

STANDING RULES OF THE AMERICAN WOMEN'S ASSOCIATION

Formerly the AWA had By-Laws and Policies and Procedures as its governing documents. The By-Laws were replaced with the current 1991 Constitution and The Policies and Procedures were organized into these Standing Rules and the format approved by the AWA Executive Committee on September 11, 1995.

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STANDING RULES OF THE AMERICAN WOMEN'S ASSOCIATION

Draft

The Standing Rules, formerly the Policies and Procedures, of the Association shall be a written document that contains detailed job descriptions of the officers and committee chairpersons as well as specific Standing Rules of the Association. Changes to the Standing Rules may be made at the Executive Committee meeting by a two-thirds vote of those members present with there being a majority present and voting. Each change is to be dated with the date that the Board approved the change. Changes will be published in the Newsletter and announced at the General Meeting.

The Standing Rules consists of three chapters: **I. Governing Body** that contains rules pertaining to the governing body; **II. General Rules** that contains rules pertaining to the membership, events or functions; and **III. Job Descriptions** of the Executive Committee, Standing and Special Committees. *(Please note that Chapter 3 is a separate document that is attached to this document.)*

I. GOVERNING BODY

The Governing Body of the Association is defined as the Executive Committee (consisting of the eight elected officers as defined by the Constitution), the Standing Committee Chairpersons, and Special or Other Committee Chairpersons. All three, the Executive Committee, the Standing Committee Chairpersons and the Special or Other Committee Chairpersons make up the Executive Board of the Association

EXECUTIVE COMMITTEE

The Executive Committee is composed of the eight elected officers who meet on call of the President of the Association. At the beginning of the Association year, the committee meets to approve committee chairpersons and decide upon the organizational chart for the year. The committee meets to decide matters that arise between the regular general meetings. The officers of the Association shall attend all Executive and General Meetings of the Association. They shall be familiar with the By-Laws, Constitution and Standing Rules. Officers are ex-officio members of all committees under their supervision as set out in the organizational chart. They are responsible for supervising these committees and obtaining annual reports from the chairpersons.

STANDING COMMITTEE CHAIRPERSONS

Standing Committee Chairpersons are selected by the President and approved by the Executive Committee. Subsequent vacancies in these positions are filled with the approval of the Executive Committee. (5 June 2006) They are expected to attend all Board Meetings as well as General Meetings. They are responsible for finding members to serve on their committee, reporting the actions of their committee to the Executive Committee, accounting

for all funds entrusted to their committee, and preparing an annual report on their committee. Each committee chairperson reports to one of the elected officers as indicated on the organizational chart. Chairpersons are responsible for publicizing their committee activities in the A.W.A. newsletter. Chairpersons are also responsible for submitting a monthly report for which there is a given form. Working with the Treasurer, they will submit an annual estimated budget at the December Executive Committee meeting. Committee Chairpersons may hold the same position for no more than two consecutive and complete terms of office. All committee chairpersons tender their resignations in writing to the President at the end of the Association's year. Also see ANNUAL REPORTS, TRANSITION FILES, AND PERMANENT FILES.

SPECIAL COMMITTEES

Special committees may be formed to achieve a particular goal such as the Cherry Tree Trot, the Cookbook, the Christmas Dance, Christmas Home Tours, etc. The goal of the special committee may not be realized within the same term that it was formed. These committees should be encouraged by the incoming Executive Committee and allowed to continue with little disruption except that they should make reports to the Executive Committee so that they can be kept up to date with the progress of the committee.

NOMINATION/ELECTION PROCEDURES (2 February 1995)

The committee chairperson shall be selected by the Parliamentarian and presented to the Executive Committee and then the general membership for approval. She shall select four committee members with no more than two being members of the Executive Committee. The committee is responsible for securing the names of candidates who are willing to serve on the Executive Committee for the next term of office. The Membership Secretary shall provide the committee with a current list of full members to include their category (A, B, or C). The committee is responsible for introducing the candidates to the General Membership and publishing their names with a brief profile in the Newsletter prior to election day.

A candidate that was not approached by the nominating committee may declare her intention to run for office by contacting the committee chairperson. Her profile must be submitted to the chairperson by the 15th of the month, 2 months prior to the election so that it will be included in the next Newsletter and her name will be added to the absentee ballot.

The committee shall prepare ballots, listing the offices and candidates for each office. In the event more than one person should run for the same office, names shall be listed alphabetically.

They shall make the necessary arrangements for accepting absentee ballots.

A proxy may be submitted by a non-attending full member to be counted toward quorum. She may also submit an absentee ballot prior to the election. The proxy form and absentee ballot should be printed in the Newsletter published in the month prior to the election. No nominations from the floor shall be taken on the day of the election. Quorum is achieved when 50% plus one member of the voting membership is present at the election. However,

only 49% of the quorum can be represented by proxy. A proxy does not include voting rights.

Quorum numbers have to be announced at the February regular meeting prior to the election. Failure to reach quorum may not be declared less than 45 minutes after the ordinary or extraordinary meeting has been called to order. Extension of time is left to the discretion of the nominating committee.

The committee shall distribute one ballot to each voting member present, collect the ballots after the voting and count the ballots. The chairperson shall announce the final tally indicating numbers present, numbers of proxies presented and the total for reaching quorum. She shall then announce the names of the eight newly elected Executive Committee members.

After the election ballot count results are announced to the general assembly they are to be kept by the Parliamentarian for a period of one year. A disclosure can be made to a full member upon written request to the Parliamentarian.

Also see By-Law 9.

SPECIAL ELECTIONS (9 January 1995)

If the office of President or Vice President becomes vacant before the end of term, any American member may run for the position, however, if an eligible Executive Committee member chooses to run she must resign from her present position prior to the election. She should submit her letter of resignation dated the day of the election.

VACANCIES IN EXECUTIVE COMMITTEE (September 1995) This procedure pertains to vacancies in positions that were elected unopposed. (Articles 40 and 41 of the Constitution) Of the eight elected Executive Board Members, the offices of President and Vice-President, Treasurer, Membership Secretary, and Recording Secretary are considered vital to the operation of the Association. Vacancies in the offices of Parliamentarian, Corresponding Secretary, and Community Service Coordinator are not considered vital to the operation of the Association since the Association can operate without these positions being filled. Should vacancies occur in the offices of President and Vice-President, they are filled under Special Elections.

Should a vacancy arise in the Treasurer, Membership Secretary, or Recording Secretary, the President may appoint (Article 40, paragraph 4) a qualified active full member to the position pending Executive Board and General Membership approval. Should a vacancy arise in any of the three identified non vital Board Positions, it is the discretion of the President to leave the vacancy open until the end of term, or to appoint (Article 40, paragraph 4) a qualified active full member to the position pending Executive Committee and General Membership approval. Should vacancies arise under Article 41, a Special Election must be held at an Extraordinary Meeting called by the Executive Committee (or the Ministry of Labour and Social Affairs) for the purpose of electing new Committee members to fulfill the vacant terms of office.

NON-ELECTED BOARD VACANCIES (November 6, 1995)

Any Standing Committee Chairperson or Special Committee Chairperson who is unable to fulfill her term is asked to suggest potential candidate(s) for her replacement to the President.

TRANSITION PROCEDURE BETWEEN EXECUTIVE COMMITTEES

Between the election of the new officers and before the end of the month the new officers shall informally meet with their predecessors to assist in the transition by sharing reports, materials, ideas, etc. The newly elected President will select committee chairpersons to present to the Executive Committee for their approval at the first Executive Committee meeting in March. Once this is completed the committee chairpersons will likewise meet informally with their predecessors to aid in the transition.

ANNUAL REPORTS, TRANSITION FILES, AND PERMANENT FILES

A. Annual reports by committee chairpersons are to be prepared at the end of the Association year. These reports are a summary of the activities of the committee during the year, with comments and recommendations from the chairperson as well as a detailed financial report for her committee if the committee has a budget. Three copies of the annual report are to be made. One copy is placed into each Section 10 of the red working file and the black permanent file of the Transition File, the third copy is made available for viewing at the February General Assembly meeting. The annual reports are meant as a guideline for the chairperson who succeeds her and not as a detailed accounting to the Association. Annual reports are kept in the black permanent files in the Clubhouse. It is advisable that Committee Chairpersons have a prepared written report of the committee's activities to present at the monthly Board meetings. The filling out of the monthly report forms in duplicate with one copy given the President and one copy placed in the red working file will serve this purpose.

Approved Financial Policy (November 1995) - Finance Balance Sheet

It is the duty of all Executive officers, Standing Committee Chairpersons, and Special Committee Chairpersons to prepare a Finance Balance Sheet to be included in her Annual Report. This Finance Balance Sheet should include but is not limited to: income and expenses as related to the AWA Budget, supplies required and sources of acquisition, average of/or number of participants, average of/or cost per participant, name and telephone of coordinator for the year. The report should include how monies, not channeled through the AWA budget, are collected and dispersed by the activity coordinator. In the case of a multiple event or function committee, each event or function should have its own balance sheet and the Annual Report shall contain all balance sheets pertinent to that committee or office. In the case of self-sustaining weekly or monthly functions such as those that fall under the Activities Committee, or other Committees or Events as designated by the Board with concurrence of the Treasurer, only an annual report is to be submitted.

A copy of each Finance Balance Sheet is to be given to the Treasurer to be included in a special section of the Treasurer's Book for each specific Finance year.

B. Transition files and Communications

1. **Transition Files** (the red working file and black Permanent file stored in the clubhouse) are to be maintained by all Committee Chairpersons and members of the Executive Committee. Both files are to be updated as needed and should be updated at the end of the year and readied for turnover to the Transition Committee in January. The black file is not to be removed from the clubhouse.
2. **Communication:**
 - a. All AWA documents that are distributed to either the Board members or the membership or both be dated such that the latest version can be readily identified.

Examples of the documents included in this motion are:

Bylaws,
Constitution,
Meeting Minutes,
Membership Lists,
Newsletter,
Standing Rules,

The Protocol, or any other document generated by this organization. (March 6, 1995)

- b. All important documents necessary for the Association's or a committee's continuity that have been created within a computer program must be stored on 2 computer discs (either 5 1/4 or 3.5 inch) with one copy to remain in the permanent file and the second copy placed in the transition report. All discs must be labeled with Name of Committee, computer type, computer program, type documents on disc, date and author.

DOCUMENT LABEL IDENTIFICATION: When saving a document (file), the name of the file can only contain 8 characters. The first two characters should be the year followed by 6 letters representing the document. When updating an existing document, do not replace the original document, save the file with the new date as the first 2 characters. If the update occurs within the same year as the original, change the last letter of the name to a number. The number changes with each succeeding update within the same year. (7 February 1994)

C. Suggested Documentation ID Format: (1 May 1995)

With the advent of many of AWA documents being computer generated, each document should have a "footer". A "footer" is defined as a descriptive text to be printed at the bottom of every page of a document. Even though the document may not be computer generated but typed on a regular typewriter, a "footer" can be included.

The footer format should be:

Computer File Name	AWA and Name of Document and other information	Month and Year Document Printed
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Example:

Computer File Name 95constu.doc (Left Justified)	AWA Constitution Approved January 17, 1991 (Centered)	4/95 (Right Justified)
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In the event that the document is typed on a regular typewriter, the computer file name can be eliminated.

It is important that the footer appear on each page of the document as sometimes pages of a document are copied without the identifying first page. On preexisting documents, the cover sheet should include the words "This document replaces...."

In the case of the Newsletter, the current format of each page having the month of issue in the corner is sufficient.

D. Permanent files, the Black Files, are kept in the A.W.A. Clubhouse as a permanent record of the Association. Permanent files are not to be removed from the clubhouse. Any information in the Permanent file can be photocopied. In addition to annual reports of individual committees, each elected officer maintains a file of records they feel should be kept for future reference and to provide guidelines for officers succeeding them. These reports included the months of January through December and include: (Also see Communications above.)

Correspondence: The Corresponding Secretary maintains a file of all official correspondence of the Association. Informal correspondence such as thank you notes, etc., are not kept in this file, but routed to the appropriate committee or officer.

Minutes: The Recording Secretary maintains a file of all minutes of the Executive Committee meetings and General Meetings as well as any extraordinary meetings that may be called.

Financial Records: The Treasurer maintains a file of financial records of the Association, including letters of official audit of the books, year-end reports, etc. Current year's account books are not kept in this file, as they are presently being used.

Parliamentary: The Parliamentarian maintains files of the current Constitution, By-Laws, and Standing Rules of the Association.

In order that these files remain accessible for reference, they should not be removed from the Clubhouse. Copies may be made at the Clubhouse if necessary.

ORDER OF BUSINESS

The Executive Committee will follow an order of conducting business such as the following example:

Call to Order

Approval of the Minutes of the previous meeting

Officers' Reports:

President

Vice President

Recording Secretary

Treasurer

Parliamentarian

Corresponding Secretary

Membership Secretary

Community Service Coordinator

Current Event Reports:

Report from any person handling a current event (i.e. a craft fair, children's' party, dance...) Persons reporting a current event should report in this section the month BEFORE, the month OF, and the month FOLLOWING the event. The month following report should include the financial balance sheet for the event. The last report is made to the entire Board and not just the President.

Committee Reports:

(No special order however it must be a rotating one so that one is not always first or last)

Old Business

New Business

Adjournment - setting next meeting date.

Sample Organizational Chart (7 May 2001)

Each Board should review this chart and revise the placement of Committees as necessary:

If a Committee chairperson must miss a board meeting, she should report to the Executive Board member as listed below, and send one committee member to make a full report to the Board, answer questions, and submit the Monthly Board Report Form to the Recording Secretary. Executive Board members who cannot attend a board meeting should notify the President or Vice-President and also send one committee member to make a full report to the Board as well as submit the Monthly Board Report Form to the Recording Secretary.

President:

- Activities
 - Lunch Bunch
 - On-Island Tours
 - Women of Taste
 - Book Club
- Awards
- Newsletter
- Public Relations

Vice-President:

- Programs
- Hospitality
- Evening Group*

Treasurer:

- Clubhouse
- Budget & Finance
- Merchandise
- Little League
- Raffles

Recording Secretary:

- Craft Fair/Bazaar

Parliamentarian:

- By-Laws
- Nominations and Elections
- Special Events Committee
- Transition

Membership:

- Historian
- Crafts

Corresponding Secretary:

- Awards
- Children's Parties

Community Service:

- Volunteer Coordinator
- Homes Coordinator
- Military Liaison
- Collections
- Community Service
- Fundraising (CTT)

BUDGET AND FINANCE POLICIES:

Appreciation Gifts: (3 February 1997)

Any appreciation gift, i.e. speaker gifts, hostess gifts, etc. shall not exceed BD10 without Board approval.

Executive Committee Reimbursement: (7 May 2001)

Executive Committee members or designates may be reimbursed by AWA for attendance expenses at command performance functions, subject to approval of the President, Vice-President, and Treasurer, not to exceed 8 reimbursements per event and a maximum of 4 events per year.

Comparative Bids for Expenditures over Approved Budget (7 May 2001)

If during the course of the physical year, there is an increase in costs of any service over the approved budget, comparative bids should be sought before the Executive Committee approves the excess expenditure.

Expenditures over Approved Budget (7 May 2001)

The General Assembly at its Ordinary Meeting approves the operating budget. Any expenditure that exceeds the approved operating budget by the General Assembly must be approved by a majority vote of the Executive Committee at its regular monthly Board Meeting or at an Extraordinary Meeting called to discuss such approval. The Extraordinary meeting shall be considered valid if five of the eight Executive Committee members are present including the Treasurer.

II. GENERAL RULES

MEMBERSHIP DUES (01 November 2004)

FULL MEMBER (ACTIVE)	AMERICAN CITIZEN SPOUSE OF AMERICAN CITIZEN OTHER NATIONALITIES and :OTHER NATIONALITIES	Category A Category B Category C Category C
WAIT LIST MEMBER		
Full Rate	:B.D. 25.000 (January 1 thru December 31)	
Pro-Rated Rate	:B.D. 15.000 (September 1 thru December 31)	

: A Category C member is considered a "Wait List" member until the percentage allows her to be upgraded to Full Member.

: When a Wait List member is eligible to become a full member, her name shall be submitted to the Executive Board for approval to become a full active member. She shall be notified within 15 days of the Executive Board's approval that she is entitled to full membership rights.

: Renewal of subscription must be paid no later than January 31 of any given year. If a member or wait list member fails to pay by this date, the Executive Committee will accept this as notice of resignation from the A.W.A.

: After the due date, January 31, Wait List Category C members will be deleted from their position in the wait list, and will have to go to the bottom of the wait list member file, as they rejoin.

: Any new member who joins December and pays the full amount of membership dues is entitled to membership for the new full year.

REVIEW OF MEMBERS AT RENEWAL (Articles 11, 13, 14 of Constitution)

In keeping with Articles 11, 13, and 14 of the Constitution, all full members submitting renewal membership applications are subject to review. The Membership Chairperson should request any Executive Committee members, Standing and Special Committee Chairpersons to submit to her any full or waitlist member for whom there is an outstanding liability or violation of Article 11, 13, or 14 of the Constitution prior to the time of renewal. (6 May 1996)

EVENING GROUP MEMBERSHIP - (09 April 2001)

All club functions are open to the entire membership. In the case of the Evening Group, when there is a limitation due to meeting space or there is a function that requires a reservation, the registered Evening Group members have first priority.

AWA registered Evening Group members are entitled to two subsidized dinners per year. Other members may attend these dinners on a space available basis and providing they pay the dinner fee. **Likewise, any registered Evening Group member may attend a morning luncheon/dinner on a space available basis and providing they pay the dinner fee.**

GUEST FEES

A. General Meetings:

All visitors/guests outside of the persons involved with the program are requested to make a BD 2.500 donation to cover the costs of refreshments and venue charges, should there be any. **(6 January 1997)**

B. Coffee Mornings:

Non-members of AWA attending the AWA Coffee morning are to pay BD 2.000 Guest Fee per Coffee Morning. **(5 November 2001)**

COMMERCIAL POLICIES (3 April 1995):

All members are to abide by the following AWA Policies regarding Commercial activity:

A. COFFEE MORNINGS: An individual hostess is welcome to exhibit, demonstrate, or have demonstrated any crafts, collections, and in some cases (if deemed appropriate by Hospitality) sell merchandise. (3 April 2006) No other commercial activity is allowed nor is advertising to be personally handed to members in attendance. (1 April 1996)

B. GENERAL MEETINGS:

1. Commercial Table:

No commercial flyers are to be placed on tables in the general meeting area unless it is part of an approved program. A "Commercial" table will be provided every month along with the regular AWA activities tables where members may leave information concerning their products, services, or business cards for other members to pick-up. Members leaving material at the Commercial table are responsible for leaving and retrieving of all material. (Talk to the Vice-President)

NOTE: Information provided on the commercial table is offered as a service to members and is not an endorsement of products, services, or businesses by the AWA. (3 April 1995)

2. Selling of craft items at General Meetings: (April 9, 2002)

Any AWA member may sell crafts and merchandise (only if not affiliated with any store in Bahrain) prior to the start of and after any AWA General Meeting. She can call any member of the Executive Committee before the General Meeting in order to receive Board approval to display her goods. Anyone neither registering nor receiving approval, will not be allowed to display her wares.

C. MAILING LIST: The AWA contact list (mail, e-mail, etc.) 5 June 2006 of wait-list and full members is not available for commercial use of any kind. (6 December 1993)

D. NEWSLETTER: (1 October 2001)

1. Bazaar:

a. The Bazaar is open to member-owned businesses only at 30 BD per year payable in advance and is limited to one box 2.5 inches by 1.25 inches (6cm by 3.5 cm) only. Members' names must be advertised in the box. (May 2001)

b. Bazaar Advertising Subscriptions: (May 2002)

All Bazaar advertising subscriptions expire on December 31st of each year. When a person or business pays for a subscription to advertise midyear, the advertising fee is prorated at a rate of BD 2.5 per calendar month for the remaining months of the year and not by the number of issues per year. All fees must be paid by the 10th of the month preceding the start of the publication of the advertisement.

2. Want Ads:

Want Ads are free of charge for members only with a maximum of 2 full lines determined by space availability on a first come first serve basis. Want Ads are available to non-members at a fee of 5 BD maximum of 2 lines determined by space availability on a first come first serve basis payable in advance (5 March 1995). Preference is always given to members before non-members. A single full line is one line of type from the left margin to the right margin on a page. (9 April 2001)

EVENT OR FUNCTION POLICIES:

A. Raffles:

1. The AWA cannot participate in transfers, exchanges, or alterations of raffle prizes won at AWA events. (May 1, 1995)

2. Acquisition of Non-donated raffle prizes (4 November 1996):

The acquisition of all raffles prizes, (i.e. those that are not donated) that require an expenditure of AWA funds, whether by payment from the General Fund, Community Service Fund, or by deduction from gross receipts from the event, must be approved by the Executive Committee at a Board (or Extraordinary Board) meeting *if the amount of the raffle prize exceeds BD40* and approval shall included in the minutes of said meeting. (*Ministerial Order 19 of 1994*)

B. All Fundraising Events:

Event Chairperson must follow Ministry of Labour and Social Affairs Ministerial Order of 19/94 and the Protocol that defines the Order.

C. Event Tickets: (May 1, 1995)

1. The Clubhouse phone number should be on all tickets.
2. AWA Logo, Registration Number etc. should be on all tickets following the procedures in The Protocol.
3. The words "No Refund" shall be on all tickets.

D. Gratis Tickets (5 June 1995)

The number of gratis tickets is to be factored in determining the cost of the tickets for the event.

The number of **honor gratis tickets** takes into account the type of event and invitations to any honored guests, i.e. the Ambassador and his wife, the Admiral and his wife, a Guest Speaker, or other VIPs with a maximum of 6 honor gratis tickets. Additional gratis tickets may be given ONLY WITH Board approval.

Concerning raffle prizes, if **gratis tickets** are requested, the maximum number of gratis tickets is 2, and only to the grand prize donor. Donor may be informed that additional tickets may be purchased at the normal ticket price for the event. Additional gratis tickets may be given ONLY WITH Board approval.

A list of each recipient of gratis tickets is to be included in the event's final report.

E. Event/Volunteer Ticket Policy (February 5, 1995)

All AWA members including Board members are expected to purchase tickets for any event or function they attend even if they volunteer to work.

F. Children's Party Ticket Sales (November 6, 1995)

Children's parties are for member's children only. If all tickets are not sold by a specified deadline, the chairperson may establish a first come, first serve wait list for off island guests of members or other children as designated by the chairperson. It is up to the person on the wait list to contact the ticket chairperson after the deadline to arrange the ticket purchase. No tickets will be for sale at the door for the party.

CLUBHOUSE STOREROOM: (09 April 2001)

The person(s) who are/have chaired specific events (for which items have been placed in the storeroom) shall perform an inventory of storeroom items. This would include, but not be limited to, Children's Parties Coordinators (Halloween, Christmas, and Easter); Special Events Coordinators, (Cherry Tree Trot, Balls, etc.) and Craft Fair/Bazaar Coordinator(s). Copies of the inventory lists shall be turned into the Treasurer and the Clubhouse Chairperson and shall be placed in the respective Red Books of the Coordinators during the transition period.

CRITERIA FOR STORAGE OF ITEMS AT CLUBHOUSE STOREROOM:

Items intended for storage at the Clubhouse Storeroom should be of permanent construction and should be able to withstand water, dust, vermin, and temperature extremes, etc.

No paper goods i.e. cups, plates etc., food of any sort, or beverages are to be placed in the Clubhouse storeroom nor any gift wrapped empty boxes.

No items should be placed directly on the floor. (1 April 1996)

Inventory of Little League and Flag Football Equipment (7 May 2001)

Both the Little League and American Youth Flag Football Association (AYFFA) are responsible for making an inventory list of each of their assets and equipment including equipment valuation. The Little League shall identify the location of equipment and its storage area. Likewise, the AYFFA shall do the same for their storage area. Copies of the inventories and valuations shall be given to the AWA Treasurer and the Clubhouse Chairperson for inclusion in their respective AWA inventory.