the date for a newcomers’ event, if one is to be scheduled.

JULY

Once events are confirmed, collect information for the initial mailing, including:
1. Board members, with their phone numbers and home and email addresses.
2. Dates, times and places of board meetings from the May Board meeting.
3. Dates, times and places of the six general Social Club meetings from the Program Committee.
4. Dates, times and places of any Special Events from the Program Committee.

Contact the Provost's Office (Suzy Auten is contact) and the Office of the President, 110 Anderson Hall, KSU, 66506 with lists and meeting information.

Get estimates for costs of printing, labeling and postage from KSU Printing Services. no later than August 1. Alert them to the mailing schedule.

Check with the following to ensure they have completed their information to be included in the initial mailing. Double-check dates and locations.

1. President - list of officers and committees and statement on qualifications for membership.
2. Vice President - information on interest groups, including chairs, time and place of first meeting of the year and fees, if any.
3. Program Chair - information on programs, speakers, location of meetings, and reservation information for first general meeting. Also information about Special Events.
4. Hospitality Chair - information on price of meal for the first general meeting if it
is to be included in the initial invitation mailing.

AUGUST

Coordinate with New Faculty/Welcome Reception Chair dates and arrangement for September events.

Work with the Vice President and Program Chair to get the initial mailing/invitation put together and get the copy to KSU Printing Services. Obtain a proof for approval prior to printing (see below).

Generally, it is best if this mailing goes out before Labor Day or immediately after.

Obtain from Membership Chair an address list for past year's general membership, potential members, and lapsed members to provide an electronic file (currently in Excel format) to KSU Printing Services for their use in addressing initial mailing/invitation, Current Department Heads and College Deans should also receive initial mailing (Printing Services has this list)

With the Vice President verify the accuracy of printer’s proof for the initial mailing/invitation to membership and confer with the Membership Chair concerning the number of initial invitations to be ordered.

Check with the Provost's office and KSU Printing Services that the invitations are to be mailed as bulk mail under the K-State Permit #525, and that postal regulations are followed. Be sure that the return address on the outside of the initial invitation is: Office of the Provost, 106 Anderson Hall, KSU, Manhattan, KS 66506. The return address on subsequent mailings should be that of the Communications Chair.

Check with Publicity Chair and Webmaster about articles for publication in the Kansas State Collegian and The Manhattan Mercury and on the club’s web page.

SEPTEMBER

Working with the Yearbook/Information Technology Chair, assemble the following information for inclusion in the yearbook:

1. Officers and committees
2. Honorary members, including the KSU President and spouse, State Board of Regents and their spouses, and the Governor of Kansas and spouse.
3. Honorary Life members (See previous year’s yearbook)
4. Scholarship recipients.
5. Interest groups and chairs (available from Vice President).
6. Programs, speakers, dates and locations of meetings (available from Program Chair). Special events dates and fees if any.
7. Alphabetized membership list (as dues are collected). Check addresses, phone numbers, e-mail addresses and zip codes. Newcomers are indicated with an asterisk.

Arrange for change of cover design if needed, confer with Treasurer and Membership Chair regarding number of copies needed, and coordinate with Yearbook/Information Chair to get a copy to the printer to obtain a proof. With Vice President, proof the yearbook and have Yearbook/Information Technology Chair make corrections as necessary. Coordinate with Yearbook/Information Technology Chair to submit the corrected copy to the printer and order final printed copies. The Yearbook/Information Technology Chair to provide final copies to the Communications Chair for labeling.

Send a letter to the Honorary members and spouses informing them of their honorary membership in Social Club and invite them to attend meetings. See files for sample letters.

Request written suggestions for members of the Nominating Committee and for board positions for next year.

OCTOBER

At first general meeting, read names of new members. List is available from Membership Chair.

Meet with Vice President, Treasurer(s) and Assistant Treasurer(s) to prepare a budget for the year.

At the October Executive Board meeting: Review details for the year’s events. Review the Social Club’s financial status—income, projected expenses, and effect on reserves. Present the budget for approval by The Executive Board. After evaluating the budget, the Executive Board discusses funding of the Edna S. Young Scholarship first. When that scholarship is fully funded, the board determines if there are funds to offer the First Ladies’ Scholarship, and then considers funding for the Dr. Michaeline Chance-Reay Community Woman Scholarship.
NOVEMBER

Check with the Scholarship Chair regarding official information from the Foundation regarding scholarship recipients, and have the Scholarship Chair invite recipients to the December meeting.

JANUARY

Appoint Nominating Committee. “The nominating committee shall consist of five members appointed by the president and approved by the executive board. Two shall be from the executive board and three from membership-at-large. The president shall designate one member as chair, which historically has been the immediate past president.” (Rules of Procedure, Nominating Committee, Sec. 1, p.5) The President and Vice President (president elect) are ex-officio members of the nominating committee.

Check with Membership Chair that new eligible members (i.e., mid-year hires) are sent initial mailing information.

Monitor committee budgets.

Appoint a committee if needed to change the Rules of Procedure. “Amendments may be made to the Rules of Procedure by a two-thirds majority vote of members present at any meeting of KSU Social Club. Proposed amendments shall be presented to members by mail or at the previous meeting.” (Rules of Procedure, Amendments, p.7)

FEBRUARY

Remind chairs of all committees to provide “a summary of their committee’s activities to the outgoing President by April 1 for the President’s report.” (Rules of Procedure, Special Duties of Committee Chair, Sec. 1, p. 6)

MARCH

Arrange for an audit and establish the auditor’s fee. “The auditor shall be appointed by the President and approved by the Executive Board.” (Rules of Procedure, Assets, Sec. 4, p.7)

See that the Scholarship Chair notifies the Foundation regarding the scholarships to be funded for the next academic year.
**APRIL**

Annual Business Meeting Agenda:
2. Call for approval of minutes of the previous year’s annual meeting.
3. Make the Treasurer’s report available to the membership.
4. Following the nominating committee presentation of the slate of officers, the President asks for additional nominations, supporting statements, if any, and conducts a vote of the membership.
5. Thank Board members, interest group chairs, and Honorary Presidents.
6. Give a President’s report on the year.

Close of President’s term
1. File two copies of each mailing and yearbook in the President’s box.
2. Include the President’s report in the President’s Report Notebook by the Joint Board Luncheon for new and retiring Board members.
3. Review with the Historian the contents of the Archive box, which should include:
   a. Two copies of each mailing and the yearbook from the KSU Social Club
   b. Complete report on all scholarships: Recipients’ name and department
   c. Total financial gifts for the year toward scholarship fund
   d. Any other historical material—i.e., Revised Rules of Procedure.

The Joint Board Luncheon - for new and retiring Board members:
1. Retiring *Vice President*
   a. Make arrangements for the luncheon
   b. Send written invitations to new and retiring Board members
   c. Remind current Board members to bring all committee files and notebooks to give to their successors at the luncheon.
2. Retiring *President*
   a. Open the meeting and give annual report
   b. Ask Secretary and Treasurer’s reports be given.
   c. Thank retiring Board members
   d. Present the gavel to the new President
   e. Welcome new Board members
3. *New President*
   a. Distribute list of new Board members, telephone numbers and e-mail and home addresses
   b. Set a date for the first Board meeting as early in May as possible
c. Set aside time at the close of the meeting for new and retiring Board members to review notebooks and files and answer questions.

The new President will ask the retiring President to serve as the Chair of the Scholarship and Nominating Committees for the next year.

**VICE PRESIDENT**

“The Vice President shall preside in the absence of the President and shall assist the President in any way possible. The Vice President shall coordinate Interest Groups.” (Rules of Procedure, Duties of Officers, Sec. 2, p. 3)

“The Vice President shall be the nominee for next year’s President.” (Rules of Procedure, Duties of Officers, Sec. 2, p. 3)

Obtain proposed Agenda from President for each Board Meeting. Determine hosts/hostesses and location for each Board meeting (hosts/hostesses will reserve meeting location). Notify (by phone, e-mail and/or postcard) each Board member of time and place of board meetings, and who will be host(s). Also provide proposed Agenda to each Board member prior to each Board meeting.

Serve as ex-officio member of the Nominating Committee.

**MAY-JUNE**

Meet with new President, Program and Hospitality Chairs, and Honorary President for an overview of ideas for the year.

Obtain from retiring Vice President the names of the new chair for each interest group. Contact those groups who have not responded to determine the name of their new chair.

Contact all interest group chairs to obtain the following information for the fall mailing: description of group, place and date of first meeting in the fall, and any fees. Confirm first meeting dates do not conflict with general membership meeting dates. Interest groups are open only to those who have paid their membership dues.

Prepare interest group information for the President for the initial mailing.
**JULY-AUGUST**

Assist the President with proofreading the initial mailing.

Assist the Executive Board and New Faculty/Welcome Reception Chair if a related event is scheduled.

**SEPTEMBER**

Obtain copies of interest groups registration forms from the Treasurer(s) for your use. Send each interest group chair a list of members.

Assist the President with proofing of the yearbook.

**OCTOBER**

Meet with President, Treasurer(s) and Assistant Treasurer(s) to prepare a budget for the year.

Present a report to the Executive Board on interest group numbers and any other pertinent information. Contact interest group chairs to confirm they have had first meeting and whether the Board may assist with anything.

**JANUARY**

Serve as an ex-officio member on the Nominating Committee.

**MARCH**

Contact all interest groups asking them to select a Chair for next year. Include this information in report for incoming Vice President.

Reserve a convenient date for the Joint Board Luncheon for new and retiring Board members. Select location, menu and determine cost. Send invitations to the Joint Board luncheon to all current Board members and the new members. Arrange for gift from Board for retiring President to be presented at the luncheon.

Contact all current Board members and the new members to determine the total number attending for the caterer. Remind current Board members to bring all committee files and notebooks to give to their successors at the luncheon.
Update Administrative Guide, if necessary, and submit to Executive Board for approval.

Prepare an annual report by April 1 for the President. This should include information on the Interest Groups, number of participants and notes on any new groups or suggestions for next year.

MAY

Serve as co-hostess with President for the Joint Board luncheon.

1. Present gift to retiring President.
2. As new President, distribute list of new Board members, telephone numbers and e-mail and home addresses.
3. Set a date for the first Board meeting in June.
4. Set aside time at the close of the meeting for new and retiring Board members to review notebooks, files and answer questions.

SECRETARY

Record, distribute and file minutes of all Board meetings and general meetings. Secretary’s minutes are to be taken at general meetings only if business is transacted at the meeting (usually this will be the case for the April meeting). Minutes are to include names of those present, motions made and carried or defeated, the Treasurer's figures of monies on hand. After each meeting minutes will be sent to the President for review and upon the President’s approval, are to be distributed to the Board before the next meeting. This may be done by e-mail.

The Social Club has an account at Claflin Books for use if needed. If the Secretary uses that account, it is necessary that the purpose be recorded and the Treasurer be informed.

If the Secretary is unable to attend a Board meeting, she/he should inform the President and assist in finding someone who can be present to take minutes.

Send birthday greetings on behalf of the KSU Executive Board to the first ladies of KSU. The dates of their birthdays are as follows:
  Shirley Acker on January 29
  Ruth Ann Wefald on February 28
  Noel Schulz on July 14
Notes of condolences and get well notes may be sent as appropriate.

**APRIL**

Prepare for distribution of minutes from the previous year's annual meeting and take minutes of the current year annual meeting. Slate of new officers to be included.

Prepare an annual report for the President by April 1.

Pass the Secretary's notebook on to the next Secretary.

**TREASURER**

Serve as a member of budget committee with the President, Vice President, and Assistant Treasurer. This committee prepares a proposed budget and distributes copies to the Executive Board for consideration and approval at the October meeting.

Receive and deposit money and pay all bills as authorized by the Executive Board.

Prepare and present a treasurer’s report for the Executive Board meetings. All income and expenses in the treasurer's report should be allocated to the appropriate income or expense category as presented in the annual budget. Keep the original report for the records and distribute copies to the President, Vice President, Secretary, Assistant Treasurer and Historian. Include an account of income and expenses for meals in the Treasurer’s report. However, except for overage on meals, the funds collected for meals are not part of the budget.

Charge complementary meals for program speakers and their guests to the Program Committee. Refunds may be issued if cancellations are received before the number of reservations is given to the caterer.

Receive reservations for all regular meetings and prepare a list of names, including guests, for the Assistant Treasurer to prepare nametags. Provide a list for the President and the Hospitality Committee. Be sure the Hospitality Chair has the number of reservations, including complementary meals, prior to the caterer’s deadline, and that the Hospitality Chair informs the caterer of the number.

If the Treasurer is unable to receive reservations for one of the general meetings, arrangements to have reservations sent to the Assistant Treasure must be made far enough ahead for that information to be included on the program flier.
Keep a record of reservations, guests and complementary meals for each general meeting during the year.

**MAY – JUNE**

Receive books from previous Treasurer after they have been audited. Pay the auditor’s bill. Present the auditor’s report at the first Executive Board meeting following its completion. Go with the President and Assistant Treasurer to the KSU Federal Credit Union and the Kansas State Bank in Westloop to update authorized signature cards. Take necessary steps to remove other names from the accounts. The locations of the accounts may be changed by action of the Executive Board.

Confirm the KSU Social Club account at Claflin Books.

**SEPTEMBER**

Receive KSU Social Club membership forms and dues following the initial mailing to prospective members. A central database with each member’s name, spouse’s name if applicable, mailing address, telephone number, email address, and KSU department or spouse’s department is maintained by the Membership Chair. Obtain an electronic file of last year's active membership file from the Membership Chair and update as appropriate. Indicate new members with an asterisk. Be sure to make a backup disc and a hard copy of membership. After recording this information from the forms, file the forms and provide the Membership Chair with the updated membership electronic file to update the central database. Also give electronic files of the updated membership list to the President, the Yearbook Chair and, if applicable, the New Faculty Chair.

Send interest group sign-up forms to the Vice President, who will send a list of members to the chair of each interest group. Send Special Events registration forms to Program Chair.

**OCTOBER**

Meet with President, Vice President, and Assistant Treasurer(s) to prepare a budget for the year. Be prepared to answer questions about the budget at the October board meeting where the board will review and approve the budget.
APRIL – MAY

Before May 1, deposit all monies designated for scholarships in the KSU Foundation. Work with the Scholarship Chair to see that funds are available to fund the Edna S. Young Scholarship ($500), the First Ladies Scholarship ($500) and the Dr. Michaeline Chance-Reay Community Woman Scholarship ($250). The Foundation would like to have a separate check for each scholarship with the number and name on the memo line denoting which each scholarship:

- Edna S. Young Scholarship - N14752 - $500
- First Ladies Scholarship - N08837 - $500
- Dr. Michaeline Chance-Reay Community Woman - N18050 - $250

The checks are made payable to the KSU Foundation, 2323 Anderson Avenue, Suite 500, Manhattan, KS 66502-2911.

The Ruth Ann Wefald, KSU Social Club Scholarship, is for a student selected by Social Club; however, the scholarship is endowed and not funded by the Social Club.

Prepare a hard copy of the current Treasurer’s report for distribution at the last general meeting of the year. Be prepared to answer questions from the membership about it.

Encourage all members with unpaid bills to submit them by the end of April. Pay for the new and retiring board luncheon on the day of the luncheon if the expense is provided for in the budget.

Deliver financial books with detailed records of receipts and disbursements to the auditor as soon as possible. After audit is completed, deliver books to the new Treasurer. The new Treasurer shall be responsible for paying the auditor’s bill.

Prepare an annual summary report for the Archives and deliver it to the President. The annual summary report should have all income and expenses allocated to the appropriate income or expense category as presented in the annual budget approved by the Board the prior October (with the exception of meal expenses).

ASSISTANT TREASURER

The Assistant Treasurer is elected for a two-year term of office to serve as assistant for one year and will be the nominee for Treasurer the next year. (See Rules of Procedure, Nominating Committee, Sec. 3, p. 5)
Serve as a member of budget committee with the President, Vice President, and Treasurer. This committee prepares a proposed budget and distributes copies to the Executive Board for consideration and approval at the October meeting.

Assume the duties of Treasurer in the absence of the Treasurer.

Go with President and Treasurer to sign signature cards for accounts at the Westloop branch of Kansas State Bank and the KSU Credit Union. Cards will also have signatures of the President and the Treasurer.

Provide nametags for members and guests attending general meetings. Names will be received from the Treasurer several days prior to the meeting. Nametags are the tickets for the event and arranged alphabetically on a table at the entrance. Place a Hostess card at each table and ask the person seated by the card to act as hostess. The hostess is to see that those seated at the table know one another. The hostess also passes the scholarship box. Collect the nametags at the close of the meeting. For each general meeting, provide place cards for the head table and give them to the President for placement.

PROGRAM CHAIR

Meet with President, Vice President, Immediate Past President, and Hospitality Chair for an overview of ideas for the year. Confer with President as to potential themes, speakers, dates, and locations.

Working with the Assistant Program Chair and program committee, plan a program for each general meeting, and plan at least two special events during the year. By early July, confirm programs and special events after checking possible available dates and locations. Confirmations are filed in Program Chair’s permanent notebook and passed on to next year’s Program Chair. Get dates, times and places of the six general Social Club meetings and the year’s special events to the President by mid-July for inclusion in the initial mailing/invitation to membership.

Make reservations and arrangements for space and equipment for each event, including programs, amenities, props, microphones, slide projectors, lighting, lectern, name tag table at entrance, inside coat racks, etc. Determine parking and transportation needs for speakers and for special events. If the meeting or special event is out-of-town, the Program Committee is responsible for making transportation arrangements.
Design a flier for each general meeting and have it proofread by at least one member of the committee before final printing, usually at Claflin Books. Confirm meal price with the Hospitality Chair. Remember: the flier should indicate that the reservation be sent to the Treasurer’s address, but the return address on the outside of the flier should be that of the Communications Chair. ALLOW 5-7 DAYS FOR MAILING AND 10-14 DAYS FOR RESERVATIONS TO BE RETURNED. The Communications Chair picks up the completed fliers and gets them in the mail. KSU Social Club qualifies as a non-profit organization only on the initial mailing. The printing bills are sent to the Treasurer.

Visit facilities prior to each program to be aware of layout of room and sound system availability. Alert the President if there are any special announcements needed.

Prior to the event, contact the Treasurer concerning number of complimentary meals and any bills to be paid the day of the event. If a speaker is not being paid, a token gift of appreciation, such as a box of the K-State note cards, is appropriate. The guest speaker and spouse and/or friend receive complimentary meals, which are billed to the Program Committee budget. Submit additional expenses for reimbursement such as phone bills, and/or props rented for program functions.

Be sure the necessary vitae for introducing the speaker is available prior to the event. The Chair or a member of the Program Committee will introduce speakers or explain the program.

Arrive one hour prior to event to oversee final arrangements.

Report to the Treasurer after each event regarding the actual costs: honorarium, travel costs, and costs of complimentary meals.

After each event, write thank you notes to speaker or program participants.

Give a summary of the committee’s activities to the retiring President by April 1 for her/his President’s Report. Give to successor at the Joint Board luncheon all committee supplies and the Program Chair's notebook.

ASSISTANT PROGRAM CHAIR

The Program Committee Assistant Chair is elected to a 2-year commitment, becoming the nominee for Program Committee Chair for the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p. 5)
Assist the Program Chair.

Arrive early at Social Club events to assist with program arrangements and last minute details.

The Assistant Program Chair may find it helpful to be responsible for one program, including the flier.

**HOSPITALITY CHAIR**

Work closely with the Program Committee on the year’s events by planning menus, decorations, and recommending the price of the meals. The price needs to cover postage and the meals of speakers. Confirm price of meals with Program Chair to include in meeting invitation/flier.

Plan menus with and request contracts from caterers to avoid unexpected expenses.

Visit facilities ahead of each event to anticipate seating arrangements, select tablecloths and napkins, etc. Plan decorations for each function.

Confirm the number of reservations to be given to the caterer prior to each event. This number is obtained from the Treasurer.

Keep a record of expenses and turn bills into the Treasurer. Bills and receipts for the decorations should be submitted to the Treasurer after each event.

Keep a description of decorations and menus in the file. The Hospitality Chair takes pictures of centerpieces, decorations and speakers for the hospitality notebook.

The club’s silver is stored and displayed at the Alumni Center. It is the responsibility of the Hospitality Committee to check on the silver annually. As needed, the Hospitality Committee, with assistance from other Board members, will polish the silver.

Include descriptions and costs of decorations, menus, results of the silver check, and other pertinent information in the annual report. Give this report to the President by April 1.
APRIL – MAY

If pictures are taken at general meetings, identify individuals in pictures and provide to Historian. Provide to your successor at the Joint Board lunch committee supplies and the Hospitality Chair's notebook.

ASSISTANT HOSPITALITY CHAIR

The Hospitality Committee Assistant Chair is elected for a 2-year commitment, becoming the nominee for Chair the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p. 5)

Arrive at Social Club events early to assist with decorations and final arrangements.

It has been helpful for the Assistant Hospitality Chair to plan at least one event each year.

MEMBERSHIP CHAIR

The Membership Chair is responsible for maintaining the central membership files of the KSU Social Club and providing the President with the names and addresses of last year’s members, potential members, and individuals eligible for membership to receive the initial invitation.

JUNE

1. Contact Michelle Langvardt at the Provost’s Office regarding the options for Social Club representation at the New Faculty Orientation in August. Inform the Social Club President of the date and if he/she will be introducing KSU Social Club or if the organization may distribute information sheets to the attendees and how that may be done. As this is New Faculty, it is important to have a presence at the Orientation.

2. Prepare electronic membership list/lists files of potential new members before the end of August in order to submit names and addresses to President for initial mailing/invitations as well as postcards for September new member Welcome reception, if one is to be held.
1. Send letter to Amy Button Renz, President of KSU Alumni Association, requesting an alphabetical list of names and addresses for the emeritus faculty and spouses who in the past three years lived in Riley and Pottawatomie Counties.

2. Send letter to Robert Bailey, Assistant Director for Payroll and Operations, Human Resources Services, Kansas State University, requesting (1) an alphabetical list of names and addresses for the K-State faculty hired for the Spring semester through the new hires for Fall; and (2) an alphabetical list of names and addresses of faculty and spouses who retired during the past academic year.

3. May also receive information on new hires from the Provost’s office. Contact Suzy Auten.

4. Email Army ROTC at armyrotc@k-state.edu forwarding a list of officers from last year and requesting any additions or changes.

5. Email Air Force ROTC at afrotc@k-state.edu forwarding a list of officers from last year and requesting any additions or changes.

6. Obtain list of Greek House Mothers from Greek Services website located at www.k-state.edu/greek/housedirectors/members.htm.

7. Obtain list of Kansas Board of Regents members from website located at www.kansasregents.org/board/members/index.html. Confirm with the KSU President’s office that list of Regents is up-to-date as they are appointed each summer.

8. Cross-reference all membership information obtained from above sources with existing member database on Access to determine any potential new members. Please note that many names from these sources are already Social Club members and should not be included in potential new member file in database.

9. Review prior membership lists to determine identities of any lapsed Social Club members from the two years previous; prepare a separate database to send invitations to these prior members.

10. Convert the following Access database files to Excel to provide to President to submit to KSU Print Services:
    a. Three years of previous New Members lists;
    b. Three years previous - Emeritus;
c. Previous year - Members;
d. Two years previous - Lapsed Members;
e. Current Board of Regents, Governor, honorary members which include university president and past university presidents and spouses;
f. Current Greek House Mothers;
g. Current Army ROTC;
h. Current Air Force ROTC.; and
i. Current Department Heads and College Deans (Printing Services has this list)

In order to use the Provost’s mailing permit, Social Club submits the mailing list in electronic format in advance to KSU Print Services who owns the permit. They submit the mailing list for review to the Post Office. USPS checks for valid addresses and duplicates. The Head of Customer Services is the contact person in Print Services; Suzy Auten is the contact in the Provost’s office. Print Services’ prices are competitive with off-campus services. They charge for printing, labels, and other one-time additional setup and sorting fees. Copy is submitted to them electronically. They print the documents and the labels, sort and mail the membership invitations and the postcards per USPS permit regulations. They provide an electronic proof of each document beforehand, and their turn-around time is a couple of days. It is advised that follow-up phone calls are necessary to ensure this prompt turn around.

Billing - Printing Services will invoice the Provost’s office which will bill the Treasurer. Be certain the Provost’s office has the name and address of the current Social Club Treasurer.

**SEPTEMBER**

1. Following mailing of membership invitations and welcome reception postcards, the Treasurer receives notification of changes to addresses and membership information, as well as the new member application information. These additions/changes are forwarded to the Membership Chair via an electronic file where the changes are incorporated into the central Access database.
2. Convert the updated active membership files to Avery 5160 label format files and coordinate with the Communications Chair the production of labels for the program events.

JANUARY

Request a list of new faculty from HR or the Provost’s office and collaborate with the Social Club President to send membership invitations to the new faculty if there are any. Dues are not charged for New (first-time) Members.

APRIL/MAY

1. Provide electronic copy of central Access membership database to President and incoming Membership Chair.

2. Prepare annual report of Membership Committee’s activities and submit to President for the Archives box, including two copies of the initial invitation.
3. Provide to your successor at the Joint Board lunch the Membership Chair's notebook.

ASSISTANT MEMBERSHIP CHAIR

The Assistant Membership Chair is elected to a 2-year commitment, becoming the nominee for Membership Chair for the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p. 5)

Assist the Membership Chair.

COMMUNICATIONS CHAIR

Receives information for the Social Club mailing list from the Membership Chair and is responsible for printing labels for yearbooks and fliers for general meetings or making arrangements with another Board member to fulfill the duty. The Communications committee is also responsible for obtaining the yearbook and fliers from the President, Yearbook/Information Technology Chair, and Program Chair for distribution at the meetings or through the post office. Because of return deadlines, this
needs to be done in a timely fashion. If a Chair is to be out of town, he/she needs to alert the President or arrange for another committee member to fulfill the duty.

**LATE SEPTEMBER - EARLY OCTOBER**

Receive new yearbooks from the Yearbook/Information Technology Chair. Label the books with address labels and take them to the October general meeting. Display the books on a table in alphabetical order so that attending members can find their book and take it home. Unclaimed yearbooks are to be mailed to members.

**OCTOBER - APRIL**

Retrieve the general meeting fliers from Claflin Books when printed. Be sure the return address is that of the Communications Chair. Contact the Membership Chair if any fliers are returned as undeliverable to determine if the address information has changed or is invalid.

Each item mailed should have a sticker on the open edges for easier handling. This is done by committee members. Take the mailing to the Post Office and pay the First Class postage with a personal check. Request a receipt to submit to the Treasurer for reimbursement. Two copies of each mailing should be made available to the Historian for the archives; additional copies should be made available to Board members as needed for additional mailings.

**ASSISTANT COMMUNICATIONS CHAIR**

The Assistant Communications Chair is elected to a 2-year commitment, becoming the nominee for Communications Chair for the second year. (Rules of Procedure, Nominating Committee, Sec. 3, p.5)

Assist the Communications Chair.

**HISTORIAN**

The duty of the historian is to preserve data relative to Kansas State University Social Club. Check with Special Collections in Hale Library regarding what they would like to have.

Keep a narrative history of current year including a record of motions passed to date. A copy should be given to the President.
Keep an updated list of all living Presidents of Social Club.

At the end of each year, obtain from the President the following materials for archives and take them to University Archives, 5th floor of Hale Library:

1. Correspondence and memoranda
   This would include one copy of each mailing from KSU Social Club, such as the monthly program fliers. It would also include the President’s letter included in the initial mailing/invitation.
2. Minutes of meetings
3. Annual reports of Officers and Chairs of Committees
4. Financial records
5. Legal records
6. Policy documents (revised Rules of Procedure and/or Administrative Guide)
7. Publications (yearbook, newsletters, etc.)
8. Photographs (black and white or color) with identification. Do not write on back of photo. Instead attach a note with name of person or persons in photo and any designation necessary for identification. Be sure to include photo of table settings and centerpiece.
9. Report on Scholarships (recipient’s name, department of enrollment, total financial gifts of the year toward scholarship funds
10. Audio and video recordings, if any

YEARBOOK/INFORMATION TECHNOLOGY CHAIR

The duty of the Yearbook/Information Technology Chair is to receive membership contact information from the Membership Chair and, in cooperation with the Membership Chair and the President or her/his representative, prepare the information/proof for the yearbook. (Previously, yearbook production was part of the Secretary’s duties, but was deemed too time-consuming to be part to that office’s responsibilities.)

MID-SEPTEMBER

Preparation of the Yearbook (membership directory)
1. Begin by acquiring the information in the checklist below from the noted Board member:
• The President’s theme (from the club President)
• Officers and committees (from the Secretary)
• Scholarships recipients (Scholarship Chair)
• Honorary members (includes the current Board of Regents which should be double-checked with the KSU President or Provost offices)
• Interest groups, the chairs, and their phone numbers (from the Vice President)
• Past presidents (use previous electronic file and add most recent past president)
• Programs and Special Events, including date, time, presenter, and place for the year (from the Program Chair)
• Membership list in alphabetical order with phone, address, department, and e-mail (from the Membership Chair). It is recommended, to ensure accuracy, that the original membership forms in alphabetical order also be received from the Treasurer for proofreading later.
• Artwork for cover and confirm the return address on the cover (from the club President).

2. Setup a template page (or use the computer file from the previous year if it is the proper size; this may be obtained from the President) of 5 ½” wide and 4 ¼” long page. Be sure that the template page is this size to ensure that the printer does not have to re-size it, which may change the typeface appearance and result in additional charges.

3. Program and Interest Group information should be in an electronic file (from the invitation) and may be pasted into the template. Make space adjustments as necessary to fit the page.

4. Membership – Obtain current year’s membership list from Membership Chair via electronic file. Indicate new members with an asterisk. Allow 6-8 hours to complete assembling and inputting information.

5. Proofreading- For the most reliable results, it is necessary to have two people working together with the following items at hand:
• New copy to proofread
• The membership list from the Membership Chair AND
• The original membership forms
• An old KSU Social Club yearbook
• Program and interest group information from the current membership invitation
• Manhattan directory for street spellings, numbers, and zip codes
• KSU campus directory to check for correct dept. names
• A cell phone

The two people read all copy aloud one to the other. When a question comes up, they double-check against the original membership form or other sources or phone the appropriate member to confirm or correct the confusing information. Proofing will take about 2-3 hours.

6. Printing - After corrections are made, the files are sent to the printer selected by the President, usually it is Claflin Books. Order a proof copy. The President and another member of the board should review the proof copy before approving it for publication. Obtain second proof, if corrections have been made, for final approval prior to printing the appropriate number of copies for membership. Allow 5 business days for printing and assembly.

EARLY OCTOBER

7. Distribution – Pick up the completed books at the printer and confirm they are ready to provide to the Communications Chair for labeling. The Communications committee will label the yearbooks and have them ready for members to pick up at the October meeting. The Communications committee will mail the unclaimed books after the meeting.

8. Extra books can be distributed to the board and filed for the archives.

9. Provide a copy of the electronic files to the President to make available to next year’s Yearbook/Information Technology Chair.
NOMINATING COMMITTEE

“The nominating committee shall consist of five members appointed by the president and approved by the executive board. Two shall be from the executive board and three from membership at large. The president shall designate one member as chair, which historically has been the immediate past president.” (Rules of Procedure, Special Committees, p. 5)

Contact individuals in the following positions to verify that they are able to continue and move up into their respective position:
   - Vice President moves up to President
   - Assistant Treasurer moves up to Treasurer
   - The Assistant Chair of each of the Standing Committees moves up to Chair
If an individual is not able to move up, then another candidate must be found to fill that position.

Candidates must be found for the following positions:
   - Vice President
   - Secretary
   - Assistant Treasurer
   - Assistant Chairs for each of the Standing Committees.

Submit report at the last general meeting of the KSU Social Club year.

PUBLICITY CHAIR

“The Publicity Chair shall be appointed for a one year term.” (Rules of Procedure, Special Committees, p. 6)

Write and submit publicity releases and articles. Photocopy or clip news stories, publicity releases and articles appearing in the KSU publications/newsletters and the Manhattan Mercury. Cite the sources and date of each and place in notebook.

If planning to submit photos to newspaper, take pictures (black and white) of speakers or program participants and VIPs. Label and file black and white photos and negatives in notebook. Give notebook to Historian at end of year.
SCHOLARSHIP CHAIR (and scholarship policies)

“The Chair shall be the immediate past President. If for any reason the immediate past President cannot serve, another past president shall be appointed, if possible.” (Rules of Procedure, Special Committees, p. 6)

Preceding each general meeting, see that there is a little gold scholarship box at each table. Following the meeting, collect the boxes and give the money to the Treasurer.

The Scholarship committee consists of the outgoing President, the Treasurer, and three (3) members appointed by the President.

The KSU Social Club has four scholarships:

1. The Edna S. Young Scholarship ($500), designated for a non-traditional student. It was established in 1982 in honor of Edna S. Young, a long-time Social Club Historian, who served as Social Club President in both 1959-60 and 1975-76.

2. The First Ladies’ Scholarship ($500), designated for a part-time non-traditional student, to be funded only after the Edna S. Young Scholarship is fully funded for that year. It was established in 2000 in honor of the KSU presidents’ wives, one of whom, Margaret Waters in 1911, founded the KSU Social Club.

3. The Ruth Ann Wefald Scholarship ($500, endowed), gifted by Elizabeth and Joseph Barton-Dobenin for a full-time undergraduate student, but awarded through the Social Club.

4. The Dr. Michaeline Chance-Reay Community Woman Scholarship ($250), designated for a non-traditional female graduate student. It is intended to inspire community leadership and was first awarded for in 2007-08. The first payment was donated by Dr. Chance-Reay, who also agrees to supplement funds to make the scholarship possible if the Social Club treasury falls short.

The Foundation wishes to be notified in March about scholarships to be awarded for the coming academic year. See Treasurer's duties for information regarding transfer of funds to the Foundation.
The recipients are selected by:
Non-Traditional Student Services
101 Holton Hall, Kansas State University
Manhattan, KS 66506-1305

Remind the committee that the scholarships should be presented to separate individuals. To become a member of the selection committee, call Suzanne Lueker, 532-6434. The Scholarship Chair automatically becomes a member of the Ruth Ann Wefald Scholarship committee.

The Scholarship Committee is responsible for developing financing for the Edna S. Young Scholarship, the First Ladies Scholarship, and the Dr. Michaeline Chance-Reay Community Woman Scholarship. Currently, small gold chests are placed on the tables at general meetings to collect donations from members. A member of the committee should distribute the chests on the tables prior to the meeting and collect them at the end of the meeting. Funds collected in the chests shall be given to the Treasurer at the end of the meeting. Also, funds from sales of note cards go into the scholarship fund.

Monitor funds with the Treasurer and notify the Executive Board when funds become available to fund the Edna S. Young Scholarship ($500), then the First Ladies Scholarship ($500), and then the Dr. Michaeline Chance-Reay Community Woman Scholarship ($250). If funds are not available for the Edna S. Young Scholarship, ask the Executive Board to direct the treasurer to transfer funds from the checking account to the KSU Foundation to fully fund it. If the Edna S. Young Scholarship is fully funded but the First Ladies Scholarship is not, ask the Executive Board to direct the treasurer to transfer funds from the checking account to the KSU Foundation to fully fund it. If the Edna S. Young Scholarship and the First Ladies Scholarship are funded but the Chance-Reay Community Woman Scholarship is not, ask the Executive Board to direct the treasurer to transfer funds from the checking account to fund it. If the full $250 is not available, the treasurer shall ask Dr. Michaeline Chance-Reay to donate as necessary.

At its August 28, 2006, meeting, the Social Club board passed the following motion: In keeping with the educational spirit of an academic institution and to honor members past and present, KSU Social Club has chosen to sponsor four (4) scholarships. If necessary, due to treasury limitations, the board may choose to suspend or reduce funding of one of more of the scholarships for a time.

Check with Treasurer to assure appropriate funds have been transferred to the KSU Foundation for scholarships each year. Invite scholarship recipients to speak briefly at
a general Social Club meeting.

Provide to your successor at the Joint Board luncheon the Scholarship Chair's notebook.

WEBMASTER

The Webmaster is in charge of maintaining the Social Club web site (http://www.ksu.edu/socialclub/) and listserv. K-State hosts the club’s web site on a university server at no cost and the webmaster must have an eid and access to the web server. The Webmaster is ultimately responsible for ensuring that the web site is easy to navigate and that it addresses the needs of the club.

Although the Webmaster sometimes assumes the rule of a web designer, the main job of a Webmaster is to monitor, improve and update the performance of the web site. The Webmaster must perform a variety of technical tasks to make sure that the website works properly and can be accessed quickly by as many people as possible. These tasks include:

Making sure the server and browsers can handle e-mail, transmit news, and download files. Persons with a variety of browsers or operating systems should be able to access the site equally well.

Keep up with changing technical standards in areas such as HTML, http, XML, and software that affect the workings of the web site.

Maintain the site so that it remains a valuable resource. Update information contained on the web site or in databases linked to the site, and check the links on the site regularly to make sure that they are still working and the information they provide is still current.

NEW FACULTY/WELCOME RECEPTION (optional)

The goal of the Welcome Reception is to provide new faculty the opportunity to meet the members of Social Club and learn about Social Club activities. Another goal is for Social Club members to catch up with friends and meet new faculty and to be encouraged to renew their membership. A third goal is to encourage deans, administrators, and department heads to learn more about Social Club in order to join and/or recommend joining to new faculty.
MAY

Appointed Chair for the Welcome Reception will accept reservations for the Reception and take care of the details of the event. His/her name, phone number and e-mail will appear on the invitation.

President and Chair meet to select location, set date, make reservation at site, and select menu (right after the Joint Board luncheon is a good time). The reception date should be set before the membership invitation deadline in September if goal is to encourage new membership and renewals as well. Sunday afternoons work as well as any other time.

AUGUST

The Membership Chair provides a list of current and potential members to the President, who arranges to send out the postcard invitations a week before the membership initial mailing/invitations go out (which is just before Labor Day). About this time New Faculty Orientation will be held. The Membership Chair will coordinate with the President to provide a flier regarding the Social Club and Welcome Reception to New Faculty Orientation attendees.

For use as an RSVP list, obtain a copy of the invitation list from the President, which includes the Emeritus list, the New Faculty list for the last two years, lapsed Social Club members for the last two years, members from the previous year, and the list provided by KSU Printing Services, which includes deans, administrators, and department heads. A personal invitation should be offered to the KSU president from the club President or from someone on the board who knows the KSU president.

SEPTEMBER

The day of the Reception, a copy of the reservation list along with nametags should be at the door. A greeter or greeters should also be at the door to meet guests and request that they sign a guestbook. Guests will make their own nametags. Extra copies of the membership invitations should also available for prospects to fill out.
Flowers for the buffet table would be nice. If the budget does not permit, perhaps a Board member would bring flowers from their garden. Something for the other tables would be nice as well. Use a KSU purple theme or a Kansas theme as in sunflowers or wheat. New faculty from out-of-state will be interested in learning about Kansas and Social Club.

Have Interest Group tables and cards for people to sign up on so Group chairs can follow-up. Check with the Treasurer regarding payment of all bills. Write up a report for the President and the archives.

**THE SILVER POLICY**
Adopted May 23, 1994:

It is the policy of the KSU Social Club not to loan the silver pieces owned by the club to individuals, or other organizations. If for any unforeseen occasion in the future the Board decides to loan any of the silver pieces, the group using the silver must have an appropriate insurance policy on the silver.

Adopted in 2002: The board decided to place our silver in storage at Hale Library until the new Alumni Center is completed in Fall 2002 where it may be displayed. While on loan and display, it is Social Club's responsibility to polish it as needed.