

# ITALIAN-AMERICAN SOCIAL CLUB RULES & REGULATIONS

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## **ARTICLE I: INTRODUCTION AND OBJECTIVES OF THE MANUAL**

### **Section 1: OBJECTIVES AND GOALS:**

All activities of the Italian-American Social Club (IASC) are governed by the IASC By-laws. However, because of its limited size and scope, the By-laws cannot be expected to cover all possible contingencies or to detail all other regulations that may be established by the membership, or the Executive Board.

The objective of this manual is to bring together under one cover, a summary of all the Rules and Regulations that govern the operation of the Club. This manual must clearly be fully compliant with the IASC By-laws and is intended to serve as an extension to it. The manual satisfies two primary goals:

- a. It provides a readily available document where members can read and understand the current rules of the Club.
- b. It eliminates confusion over what the current regulations are by establishing a single document for reference.
- c. Those items not covered by Rules and Regulations or By-Laws will default to Robert's Rules of order. (EBM 8/10/2013)

### **Section 2: AUTHORITY**

The manual is maintained by the By-laws and Rules and Regulations Committee. This committee has no rule-making power itself but functions only to collect, collate, and clarify rules obtained from the following sources:

- a. The historical rules which have previously been voted on by the Executive Board or by the membership over the years, records of which are scattered among the past minutes of Member meetings and Executive Board meetings.
- b. Wherever information was available, the dates when such rules were passed are indicated in this manual within parentheses after each rule, together with an indication as to whether it was passed during a Members' Meeting (MM) or an Executive Board Meeting (EBM).
- c. Those rules and regulations which appear to be generally accepted by the membership although specific dates when they were passed could not be found. After the collection and organization of the information, the committee prepared and submitted this manual to the Executive Board for final approval. Hence, final authority for the Rules and Regulations manual rests with the Executive Board, which is subject to Article VI, Section 1(c) of By-Laws and notification to members at the General Meeting.

## **ARTICLE II: IASC ORGANIZATION STRUCTURE**

### **Section 1: IASC ORGANIZATIONAL STRUCTURE**

#### **THE EXECUTIVE BOARD**

President  
Vice-President  
Secretary  
Treasurer  
Six Directors

#### **COMMITTEES AND APPOINTED POSITIONS**

##### **Standing Committees** Bereavement Committee

Budget  
Building and Grounds

By-laws/Rules and Regulations  
Publicity  
Community Affairs & Charitable Donations  
Grievance  
Heritage  
Membership  
Newsletter  
Election  
Scholarship  
Health and Welfare  
Website

**Appointed Positions** Sgt-At-Arms

Parliamentarian  
Chaplain  
Club Manager  
Assistant Club Manager  
Social Affairs Director  
Banquet

**Select Committees** Bingo Committee

Vegas Night Committee  
Festa Committee  
Door-Greeter/Cashier Committee  
Volunteer Committee  
Publicity Committee

(The Executive Board may establish committees for any specific function.)

**MEMBERSHIP CLASSIFICATIONS**

Regular  
Associate  
Honorary  
Life

**Section 2: MEETING PROCEDURES**

The Member meetings and Executive Board meetings are held once a month in accordance with the schedule and proceedings outlined in the By-laws.

Both meetings are chaired by the President and are conducted according to Robert's Rule of Order as stipulated in the By-laws.

For clarity, the following definitions are offered:

- a. Motion - a formal proposal for action made within a deliberative assembly.
- b. Resolution - a formal expression of intent voted by an official body.

Specific regulations concerned with conduct during these meetings are outlined in the following sections.

### Section 3: EXECUTIVE BOARD MEETINGS

The following ground rules have been established for conduct of the Executive Board meeting:

#### 1. ATTENDANCE AT MEETINGS:

- a. Only members and Club Management may be permitted to attend meetings of the Executive Board.
- b. Such members are prohibited from engaging in conflict, presenting motions or resolutions, or trying to control the agenda.

#### 2. RIGHT TO SPEAK: The right to be heard at Executive Board meetings shall be restricted to the following persons:

- a. Members of the Executive Board and Officers.
- b. Members of standing or special committees when invited to report.
- c. Members may briefly comment on the subject under discussion only if, and when, recognized by the President.
- d. Executive Board meetings shall be open to the General Membership. However, members will not be allowed to participate in discussions or actions being deliberated by the Executive Board unless recognized by the President. A member desiring Executive Board review of a particular subject or problem must advise the President in writing at least seven (7) days prior to the Executive Board meeting.
- e. Members and non-members, representing outside groups or activities, may speak to the Executive Board only by prior approval of the Executive Board.

#### 3. MEETING MINUTES: The Executive Board shall present the minutes of all meetings held to the General Membership for review and will be published in La Voce Forte. (EBM 8/10/2023)

### Section 4: MEMBERS MEETING

#### 1. ATTENDANCE AT MEETINGS:

- a. Upon entering the Clubhouse on nights of membership meetings, each member will print and sign his or her name and enter his or her key card number in the Record book provided by the Sgt-at-Arms in the lobby. (EBM-2/24/93)
- b. Attendance roster must be signed in his or her name individually, and not as a couple in order to confirm their attendance at the meeting. (EBM - 4/20/88).
- c. A microphone shall be available for use at Members' Meetings (7/15/87).
- d. Membership cards will be color coded to distinguish Regular Members from Associate Members Validation of voting rights during membership meetings is thus achieved by counting upraised membership cards rather than by show of hands alone. (8/12/90)
- e. Any vote taken under the following By-law provisions, which require a 2/3 vote of the Regular Members; will be done by secret ballot. Members must show their membership cards in order to receive a paper ballot for voting. (EBM – 2/14/08)

1) Article V. Section 1 - Fixing of Dues

2) Article V. Section 4 - Assessments

3) Article VIII. Section 5(c) – Resolutions

4) Article IX. Section 7(d) – Vacancy in Office

5) Article X. Removal from Office – Paragraphs (a) and (b). 6) Article XI. Section 2 – Vote Required to Amend.

#### 2. BEHAVIOR AT MEETINGS:

- a. The drinking of alcoholic beverages in the meeting room is prohibited during meetings. (MM - 3/21/90).

## **Section 5: REGULATIONS FOR CHARITABLE DONATIONS**

- a. Requests for donations to organizations must be submitted, in writing, to the Executive Board for approval, and not made from the floor at the members meeting. Requests for donations are limited to Flagler County, non-profit charitable organizations only. (EBM - 9/10/97).
- b. The limit for any single donation to a charitable organization is \$300.00. (MM - 2/17/93).
- c. Donations of up to \$300.00 per year for books of Italian-American be donated to the Palm Coast Library. (EBM - 2/9/2000)
- d. No equipment will be donated to any organization or individual(s) unless first approved by the membership. (9/11/89).
- e. Accounting of 50/50 ticket sales is to be submitted to the Executive Board (EBM- 8/24/94).
- f. Report on 50/50 accountability: Beginning and ending ticket numbers and a control sheet are to be administered by management. (EBM 10/26/94)
- g. The split of 50/50 is to be done as such: 50% to the winner, 25% to the Club's Building Fund and 25% to help defer the cost of entertainment. (EBM 8/10/2023)
- h. When raffles are sold, first prize to be drawn first, etc. All prizes are to be displayed. (EBM10/11/95)
- i. Pot of Gold:
  - 1. The Pot of Gold will consist of 150 numbers. The last Friday of each month, a number will be drawn. The person with the winning number will receive ONE-THOUSAND-DOLLARS. The winner does NOT have to be present to win. If all 150 numbers are taken, the IASC will receive \$500. If only 140 numbers are taken, the IASC will receive \$400. The cost of a number is \$30 per quarter is payable by the first day of each quarter (January, April, July, and October). (EBM 8/10/2023)
  - 2. Duties of the Pot Gold Administrator: The Pot of Gold Administrator will keep a list of all numbers with the name, phone number and member's email (if available). The Administrator will attempt to contact the member if the member has not paid for the quarter. If there is no response and promise within fourteen days prior to the date of the drawing, the member will forfeit their number and it will be given to the next person on the wait list. If all numbers have not been accounted for, the POG Administrator will remove those numbers prior to the monthly drawing. The POG Administrator will give the office a copy of the drawing list. (8/10/2023)

## **Section 6: GENERAL REGULATIONS.**

- a. Secretary tapes, when made, shall be preserved for reference in the office for seven (7) years (EBM - 5/13/81)
- b. The Treasurer has the option to hire a new auditor with Executive Board approval, if not satisfied with the existing accountant. (EBM - 1/11/89).
- c. All bank statements are to be opened by the Treasurer. (EBM – 3/9/2006).
- d. Any account (financial) may not be opened or closed without prior Executive Board approval. (EBM – 3/9/2006).
- e. The President (and spouse) is privileged to attend all IASC functions as guests of the IASC. (8/10/2023)
- f. Upon completion of the President's final term of Office, the Club will present the outgoing President with a suitably engraved gift, not to exceed a \$200.00 cost. It shall be the Vice-President's duty to ascertain what type of gift is desired, purchase the gift, and have it engraved. It would be presented at the Installation Dinner/Dance by the newly elected President. (EBM - 3/12/97)
- g. Two (2) installation tickets shall be given to Executive Board members completing one year of service. (EBM – 8/11/2005)
- h. Club facilities are to be kept locked outside of regular business hours. Keys are to be restricted to:
  - Outside Door Keys – President, Vice President, and Secretary/Receptionist. The Chef shall also be entitled to an outside door key, on an as needed basis only.
  - Management Office Keys - President, Vice President, and Secretary/Receptionist. (EBM - 10/14/98) (12/9/2004) (3/12/2009)

Board members to have keys when needed. (EBM – 3/23/2010)

## **ARTICLE III: MANAGEMENT OF CLUB OPERATIONS**

### **Section 1: CLUB MANAGEMENT STRUCTURE**

The Club Management Structure is illustrated in the figure below.

#### **CLUB MANAGEMENT STRUCTURE**

**Club Manager Assistant Club Manager Social Affairs Director**  
**Bookkeeper/Secretary Buildings/Grounds Maintenance Head Waitress Waitresses**  
**Bartenders Cooks/Kitchen Help**

No relative of an Executive Board member can hold a paid position of Chef with the IASC. (EBM – 3/8/2007)

### **Section 2: RESPONSIBILITY OF PRESIDENT or CLUB MANAGER**

The President or Club Manager has the responsibility for day-to-day management of all Club activities and Club facilities in accordance with the policy and direction established by the Executive Board. [Bylaws]

The President or Club Manager have full authority to enforce all Club policies currently in effect, and to execute all the actions included under his/her job description with Executive Board approval, provided in Article VI. (EBM-7/8/89)

### **Section 3: RESPONSIBILITY OF ASSISTANT CLUB MANAGER**

The Assistant Club Manager has responsibility for day-to-day management of all Club activities and Club facilities anytime the Club is open and the Duty Board Member or the Club Manager is not available. (EBM-7/24/93)

He/She has full authority to enforce all Club policies currently in effect, and to execute all the actions included under his/her job description, provided in Article VI. (EBM-7/8/89)

Either Duty Board Member, Club Manager or the Assistant Club Manager shall be present to cover all Club and outside activities. Such presence is required at all social functions up to the time that the Kitchen is closed. When the Duty Board Member, Club Manager or the Assistant Club Manager leaves, he/she may delegate the operation and closing responsibilities to a single designated bartender or another designated person. (7/30/90)

### **Section 4: CLUB OPERATION**

- a. The business hours of the Club are 9:00 am to 3:00 pm on weekdays, for deliveries, salespersons, etc. It is also open for workers and volunteers and other members. (8/10/2023)
- b. Posted bar hours to be: Tuesdays from 5 to 10 pm and Fridays from 5 pm to 1 am, or at the discretion of the Executive Board member on duty. (EBM 3/98)
- c. The bar will be closed during Club Meetings. (EBM 8/18/2023)
- d. Posted hours for the Dining Room Service are: Tuesday from 5 pm to 10 pm, Wednesday from 5 pm to 7 pm when opened, and Friday from 5 pm to 1 am. Or at the discretion of the Executive Board member on Duty. (EBM 3.98)
- e. When the "Club" is rented to members and non-members for a private affair and the bar is being used, the bar is closed to other members for this affair. (EBM 3-12-97).
- f. In order to minimize the Club's liability during non-member Banquets, the Banquet contract shall include the stipulation that the renting organization must comply with all existing governmental regulations, for example with gambling or use of alcohol. (EBM - 5/12/99).

## Section 5: CLUB EVENTS

### 1. SCHEDULED EVENTS

- a. Tuesday nights - open to members and guests. Pizza and Dinners served.
- b. Friday nights - open to members and guests. Dinners served. Music and Dancing in the bar/banquet hall afterwards.
- c. Dinner Dances - open to members and their guests (also to non-members on a space-available basis - see Section 6).
- d. Members' Private Parties – Member's private parties are considered inside affairs. They would receive a special discount of 10% and an 18% gratuity. (EBM – 3/23/2010)
- e. Rental Contract (non-member) Affair. IASC used for a private affair for an outside organization, is subject to the number of non-member functions not exceeding 15% of the member functions, as per 501C of the Internal Revenue Service code. (11/08/95)

### 2. MEMBER / NON-MEMBER PRICING

- a. Dance tickets sold for use by non-members shall be five dollars (\$5.00) higher than the Members' price. (EBM – 8/10/2023)

## Section 6: TICKET SALES POLICY

The following procedures, developed by the Social Committee have been approved, FOR MEMBER AFFAIRS: (EBM - 2/24/93).

- a. Dance tickets shall be placed on sale (no sooner than 60 days nor later than 30 days) in advance of an event, except for Christmas and New Year's Eve dances where it will be (no sooner than 90 days or later than 60 days). Reservations/Table arrangements shall be made only upon payment for tickets. Club Social event tickets will go on sale the first Tuesday after the previous Dinner Dance. (EBM-10/26/94)
- b. Tickets will be available **to members only** for the first two (2) weeks of sales and must be paid in full within this time frame.
- c. A member may purchase only one table per affair with all names and card numbers for that table. (8/02)
- d. After the two (2) week time frame for members-only sales, tickets will be sold on a first-come first-pay basis to other members, their guests, and non-members.
- e. No refunds will be allowed the last fourteen (14) days preceding an event except for serious illness or death in the family. (EBM-10/26/94)
- f. This policy will not affect fund raisers where the Club is open to the general public.
- g. The Club, including the bar, will only be open to ticket holders on New Year's Eve. (EBM - 1/10/96)
- h. Ticket sales for dance functions are not to exceed 220, including club staff. (7/02)
- i. Members of the Executive Board and past Presidents shall have the right to purchase a table for Board Members one week before tickets go on sale. EBM 8/2016
- j. The deadline for purchase of Dinner Tickets for the monthly Members' meetings is the last Tuesday before the meeting. Advance purchase of tickets is necessary to insure that the proper numbers of dinners are prepared. There will only be 20 tickets available at the door. (EBM - 7/13/2006)
- k. Tickets for all Club functions will be sold on Tuesday and Friday evenings from 5:00PM to 7:00PM. (EBM – 7/13/2006) (EBM – 4/9/2009)
- l. Executive Board / Directors – for Friday nights may reserve a six (6), eight (8) or ten (10) top table. The Reservation can be made the prior Friday. If the reservation is NOT made the prior Friday the Executive Board /



Director can call the office the following Monday along with the General members on a first come basic. Members may only reserve a ten (10) table. A reserve sign will be put on ALL reserved tables. (EBM – 8/16/2023)

- m. Reserved tables must be full by 6 pm, or the member will not be allowed to reserve a table in the future. (8/16/2023)

## **Section 7: MEMBER BENEFITS**

- 1. ON BEHALF OF THE FAMILY OF A DECEASED MEMBER:
  - a. Club will give a 15% discount for a post funeral luncheon or make a \$50 donation to a charity of their choice. EBM 8/2016

## **Section 8: GUIDELINES FOR CONDUCTING CHARITY FUNCTIONS**

As proven in the past, charity fund-raisers have been very successful. Not only is there revenue to be gained from the bar, but the Club will be recognized as active supporters of the community. The following guidelines for such activities have been adopted by the Executive Board: (EBM - 5/25/94)

- a. Three charity functions per year, limited to the lounge area, with hors d'oeuvre/snack type of food (no sit-down dinners). Rental fees would be waived for all charity functions.
- b. Announcement to be made at a General membership meeting, as well as in the Newsletter, those members may submit to the Executive Board, in writing, a request to conduct a fund-raiser for their favored charity. It should be made clear that the charity must be local. For example, the National Diabetes Foundation would be acceptable, providing there is a local chapter that would benefit individuals in our own county. A deadline for requests must be given in order for all members to have the same opportunity.
- c. The Executive Board would then review the requests and decide upon the charity that would be most worthy and beneficial to the community and its people. The fund-raiser should be scheduled no less than three months from the date of approval.
- d. The member requesting the fund-raiser must take the position as the Chairperson for that function with members and/or Associate Members only serving on the committee.
- e. The Committee would be responsible for the following:
  - 1. Promoting the fund-raiser.
  - 2. Soliciting raffle prizes.
  - 3. Securing all volunteers for the function.
  - 4. Arrangement and set up Hors d'oeuvres and Snacks, which must be purchased through the Club.
  - 5. Decorations, if any, in the lounge.
  - 6. Administration of any monies relating to the Fund-raiser.
  - 7. Clean up of lounge area/kitchen.
- f. Second tier bar pricing to be used, with the price difference to be donated to the charity.
- g. The Fund-raiser Chairperson would present all activities of the function to the Club Manager and Social Director for approval (i.e., use of kitchen facilities, special table set-ups, decorations, etc.).
- h. The final donation will be made in the name of the IASC.
- i. Any special consideration and/or donations made by the Club should be consistent with each fund raiser.

## **ARTICLE IV: RULES AND REGULATIONS FOR ALL MEMBERS**

### **Section 1: MEMBERSHIP REGULATIONS**

- a. Initiation fee for new Members is established at \$50 per person with annual dues at \$120 per person. (GMM-11/15/2017)

- b. Initiation fee for new Members joining after July 31 is established at \$50 per person with annual dues at 50%. (4/02)
- c. Applicants misrepresenting their heritage will be dismissed. (8/9/89)
- d. Key card is required to enter the Club. Members will be assessed Five Dollars (\$5.00) for replacement of lost key card. (1/14/90)
- e. Any member who lends the use of their membership card to a non-member shall be immediately barred from the use of all Club facilities for a three-month period. A second offense will result in an additional three months barring of privileges. (EBM 3/23/94)
- f. Members' records shall be kept private within the Membership Committee and are NOT AVAILABLE for general perusal - even by members. (EBM 4/24/94)
- g. If an applicant for Membership is a blood relative of a member, proof of heritage need not be required. Blood is defined as a relationship by descent from a common ancestor. (5/14/94)
- h. Anyone residing within a one hundred (100) mile radius and is of Italian descent can be a guest of a member or Associate member no more than three (3) times except Tuesdays. (EBM – 3/23/2010)
- i. Non-Italians who reside within 100 mile radius can be a guest no more than three times. However, if a non-Italian wishes to join the Club and cannot because the Associate quota has been reached, they can continue to enter the Club as a Temporary Member as long as they fill out an application along with the current membership fee (\$120.00) full year, \$60.00 ½ year plus the initiation fee of \$50.00 and \$4.00 for the Temporary Card. As a temporary member they can participate in Club functions with the exception of any Club Board or General meetings. If they decide NOT to join the club when space is available, they will lose all monies paid and will no longer be permitted as a guest. (EBM 8/24/2023)
- j. Since this is a family Club, members should dress in good taste and appropriately. (4/02)
- k. **DRESS CODE FOR TUESDAY AND FRIDAY NIGHTS**  
All members, guests and visitors should be suitably attired upon entry to the Club. It is the responsibility of members to inform their guests of the dress code.  
Proper men's attire: includes shirts with collars or collarless dress shirts, slacks or Bermuda type dress shorts. Shorts are permitted on Friday.  
Proper lady's attire: includes mid-thigh shorts or longer, slacks, skirts or dresses. Proper attire does not Include:  
  - (a) Tee shirts
  - (b) Tank tops for men
  - (c) Short shorts
  - (d) Swim wear
  - (e) Beach type footwear.
Hats are not to be worn inside the Ballroom except in the case of an existing medical condition. (EBM – 8/14/2008)
- l. **DRESS CODE FOR DINNER DANCES (EBM 03/10/2022)**  
All members, guests and visitors should be suitably attired upon entry to the Club. It is the responsibility of members to inform their guests of the proper dress code for dinner dances

**Formal Affairs:**

Men: Jacket, Tie, Dress Pants (no shorts, jeans, tee shirts or flip flops)

Women: Cocktail dresses, Gown

**Smart Casual:**

Men: Collared Shirt, Dress Pants (No shorts, jeans, tee shirts or flip flops)

Women: Slacks, Dresses, Blouses (No shorts, Flip Flops, tee shirts)

**Casual:**

Men: Collared shirts, Bermuda type shorts, Dress Pants, Jeans (no tee shirts, flip flops)

Women: Slacks, Dresses, Capris, Blouses (No tee shirts, no flip flops)

## **Section 2: STANDARDS OF CONDUCT**

The following set of rules was adopted by the membership (3/18/92):

- a. Door greeters are assigned on all membership social nights, and all members shall be required to show ID cards or otherwise identify themselves as members by signing a log. (EBM-5/8/96)
- b. No person will be permitted entry unless accompanied by a member, unless signed in by a member, with guest name and the name of the accompanying member. (EBM-5/8/96)
- c. Guest or children under the age of 18 will not be allowed at any meeting.
- d. No member shall, at any time, bring into the Club any alcoholic beverages for the purpose of consumption. (EBM-7-9-97)
- e. All children must be under the supervision of their parents at all times in the Club. No running, jumping, or creating a disturbance of any kind will be tolerated.
- f. Only authorized personnel will be allowed in the kitchen area at any time.
- g. Standing in front of the kitchen doors is a violation of our safety rules and a hindrance to our staff.
- h. No parking in the disability area unless legally authorized.
- i. No parking in front of the main entry door. (EBM 4/27/94)
- j. Member complaints about Club operations should be submitted in accordance with regular protocol, that is, to the Board Member on duty first. Escalation to higher levels should only occur if, and when, a resolution cannot be made through the Board Member. (It is inappropriate to make such complaints directly to a member of the Executive Board or bring them up at Executive Board or Member Meetings.) (EBM 4/27/94)
- k. Unauthorized food items are not to be brought into the Club per Board of Health ruling. (EBM 6/15/88)
- l. Director on Duty will receive a free meal and two (2) drinks of their choice. EBM 2016
- m. No drinks, (in open containers) may be carried outside of the Clubhouse. (A.T.F. Regulations)
- n. Card games will be limited to members and guests, Chips must be used, no money will be visible. (EBM 8/22/81)
- o. Unless specifically authorized by the Executive Board, on a case by case basis, no one shall be allowed to solicit on the Club's premises for petition signatures, event ticket sales, raffle ticket sales, or to distribute literature relative to any political, social or business organization, other than the IASC. (EBM 6/22/94) No vehicles with political signs will be allowed on the premises. (EMB 10/02)
- p. Line Dancing allowed two guests per Regular Member. The guest is to be charged \$3.00, which will go to the Club's General fund. (EBM 6/2010)
- q. Any food served through the kitchen can only be eaten in the ballroom or the lounge area, not at the bar, with the exception of finger food and snacks which may be served at the bar as long as the kitchen is open (pizza cannot be served at the bar.) (EBM-11/8/95).

## **Section 3: CODE OF ETHICS FOR MEMBERS SERVING ON BOARDS OR COMMITTEES**

(Established by approval of the General membership, July 1991).

As an Officer, Director, or other member duly serving the membership, under that membership's authority and pleasure, I verify that I:

- a. Understand that I have been entrusted with certain and specified powers & authority by the membership.
- b. Understand that I am not empowered to receive for my own benefit, nor am I empowered to grant to others, any special favors, privileges or gratuities; except those specifically authorized by operating procedures or By-laws.

- c. Recognize that while I am entitled to personal opinions regarding the affairs of the Club; I must refrain from expressing those opinions while on duty; except as provided by operating procedures or By-laws.
- d. Recognize that I serve the membership of the organization, and that I am obliged to act in a professional and courteous manner in the conduct of that service.
- e. Understand that my conformance to these stated principles do not invalidate any of the rights and privileges ordained by virtue of my good-standing membership in the organization.

#### **Section 4: DOOR AND GUEST POLICY**

Club door will be locked at all times. (9/21/88) "ALL members must have their I.D. card to enter the Club." (Note: Members of other Florida Federation Italian-American Clubs will also be welcome upon identification). The following regulations are applicable:

- a. Door greeters will be present at the front door on Friday nights from 5:00 pm to 8:00 pm. All members with accompanying guests must both sign the register. (EBM - 9/25/92)
- b. Any member who opens the door in response to the bell is responsible for checking membership and ensuring the register is signed when appropriate. (EBM - 9/25/92)
- c. Each member is entitled to invite, on any one night:
  - 1. Up to two (2) guests that are residents of the local area, (Flagler, Volusia and St. Johns counties.)
  - 2. Unlimited guests that reside out of the area. (MM - 4/19/95).
- d. Members must be present to welcome their guests at the front door and must remain at the Club with their guests until each guest has left. (EBM - 8/26/92).
- e. Guest must leave when member leaves. (EBM – 8/10/2023)

#### **Section 5: SMOKING POLICY**

- a. There will be no smoking allowed in the Club effective May 1, 2003. (GM 3/19/03)
- b. There will be no smoking allowed in the outside front entrance. (EBM – 7/13/2006)

#### **Section 6: BAR OPERATIONS**

- a. No bartenders are allowed behind the bar except those on duty or temporarily requested to do so by the Club Manager, Assistant Manager or by bartenders that may need help. (9/23/93)
- b. The Drop portion of the bar will be in the down position while the bar is open for business. (9/22/93)
- c. No free drinks to entertainers.
- d. Liquor bottles will be marked with color-coded labels. (1/9/91)
- e. No alcoholic beverages shall be served to anyone unless full payment, as per current price list, is received unless running a tab with a credit card. (EBM – 3/23/2010) Employees, whether paid or volunteer, shall be entitled to a meal and non-alcoholic beverage only. (EBM -6/22/94)
- f. Bartenders may not consume alcoholic beverages while on duty/working hours.(4/02)
- g. During slow periods of sales, or at the end of the work period, bartenders will remove glass mats and clean the work surface and service area. (4/02)
- h. During slow periods or at a minimum once weekly, bottle area and bottles will be wiped and mirrors and glass shelving cleaned. (4/02)
- i. All bartenders will bus tables for bar glasses during slow periods at the bar. (4/02).

#### **Section 7: KITCHEN OPERATIONS**

- a. Employees (paid or volunteer) may eat their dinners at the Club during breaks. (8/14/91)
- b. Volunteer workers are entitled to retain gratuities. (8/8/90)

- c. Operation of the kitchen legally requires a state-certified food-manager to be present on the premises. (EBM-8/10/2023)
- d. Only members who have been previously approved as being qualified by management and have taken and passed the State's Certification Class are permitted to cook in the Club's kitchen. (EBM-5/25/94)
- e. Before any outside organization can be permitted to "lease" the IASC kitchen, they must provide the following to the IASC:
  - Proof of adequate Liability Insurance, and
  - Proof of Workers' Compensation, where appropriate. (EBM - 5/25/94)

## **Section 8: PURCHASING AND CONTRACTOR REGULATIONS**

- a. All repair, maintenance, and purchases for supplies and/or equipment must first be approved by the Club Manager or Executive Board.
- b. All contracted services require that three (3) bids be obtained before selection, unless exempted by the Club Manager or Executive Board for good reason. Appropriate care will be taken to prevent any potential conflict of interest involving the bidders and/or any Club representatives involved in the bidding process. For further protection, sealed bids should be required; bids to be opened at an Executive Board meeting. (EBM - 5/25/94)
- c. All contracts shall be documented by a report, including bidding and selection info, and assessment of contractor performance and quality. Such report shall be retained in the Club records. (EBM -5/25/94)
- d. To comply with IRS regulations, the Club will not employ or use the services of any independent contractor, including bands, that has not properly registered their tax ID number (or SSN number) with our business office (EBM - 6/23/93).

## **ARTICLE V: COMMITTEES**

### **Section 1: STANDING COMMITTEES RESPONSIBILITIES**

The newly elected President appoints the Chairpersons of all Standing Committees with the approval of the Executive Board. Committee authority, duties and responsibilities shall be defined in writing by the Executive Board. (See Article VI, Section 4 of the By-laws). The Committee Chairperson selects the members they wish to work with, submits the names to the Executive Board for approval, except for the Election Committee members, which shall be appointed by the President with the advice and consent of a majority of the Board.

#### **Subsection 1: BEREAVEMENT COMMITTEE**

The Bereavement Committee shall have a minimum of four (4) volunteers. The Committee's duties shall consist of setting up, serving, and general clean-up, following a post-funeral luncheon. (EBM – 7/12/2007)

#### **Subsection 2: BUDGET COMMITTEE:**

The Treasurer is always a member of this Committee. Following the June installation, the Treasurer and the Committee begin work on the projected budget. This budget is to be presented to the Executive Board in September and to the membership in October, to be voted upon and become effective in January of the ensuing year.

#### **Subsection 3: BUILDING AND GROUNDS COMMITTEE:**

Report to the Club Manager or Executive Board any ongoing maintenance that is required. Recommends long range repair and replacement items for budget considerations. Obtains three competitive bids, in writing, for necessary outside work on the building or grounds.

#### **Subsection 4: BY-LAWS AND RULES & REGULATIONS COMMITTEE:**

The By-Laws have a total review every third year. The By-Laws are available on the IASC site. A hardcopy can be obtain at the IASC office on request. The By-Laws Committee recommends any By-Law amendments in accordance with Article XI, Sections 1 and 2 of the 1994 By-Laws. (8/10/2023)

#### **Subsection 5: PUBLICITY COMMITTEE:**

Be aware of what is going on in the community that would be of interest to the membership and bring such items to the attention of the IASC. The Committee brings to the attention of our members and the community the functions of the IASC. (Taking pictures of our members at Dinner Dances, having them placed in the local paper, which encourages new members, and having articles printed of our fund raising efforts, gives the public a positive and respectful opinion of the Club).

Responsibilities include:

- a. Attend all meetings, taking notes and pictures of new members and things of interest with the membership.
- b. Attend functions such as Dinner Dances, picnics, and fund raisers to have picture and articles published in the local paper.
- c. Publicize all fund-raising efforts of the Club by getting news to the public.
- d. Have the Club seen in a positive and respectable manner by the public.

#### **Subsection 6: COMMUNITY AFFAIRS & CHARITABLE DONATIONS COMMITTEE:**

(EBM 2/15/95)

- a. The Treasurer should advise the Committee as to the estimated amount of funds available for the upcoming twelve months. This estimate could be gained from information from the previous years. Members who collect funds i.e. 50/50, Bingo and special fund raisers, must keep accurate records and advise the Treasurer as to the amount collected.
- b. All correspondence dealing with requests for financial aid should be in writing and passed on to the Committee for review and recommendations to the Executive Board.
- c. The Committee shall present an annual budget request to the Executive Board, prior to the times that the Club Operations Budget is prepared. Actual disbursement of budgeted funds shall be done on a quarterly basis based on Committee recommendations and Executive Board approval.
- d. Donations should be confined to bona fide organizations or persons living within the boundaries of Flagler County. Exceptions can be made by the Executive Board for State fraternal organizations that are affiliated with Italian Heritage. A priority list is to be established.
- e. As per adopted rules no single donation to a charitable organization can exceed \$300.00. (EBM – 11/13/2008)
- f. As per adopted policy \$300.00 worth of educational material dealing with Italian- American Culture may be donated to the Palm Coast Library each year. These funds, as they are set, should not be included in the overall amount of funds available. The \$2,000.00 in scholarships shall be included. (EBM – 3/23/2010)
- g. For any requests not shown as a specific line item in the budget, the Committee should make recommendations in writing to the Executive Board each quarter advising what request should be honored, what amount should be donated, and those requests that the Committee feels should be denied. All submitted reports will be approved or disapproved by the Executive Board.
- h. The Committee will be responsible to acknowledge requests that have been approved by the Executive Board. The Committee will arrange suitable publicity at the time the donation is presented.
- i. The Secretary will be responsible for reading acknowledgments, such as Thank You notes etc. at the members meeting.

#### **Subsection 7: GRIEVANCE COMMITTEE:**

This committee meets if a member has a specific complaint against another member of the Club. Such grievances must be submitted in writing to be acted upon by the Committee. A Non-member cannot submit a grievance. The following procedures will be followed by the grievance Committee:

- 1. When a grievance is received by the President, it is directly sent to the Grievance Committee Chairman.
- 2. A Grievance Sub-Committee of three members will meet to determine if there is probable cause to send it to the Hearing Panel.
- 3. If they feel that a hearing panel should hear the case, notice of the complaint will be personally delivered or sent by mail, or e-mail to the Complainant (person bringing the complaint) and the Respondent (the subject of the complaint) from the Grievance Committee Chairman. This notice is to include the name of the complainant, name of the respondent, a copy of the letter of complaint, the date, time, and place of the hearing.

4. If it is dropped, notice is sent to the complainant from the Grievance Committee Chairman that the Grievance Sub-Committee does not see probable cause in which to continue the grievance.
5. If a hearing is to take place, a Hearing Panel consisting of three or more members (always an odd number of members).
6. Members of the Sub-Committee that determined probable cause may not be members of the Hearing Panel.
7. The hearing will be conducted as per the procedure outlined in the Rules and Regulations.
8. It will be the preponderance of evidence, not beyond a shadow of doubt in legal cases, needed to determine if a violation has been committed.
9. The Hearing Panel Chairman will determine if evidence is pertinent to the case in order for it to be admitted for the Hearing Panel's consideration.
10. After the hearing is conducted, the Hearing Panel will convene in executive session in order to determine if a violation has been committed.
11. A report of its findings will be sent to the President for approval by the Board of Directors. If a violation has been determined a suggested penalty will be included in the report, as outlined in the Rules and Regulations below.
12. If no violation has been determined, then a letter of dismissal by the Hearing Panel will be sent to the President for approval by the Board of Directors.
13. The Board of Directors can approve the decision, lessen the penalty, or send back the decision to the Hearing Panel for further consideration of the penalty.
14. The decision of the Board of Directors will be kept in the members file for three years only to be viewed by Hearing Panels during the executive session to determine past conduct for the penalty phase of their discussion.
15. All phases of the Grievance process are confidential. Members of the Grievance Committee, Sub Committee, Hearing Panel, Complainant, Respondent, witnesses and the Board of Directors are cautioned that it would be a violation of the Rules and Regulations of the IASC to reveal any information learned in the Grievance process.

#### IASC Grievance Hearing Procedure

The purpose of the Grievance Committee is to ascertain if a violation of any IASC By-Laws or Rules and Regulations have occurred. Should a violation be proven by the Complainant, the Committee is to recommend a penalty according to the Rules and Regulations, Article V, section 1, subsection 6, Grievance Levels. In the Final Report to the BOD, the Committee is to write the findings of facts and the suggested penalty, if any. It is up to the BOD to impose the penalty suggested, reduce the penalty, or send it back to the Committee for clarification or reconsideration of the penalty.

The Hearing Procedure is as follows:

1. Introduction of all parties (all in the room)
2. Statement of the Grievance
3. Swearing in or affirmations done by all who would be testifying. (Complainant, Respondent, and witnesses)
4. Dismiss witnesses
5. Opening statements from the Complainant.
6. Questions from the Respondent to the Complainant.
7. Questions from the Hearing Panelists.
8. Complainant witnesses' testimony.
9. Questions from the Respondent.
10. Questions from the Panelists.
11. Opening statement from the Respondent.
12. Questions from the Complainant to the Respondent.
13. Questions from the Hearing Panelists.
14. Respondent's witnesses' testimony.
15. Questions from the Complainant.
16. Questions from the Panelists
17. Closing statement from the Complainant
18. Closing statement from the Respondent.

19. Ask if the parties feel that they have received an opportunity to have witnesses, provide testimony and if they have received a fair hearing. (Three questions and say *"Let the record show that the Complainant and respondent have indicated in the positive"* after each.
  20. Remind all that the hearing is completely confidential
  21. Adjourn the Hearing and move to Executive session.
  22. In Executive session, discuss the facts with no assumptions and determine if a violation has occurred. If so, then follow the Grievance levels in the Rules and Regulations. Then prepare the findings of facts in the summary report to the BOD. If no violation is found, then move directly to the summary and the findings of Facts report to the BOD.
- The decision of the BOD is final and cannot be appealed. Any appeal will be heard by the President on the procedure, not the outcome of the case.

In order to provide a consistent guideline for the Committee, the following grievance levels were adopted for use (EBM 4/27/94):

Grievance level: 1  
Any physically aggressive attack (including physical threats), or any persistent and unwelcome physical contact toward a member, guest, or employee on Club property or at a Club function.

Guideline penalty: suspension, 6 months minimum.

Grievance level: 2

Intentional damage to Club property, or to any personal property on the Club premises, including the parking lot and grounds.

Guideline penalty: suspension, 3 months minimum.

Grievance level: 3

Any action which is intended to severely damage the public reputation of the Club or any of its members. The severity of such actions would be further compounded by any deliberate misrepresentation of facts.

Guideline penalty: suspension, 3 month minimum.

Grievance level: 4

Unbecoming conduct during any official or social activity that is personally and intentional insulting and/or offensive to any member, guest, or employee. (Includes sexual harassment, discrimination, and intimidating behavior). Guideline penalty: suspension, 1-3 months or letter of reprimand.

### **Subsection 8: HERITAGE COMMITTEE:**

Submit for publication in La Voce Forte or other papers, articles relating to Italian heritage and culture.

Recommend to the Executive Board, actions and activities that promote our cultural appreciation within:

#### The Club-house itself:

- a) Murals depicting scenes of Italy
- b) Decorations, Flags and Banners etc.
- c) Social functions
- d) Opera videos for members and guests
- e) CD's of Italian popular melodies – instrumental selections for lounge area
- f) The Newsletter – La Voce Forte:
  - 1) Major and minor articles

#### Local Public Library:

- a) Audio cassettes and video cassettes to present collection of books
- b) Original paintings for display, these painting may be the work of our members who are artists.

### **Subsection 9: MEMBERSHIP COMMITTEE:**

The Membership Committee performs all administrative functions concerned with application and acceptance of new members, the collecting of annual dues, and the maintenance of status records of all members. Responsibilities are: (EBM - 4/28/92)

- a. Process applications to ascertain provisions of Article III, Sections 1 & 2 of the By-laws are met.
- b. Forward a recommendation list of prospective members to the Executive Board for final approval



- c. Maintain individual records of members showing pertinent personal data (name, address, date of entry, payment of dues) and other information that will be of use.
- d. Collect dues and initiation fees and keep accurate records.
- e. Forward monies to the Treasurer.
- f. Initiate action to comply with Section 3, Article V (arrears).
- g. Maintain applications file.
- h. Submit to the Executive Board once (1) monthly a report showing number of Regular, Associate and Honorary members by category.
- i. Investigate requests made by members, applicants, and former members regarding questions as to their status. Submit findings and a recommendation to the Executive Board for whatever action the Executive Board deems necessary.
- j. Maintain and provide current membership lists as needed by the club.

#### **Subsection 10: NEWSLETTER COMMITTEE:**

La Voce Forte is the official organ of the IASC and is published monthly. It is available on the IASC site. A hard copy can be obtain at the IASC office on request. The objective of advertising is to make the newsletter self-supporting, and the advertising year runs from the January through the December issues.

The Editor shall have the authority to make decisions as to the best use of allocated space and to the appropriateness and suitability of items submitted for publication. The Editor shall report to the Executive Board before making any changes to the present format for Executive Board approval. (EBM- 10/8/97)  
(EBM – 8/11/2005)

The Editor shall use the following guidelines in making these decisions (EBM - 10/8/97):

1. La Voce Forte shall not be used to circumvent or supplant the legislative processes of the Club available to the Executive Board and membership of the Club under the By-laws. Material which implies the need for a change in Rules and Regulations or By-laws, or which states a position pro or con on pending matters currently before the Executive Board or membership shall be deemed inappropriate for publication.
2. Any submission which contains political or inflammatory statements should be deemed inappropriate for publication
3. Thank you notes will be limited to fifty (50) words or less at no charge to members. Other messages over fifty (50) words will require a service charge per length of message. The service charge will cover the cost of space and printing. (EBM- 8/11/2005)

Any member who wishes to appeal an editorial decision may do so through the established procedure of a written petition to the Executive Board, as provided in the By-laws.

According to precedence and the By-laws, certain events and articles must appear in the newsletter. These are as follows:

**Jan, Feb & March** - Scholarship Notices prepared by the Scholarship Committee

**February** - Notice of termination of membership if dues are not paid in compliance with the bylaws.

**April** - Elections: The nominees for office at the May annual members meeting is printed, as presented by the Election Committee Chairperson. Traditionally a sample ballot is given but not mandatory.

**May & June** - Committee Chairpersons and appointed positions are listed giving interested members the opportunity to make themselves available to provide service to the club and the consideration of the new President.

**As necessary** - Throughout the year any proposed By-law changes showing the current and new wording.

- Membership notices.
- Health and Welfare notices
- Membership Birthdays (EBM – 8/11/2005)

**Subsection 11: ELECTION COMMITTEE:** (EBM - 12/10/97)

- a. This Committee begins its annual work by announcing to the membership that it will accept applications for nomination to Offices. Such announcement shall be made at the March Regular meeting and, in writing in the March issue of La Voce Forte. The announcements shall state in detail, the qualifications required for each office, as specified in the By-laws.
- b. Each applicant must be validated as being a member in good standing. A member in good standing has attended 3 of the last 7 General Meetings. The Committee shall select for presentation at the April Regular meeting, all qualified candidates for each office to be filled.
- c. Prior to the April Regular meeting, the Committee will give each candidate five minutes to present why they are the best candidate for the position. (8/10/2023)
- d. Following the presentation of the Committee at the April Regular meeting, nominations of other candidates may be made from the floor. Prior to accepting the nomination, the nominee shall be asked whether they qualify, in accordance with the By-laws for the Office for which they have been nominated. Prior to placing the candidate's name on the Official Ballot, the Committee shall independently verify such qualification.
- e. Following the close of nominations at the April Regular meeting, each nominee will be given a period of five minutes to present his/her qualifications and views. In addition, each candidate will answer the appropriate three questions prepared by the Committee. These requirements may be relaxed, at the discretion of the Chairperson, for any candidate that is running unopposed.
- f. The final list of nominees, and a sample ballot, will be forwarded to La Voce Forte for publication.
- g. The Committee prepares the official ballots to be used at the General Election meeting. It further makes arrangements for distribution and supervision of the ballots, ballot counters, and poll watchers if requested.
- h. The Committee also supervises the provision of absentee ballots, as required in the By-laws (ARTICLE IX, Section 5, paragraph a.) In particular, they shall maintain an audit trail for each such ballot on an appropriate form that includes the following information for each absentee ballot:
  1. Voter's printed name,
  2. Voter's signature,
  3. Voter's Card Number,
  4. Initials of committee member issuing ballot (dated).
  5. Initials of committee member logging in the received ballot (dated).

**Subsection 12: SCHOLARSHIP COMMITTEE:**

Solicit candidates; evaluate the applications and present recommendations to the IASC Board for two (2) \$1,000 academic scholarships for qualified area students and performs similar activities for one (1) \$500 academic or continuing education scholarship for a qualified IASC employee. If only one scholarship is awarded for the 2 available \$1,000 scholarships, then the successful candidate will receive one (1) \$1,000 scholarship. Any deviations from these procedures and the actual applications need to have IASC Board approval. (EBM 8/16/2023)

**Requirements:**

- a. Area Students for the \$1,000 scholarship must be:
  1. A resident of Flagler, Volusia or St. John's Counties.
  2. IASC Regular Member's or Associate Member's Child or Grandchild or Great-Grandchild (EMB 7/13/2023)
  3. Accepted to or are attending an accredited college or university or planning to attend Graduate School
  4. Of Italian descent.
  5. Associate member(s) is assumed to not be Italian. They have a child who is not Italian. That child marries a person of Italian decent. That person now becomes eligible to apply for the scholarship. Their children

become eligible to apply for the scholarship. (EBM 7/13/2023)

### **Subsection 13: HEALTH AND WELFARE COMMITTEE:**

1. Sends Cards to members when hospitalized, death in the family etc,
2. Submits notices to newsletter committee

Members are to contact the Health & Welfare Chairperson, whenever they become aware of illness or demise in members family. Cost of cards and postage are paid out of general funds.

### **Subsection 14: WEBSITE**

Shall set up program on internet and maintains. EBM 3/2013)

### **Section 2: APPOINTED POSITIONS:**

- a. CLUB MANAGER: Responsible directly to the Executive Board for day-to-day management of Club activities and facilities. (Detailed job description is included in Article VI)
- b. ASSISTANT CLUB MANAGER: Responsible to the Club Manager for performance of established duties and, in the absence of the Club Manager, has full authority to perform duties and functions of the Club Manager. (Detailed job description is included in Article VI)
- c. PARLIAMENTARIAN: Advises the President on meeting procedures.
- d. CHAPLAIN: Prepares an invocation to be read at the General meeting and other appropriate occasions, such as the Installation Dinner Dance.
- e. SERGEANT-AT-ARMS: Oversees the attendance rosters prior to meeting. Performs the count at Member meetings to ensure a quorum is present. Enforces the no-smoking and no drinking rules during the General meeting.
- f. SOCIAL AFFAIRS DIRECTOR: Responsible to the board for coordinating meetings and dates for all Club social functions including Friday night entertainment, (if any), operating within budget restrictions and accountability for all expenditures, including band, decorations, favors, etc. Additionally, provides for sale of tickets on every Tuesday and Friday nights for all social functions as well as for dinner at the General meeting.
- g. CHEF: The chef will do the menus, subject to the president or vice-president's approval.

### **Section 3: SELECT COMMITTEES**

#### **Subsection 1: BINGO COMMITTEE (EBM - 2/4/98):**

- a. The sponsoring organization is the Italian-American Social Club at Palm Coast, Inc. However, in accordance with applicable laws governing the conduct of Bingo games, the financial records of Bingo activities shall be kept separate and distinct from those of the sponsoring organization.
- b. For internal reporting purposes, the Bingo financial report shall not be consolidated with the financial report of the IASC. However, each month the separate Bingo report shall be provided to the Treasurer of the IASC and shall be reported to the Executive Board and the membership. At year end, the Bingo financial report will be consolidated into the IASC audited annual report and tax returns.
- c. Bingo shall have its own bank account, to be designated on the checks as IASC-Bingo account.
- d. Each month, the Bingo account will reimburse the IASC for the reasonable allocated cost of use of Club facilities, equipment, employee's time and food, as per Bingo regulations.
- e. Contributions, scholarships and donations to the library shall all be made directly from the Bingo bank account, subject to the following authorizations:
  1. Contributions to charitable organizations, who meet the qualifications set forth in the Bingo law, shall be made in accordance with the Contributions Committee Rules and Regulations.

2. Selection of recipients for scholarships shall be made by the Scholarship Committee, with Executive Board approval. Scholarship payment shall be made to the student's account at the school to be attended, not directly to the student.
- f. Conditions for conduct of the games and permitted use of proceeds shall be in accordance with F.S. (Florida Statute) 849.0931.

### **Subsection 2: VEGAS NIGHT COMMITTEE**

Responsibilities and Duties of the Vegas Chairperson:

- a. Set date, time, and price-per-ticket with Executive Board approval.
- b. Coordinate volunteers for dealers, food servers, bus-persons, kitchen staff, and cooks.
- c. Establish dress code for all volunteers.
- d. Check Vegas inventory such as dice tables and poker tables to make sure none need repair or replacement.
- e. Arrange for rental of any needed equipment such as slot machines, money wheels, roulette wheels, etc.
- f. Make arrangements with Club Management for menu to be served to guests and volunteers.
- g. Purchase prizes to be auctioned off at the end of the evening. Request from Club members new items for auction and consider basket(s) of cheer for auction.
- h. Purchase all cards, dice, and any other material needed for a successful event.
- i. Design tickets and play money and be responsible for their printing.

### **Subsection 3: FESTA COMMITTEE**

The Festa Chairperson serves as the event Chairperson and appoints the below named volunteers to serve in the following positions:

Event Chairperson:

Chair meetings  
Coordinate volunteers  
Obtain permits  
Provide correspondence  
Coordinate outside vendors  
Site Manager:  
Supervise setup  
Coordinate vendors plus carnival needs  
Order portable lavatories and dumpster  
Assure pest control  
Arrange for proper security  
Manager - Food Service:  
Recommend pricing  
Order food and supplies  
Establish distribution and allocation system  
Assign food preparation and service staff  
Provide inventory  
Manager - Beverage:  
Conduct inventory  
Order and distribute beverages  
Assign bar staff  
Manage bar banks  
Obtain ice machine and ice  
Comptroller:  
Establish accounting methods and record-keeping  
Assign accounting staff  
Manage receipts and deposits  
Assign ticket sales staff

Raffle Manager

Obtain and distribute raffle tickets

Obtain and distribute tear-off  
Calculate raffle prize(s) Publicity Manager:  
Coordinate advertising  
Coordinate guest invitations Entertainment Director:  
Coordinate show trailer  
Coordinate music entertainment Coordinate Clown(s), etc.  
Emcee events

Heritage coordinator:

Recommend and coordinate Heritage activities  
Develop opening ceremony  
Operate and staff Heritage booth

Craft booths Coordinator:

Contract vendors for 16 available spaces  
Collect and record payment for such spaces  
Check set-up, greet, and assign spaces on opening day  
Be available to field questions, and handle concerns during Festa

Merchandise Sales Coordinator:

Conduct inventory  
Ensure sufficient quantities of specific merchandise  
Determine and coordinate record-keeping procedures with the Comptroller Set-up volunteer staff to work booth

#### **Subsection 4: DOOR GREETER /CASHIER COMMITTEE**

Chairperson:

- a. Recruit and schedule door greeters /cashiers for Tuesdays and Friday nights.
- b. Inform greeters of the proper procedure in greeting and signing-in members and their guests, and family as prescribed by the Rules and Regulations.
- c. Periodically review the sign-in book for infringements of Rules and Regulations.
- d. Train and inform cashiers of proper procedures.

Greeters:

- a. Greet Members and sign in guests and family.
- b. Aid Door Chairperson in looking for infringements of the Rules and Regulations.

#### **Subsection 5: VOLUNTEER COMMITTEE**

The Volunteer Committee shall recruit volunteers from the Club membership to serve on various Committees and also to assist in any other areas, functions, etc. where needed by the Club. (EBM – 7/12/2007)

#### **Subsection 6: Volunteer of the Year**

The Volunteer of the Year Committee shall consult with the Volunteer Committee for a list of members in good Standing. They will present to the Board in September each year, one member who has made a positive and Meaningful contribution to the IASC through their volunteer work. The volunteer will be notified in November and receive two (2) tickets to the Anniversary Dinner Dance, where they will be acknowledged as the Volunteer of the Year. Their names will be added to the Volunteer of the Year Award Plaque. Present Board Member may not be nominated. (EBM 3/14/2024)

## **Subsection 7: Board Member of the Year**

A committee consisting of the current President and two (2) past Presidents shall choose a present Board Member in good standing, each year, who has made a positive and meaningful contribution to the IASC as a Board Member. The Board Member will be acknowledged and receive the “Richard Lauria Board Member of the Year Award” at the installation Dance. Their name will be added to the Richard Lauria Board Member of the Year Award Plaque. (EBM 3/24/2024)

## **ARTICLE VI: JOB DESCRIPTIONS**

### **Section 1: CLUB MANAGER**

Board of Directors and Officers may take over the duties of the Club Manager or Assistant Manager when either position is not filled. (EBM – 3/23/2010)

Duties and responsibilities include:

- a. Make all management decisions required for day-to-day operations.
- b. Monitor activities of Banquet, Lounge, Building & Grounds, and Social Committees.
- c. Develop fee schedules for Executive Board adoption.
- d. Propose and implement billing, credit, and collections policy for Executive Board adoption.
- e. Authorize expenditures, within the Budget, and in accordance with Executive Board policy for:
  1. Operating supplies and equipment leases.
  2. Facility cleaning, renovation, and maintenance.
  3. Major and minor repairs and emergency repairs as needed.
- f. Maintain an audit trail on all expenditures concerned with Club Operations.
- g. Provide the Executive Board monthly summaries in the following categories:
  1. Unfinished business
  2. Capital purchases
  3. Contracts for leasing and rentals
  4. Status of Inventory
  5. Direct sales (member benefit)
  6. Repairs Authorized
  7. Staff actions (hiring, firing, grievances, etc.)
- h. Responsible for all aspects of hiring, managing, (and terminating) competent staff personnel, whether payroll or volunteer. This includes:
  1. Establishing the deployment and assignment of staff.
  2. Developing and administering personnel policies,
  3. Maintaining position descriptions,
  4. Perform reviews of staff grievances,
  5. Recommending staff salaries for Executive Board approval. Salary reviews for all paid positions shall be done only once annually in conjunction with preparation of the Club Operations Budget, except in situations which the Executive Board considers an emergency. All Annually Budgeted Non-Emergency salary increases will be effective on January 1<sup>st</sup>, next, following Executive Board approval of the increase.
- i. Treasurer and Finance Committee develop and recommend Club Operations Budget for Executive Board approval.
- j. Develop and recommend operating budgets and proposals for capital purchases for the consideration and approval by the Executive Board.

- k. Ensure that a monthly inventory of food, beverages and other expendables is conducted. An inventory team shall be designated in writing to conduct this function. The Club Manager and/or the Assistant Club Manager shall assist this team. (EBM- 12/10/97)
- l. Provide reports of extraordinary activities as soon as practicable.

## **Section 2: ASSISTANT CLUB MANAGER**

Board of Directors and Officers may take over the duties of the Club Manager or Assistant Manager when either position is not filled. (EBM – 3/23/2010)

Duties and responsibilities include:

- a. Assist the Club Manager in the business affairs of the Club and other pertinent duties as assigned. (EBM- 6/01/94)
- b. Assist the Club's Social Director and supervisor of waitresses, in the planning and implementation of required services for member and outside functions.
- c. Responsible for implementation and supervising all dinner and banquet functions including Tuesday and Friday evenings.
- d. Establish staffing requirements and work schedules for all kitchen personnel and monitor their activities.
- e. Assist the Club Manager in establishing food and kitchen supply requirements.
- f. The Assistant Manager shall be responsible for ordering and keeping inventory of the alcoholic beverages for the bar. (EBM – 9/10/97)

## **Section 3: BOOKKEEPER/SECRETARY**

Duties and responsibilities include:

- a. Responsible, under the supervision of the Treasurer, for maintaining all accounting records of the Club, including:
  - 1. Daily count and reconciliation of all cash receipts, and the preparation and recording of a Daily Cash Report.
  - 2. Maintains and replenishes all cash register change and banks.
  - 3. Reviews all Vendor invoices, obtains proper authorizations, and prepares all disbursement checks and vendor disbursement records.
  - 4. Reviews and reconciles time cards and tip incomes, obtains proper authorizations and prepares all payroll checks and Payroll Register.
  - 5. Prepares, for Treasurers review, monthly standard journal entries.
  - 6. Enters all data into the computer and prints all accounting records, including monthly financial statements for the Executive Board.
  - 7. Prepares, for the Treasurers review, monthly and quarterly tax returns and deposits for:
    - Liquor Surcharge
    - Sales Tax
    - Payroll Taxes - (social security, income tax withheld, and unemployment),
  - 8. Prepares, for the Treasurers review, monthly bank reconciliations for all house bank accounts.
  - 9. Maintains all required files of reports, invoices, and other supporting data.
- b. Prepares data required by Auditors for annual audit.
- c. Maintains insurance records and reports (general and liquor liability, and worker's compensation).
- d. Answers phones.
- e. Distributes all mail.
- f. Orders and maintains office supplies.

- g. Prepares financial reports and assists in collating monthly Executive Board material as necessary.
- h. Accepts and checks in deliveries, as required, in absence of management.
- i. Maintains other non-accounting files, including the historical archives.

#### **Section 4: SOCIAL DIRECTOR**

Although the Social Director needs some flexibility to assign contracts to Bands for regular weekly and Special Event requirements, this process should also include documentation to insure fairness to all vendors, and also to ensure that the membership be afforded a good mix of musical alternatives for their pleasure. The following procedures are designed to provide such clarity. (EBM, 10/14/98)

- a. At least a year in advance (wherever possible) the Social Director shall provide the three (3) most commonly used Bands with the schedule of all anticipated events requiring a band.
- b. Each of these Bands should be asked to provide the Social Director with a list of all their available dates in writing.
- c. The Social Director shall also interview potentially new bands for possible future bookings.
- d. Once a year, a proposed schedule of bookings shall be prepared in writing by the Social Director and submitted to the Executive Board for review.
- e. It is also recommended that the Executive Board maintain a clear policy relative to gratis meals or drink provided to Band members, and the policy shall be communicated to all bands.
- f. Any personal contribution by the Social Director to the entertainment requirement in the form of equipment, show elements or participation etc., must be approved by the Executive Board in advance and shall only be permitted on a purely business and contractual basis. Such efforts shall be covered with a proper contract, and any remuneration for such services shall be paid directly by the Club from the appropriate entertainment account.
- g. Any special requirements, or changes, for an event shall be documented to the band being booked, and the band shall be given the opportunity to meet such requirements or cancel the booking.
- h. The booking contract shall provide some degree of protection to a band or entertainer for cancellations by the Club, close to the performance date. Such protections should be comparable to the Club's current practice of requiring a ninety (90) day cancellation clause from the Band.
- i. A Band/entertainer may only be cancelled for improper behavior. The matter will be brought to the attention of the Executive Board for review. A decision will be made by the Executive Board, on the matter, following such review. A letter will then be sent to the Band/entertainer. A copy will also be provided to the Social Director. (EBM – 6/14/2007)
- j. Entertainers will be provided the first table on the left hand side (facing the dance floor from the stage) for up to six (6) guests. The names of the guests will be given to the Social Chairperson and left at the front door, with the door greeter, on the evening of the event. (EBM – 7/12/2007)
- k. Friday Evening events only. Entertainers will be provided a meal consisting of either a round cheese pizza or Chef's choice. They will be responsible for any beverages purchased. (EBM – 7/12/2007)
- l. Saturday Dinner Dances. Entertainers will be provided a meal, Chef's choice, which will be served at a predetermined time. They will be responsible for any beverages purchased. (EBM – 7/12/2007)
- m. New Year's Eve only. Entertainers will be provided a table in the main ballroom, along with two (2) tickets for New Year's Eve, one for themselves and one for a guest. If any additional tickets are needed, they must be purchased in accordance with the IASC Rules and Regulations regarding ticket sales. (EBM – 3/23/2010)
- n. Band pricing: The pricing shall be at the discretion of the Social Director, subject to Executive Board approval. Pricing of the band for New Year's Eve shall be at the discretion of the Board. (EBM – 8/10/2023)

#### **Section 5: HEAD WAITRESS**

Duties and responsibilities include:



- a. Conduct a meeting every month to assign which waitress can work pizza nights and dinner nights as well as social affairs.
- b. For affairs:
  1. Check menu to see what will be served and the amount of people. Ensure table skirts are clean and ironed. Check color of tablecloths and napkins and fold napkins to be put on tables.
  2. Check size of plates to be used and count them (dinner plates, salad plates, dessert dishes or sherbet dishes). Also count bowls for milk, butter, and dressing.
  3. Straighten all the chairs before setting table. Supervise the setting of tables and check to see if everything is on tables including salt and pepper shakers, vinegar and oil, and sugar caddies. See that every place has silverware, cup and saucer and water goblets.
- c. After affairs:
  1. Ensure that everything is put back where it should be and all silverware is put back in the drawer. Remove table skirts and hang them on hangers. Remove tablecloths and put in laundry bags.
- d. On pizza and dinner nights:
  1. Check to see if everything is set up on table the way it should be.
  2. Check the guest (order) tickets and times the order was placed and ensure that the waitresses are getting them out at a reasonable time.
- e. At the end of pizza and dinner nights:
  1. Check to see that tables

Duties and responsibilities include:

- a. Providing table or buffet services at approved Club functions (dances, banquets, or any function that requires a waitress).
- b. Assisting in setting tables or buffet set-ups and remove tableware after use. This includes tablecloths when necessary.
- c. Serving food in a pleasant, courteous, and professional manner, to enhance the dining atmosphere.
- d. Maintaining the equipment in assigned service area, such as, tables, carts, storage bins, etc. in a clean, neat, and orderly condition.
- e. Reporting to the Head Waitress or designated representative for assignment at each function.
- f. Correctly filling out the Guest check books issued to them.
- g. Assisting in putting away equipment such as, glasses, silverware, salt & pepper shakers, ashtrays, sugar caddies, etc., after each function.
- h. Waitresses may smoke in designated areas, with permission of Supervisor. Smoking is never permitted in the kitchen. Eat in shifts as designated by supervisor, so as to not interfere with continuity of kitchen functions or table service.
- i. A dress code for waitresses, bar staff, and bussers which will require black pants or skirt with a white shirt; dinner dancers and banquets will require the addition of a black vest and bow tie. (6/2000)

## **Section 7: CHEF**

### **Job Description:**

Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. Plan and price menu items, order supplies, and keep records and accounts. Supervises and participates in cooking, baking and the preparation of foods. Prepares weekly or monthly schedules according to planned IASC business to project estimates for labor dollars. Use labor dollars and menu costing to price labor and food cost percentages for all major club events. Must participate in checking of all purchased supplies for quality and account for each delivered item. Is responsible for the sanitation of all kitchen facilities, equipment, and walk in freezer and refrigerators.

### **Detailed Work Activities:**

- a. Being in kitchen until evening is over to insure proper cleanup and sanitation standards are met
- b. Instruct cooks and other workers in the preparation, cooking, garnishing, and presentation of food.

- c. Determine how food should be presented and create decorative food displays.
- d. Prepare food in banquet style service
- e. Direct and coordinate food preparation including pizza station
- f. Monitor worker performance
- g. Investigate IASC member complaints referred by the club president or DOD h. Price items on menu
- i. Determine food costs
- j. Modify work procedures or processes to meet deadlines when necessary
- k. Schedule employee work hours
- l. Estimate materials or labor requirements
- m. Inspect facilities or equipment for regulatory and sanitation standards, must be compliant with Board of health certifications
- n. Oversee work progress to verify safety or conformance to standards
- o. Plan IASC menus on a monthly basis
- p. Requisition stock, materials, supplies or equipment

**Tasks include:**

- aa. Determine production schedules and staff requirements necessary to ensure timely delivery of all food services.
- bb. Participate in recruiting staff, including sous chefs and other kitchen workers
- cc. Meet with sales representatives in order to negotiate food prices and order supplies.
- dd. Collaborate with other IASC personnel to plan and develop recipes and menus for outside events, taking into account pricing of ingredients and the likely number of guests
- ee. Check the quantity and quality of received products.
- ff. Order or requisition food and other supplies needed to ensure efficient operation.
- gg. Coordinate planning, budgeting, and purchasing for all the food operations within IASC
- hh. Monitor sanitation practices to ensure that employees follow standards and regulations.
- ff. Coordinate with executive board for equipment purchases and repairs.

**Section 8: COMPLEMENTARY MEALS**

The meal provided shall have a credit of no more than \$6.00. (EBM – 3/23/2010)

**Eligible persons:** (staff when on duty)

- 1. Club Manager and Assistant Club Manager
- 2. All paid employees and volunteers when providing two (2) hours of service shall be given a free meal and soft drink.
- 3. Criteria for special functions subject to approval EBM 2016