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# WOMEN'S ACTIVITY CLUB (WAC)

## HANDBOOK

September 2023 EDITION



# Women's Activity Club Handbook

2023 - 2024

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Second Edition, October 1999 by Caroline Schwarz and Tara Knechtle  
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Eighteenth Edition, September 2023 by Yick Han Cheung



## BOARD OF DIRECTORS

### Executive Officers and Chairpersons 2023-2024

President	Anja Hirt (from June 2023)
Vice President	Karin Weidner
Secretary	Yick Han Cheung
Treasurer	Rashidat Thomas
Marketing	Abla Abd El-Hakim (from June 2023)
Business	Dionne Brown
Event	
Membership Chairperson	Amanda Carr
Interior/Exterior Chairperson	Kellie Hüsler
Library Chairperson	Giedre Vasilev
IT-Support Chairperson	Petar Vasilev
Special events Committee	Swati Gupta D`Silva
Playgroup Chairperson	Julia Neale
Publications Chairperson	Tamsin Cartwright

### Past Officers

President	
1997 – 1998	Caroline Schwarz
1998 – 1999	Karen Breitenmoser
1999 – 2000	Nilsa Stettler-Padilla
2000 – 2001	Ailsa Wyss-Crawford
2001 – 2002	Djamila O'Shea / Vicky Fentiman
2002 – 2003	Karen Breitenmoser
2003 – 2004	Karen Breitenmoser
2004 – 2005	Gabrielle Moore
2005 – 2006	Ulrika Göthlin
2006 – 2007	Ulrika Göthlin
2007 – 2008	Shannon Bracken / Jennnifer Langkjaer
2008 – 2009	Patrick Pinnock
2009 – 2010	Sharon Warthmann
2010 – 2011	Sharon Warthmann
2011 – 2012	Carol Conzelmann
2012 – 2013	Carol Conzelmann
2013 – 2014	Susan Mailley-Smith
2014 – 2015	Clare Taylor
2015 – 2016	Clare Taylor
2016 – 2017	Ieva Ciceri
2017 – 2018	Ieva Ciceri
2018 – 2019	Philippa Milz
2019 – 2020	Philippa Milz
2020 – 2021	Juyla Savina-Weber
2021 – 2022	Juyla Savina-Weber
2022 – 2023	Anja Hirt
2023 – 2024	Anja Hirt (from June 2023)
Vice President	
1997 – 1998	Karen Breitenmoser
1998 – 1999	Pamela de Waal
1999 – 2000	Tara Knechtle
2000 – 2001	Michelle Baister
2001 – 2002	Irene Locher



2002 – 2003	Sarah Chevalley
2003 – 2004	Sarah Chevalley
2004 – 2005	Tania Pearce
2005 – 2006	Jennifer Langkjaer
2006 – 2007	Jennifer Langkjaer
2007 – 2008	Angela Watson / Ulrika Göthlin
2008 – 2009	Mairi Weder / Wendy Richardson
2009 – 2010	Sandy Estrella-Schultz
2010 – 2011	Jessica Bachofen
2011 – 2012	April Koller
2012 – 2013	Stephanie Weber
2013 – 2014	Sima Xie (Lie Xie Meier)
2014 – 2015	Sima Xie (Lie Xie Meier)
2015 - 2016	Andrea Hurley
2016 – 2017	Andrea Hurley
2017 – 2018	Jana Parkin
2018 – 2019	Ieva Ciceri
2019 – 2020	Jennie Eriksson
2020 – 2021	Monika Kopriwa
2021 – 2022	Monika Kopriwa
2022 – 2023	Karin Weidner
2023 – 2024	Karin Weidner

#### Secretary

1997 – 1998	Judy Norris / Tara Knechtle
1998 – 1999	Tara Knechtle
1999 – 2000	Beth Hoburg
2000 – 2001	Jackie Gearey
2001 – 2002	Deborah Pooley
2002 – 2003	Tara Knechtle
2003 – 2004	Gabrielle Moore
2004 – 2005	SuzAnne Duvernay
2005 – 2006	SuzAnne Duvernay
2006 – 2007	Camilla W
2007 – 2008	Mairi Weder
2008 – 2009	Megan O'Brien / Camilla Wilkins
2009 – 2010	Jessica Bachofen
2010 – 2011	Carol Conzelmann
2011 – 2012	Susan Junod
2012 – 2013	Susan Junod
2013 – 2014	Swapna Patil
2014 – 2015	Swapna Patil
2015 - 2016	Monika Kopriwa
2016 – 2017	Philippa Milz
2017 – 2018	Philippa Milz
2018 – 2019	Jennie Eriksson
2019 – 2020	Sarah Gyr
2020 – 2021	Sarah Gyr
2021 – 2022	Anja Hirt
2022 – 2023	Yick Han Cheung
2023 – 2024	Yick Han Cheung

#### Treasurer

1997 – 1998	Melanie Aebischer
1998 – 1999	Carole Büeler-Delémont
1999 – 2000	Stephanie Parry
2000 – 2001	Stephanie Parry



2001 – 2002	Parvinder Sian
2002 – 2003	Parvinder Sian
2003 – 2004	Jeanneth Wagner
2004 – 2005	Juliane Sparks
2005 – 2006	Charlotta Sandh
2006 – 2007	Charlotta Sandh
2007 – 2008	Rowan Price
2008 – 2009	Rowan Price
2009 – 2010	Susan Keller
2010 – 2011	Susan Keller
2011 – 2012	Susan Keller
2012 – 2013	Leong See Wong Fischer
2013 – 2014	Judy Burckhardt
2014 – 2015	Annie Forster
2015 - 2016	Sam Neil
2016 – 2017	Monika Lacina
2017 – 2018	Juliana Mazza
2018 – 2019	Annie Forster
2019 – 2020	Annie Forster
2020 – 2021	Rashidat Thomas
2021 – 2022	Rashidat Thomas
2022 – 2023	Rashidat Thomas
2023 – 2024	Rashidat Thomas

#### Business Chairperson

1997 – 1998	Dawn Martin
1998 – 1999	Amanda Kearns / Wendy Koot
1999 – 2000	Brigitte Nievergelt Billeter
2000 – 2001	Terry Krättli / Jane Oertle-Hurt
2001 – 2002	Bettina Stiefel
2002 – 2003	Diana Testa
2003 – 2004	Jane McTigue
2004 – 2005	Ulrike Spiekermann
2005 – 2006	Henriette De Rooij
2006 – 2007	Angela Watson
2007 – 2008	Camilla Wilkins
2008 – 2009	Dawn Pether / Andrea Metz
2009 – 2010	Angela Watson / Andrea Metz
2010 – 2011	Angela Watson / Andrea Metz
2011 – 2012	Heike Adler
2012 – 2013	Yael Bermano
2013 – 2014	Sirine El Houry Mignan
2014 – 2015	Cornelia Beckett
2015 - 2016	Sirine El Houry Mignan
2016 – 2017	Sirine El Houry Mignan
2017 – 2018	Anja Hirt
2018 – 2019	Anja Hirt
2019 – 2020	Kate Hofstetter
2020 – 2021	Kate Hofstetter
2021 – 2022	Kate Hofstetter
2022 – 2023	Ayu Winkelmann (till June 2022)
2022 – 2023	Jane Curtis (from June till August 2022)
2023 – 2024	Dionne Brown

#### Child Development Chairperson

1997 – 1998	Kathy Bosch
1998 – 1999	SarInteriorah Chevalley / Diane McGarry



1999 – 2000	Wendy Koot / Tracey Fay-Stammbach
2000 – 2001	Tracey Fay-Stammbach
2001 – 2002	Vicky Fentimann / Kim Bell
2002 – 2003	Beth Ciceri
2003 – 2004	Beth Ciceri
2004 – 2005	Beth Ciceri
2005 – 2006	Angela Watson
2006 – 2007	Sue Crompton
2007 – 2008	Carolina Bowsher

#### Exterior Chairperson

1997 – 1998	Pamela de Waal/Julia McLeod
1998 – 1999	Eleanor Jampen
1999 – 2000	Lisa Hales
2000 – 2001	Simone Sammler/Lynette Heynes
2001 – 2002	Manuela Leuenberger/Gisela Wehrle
2002 – 2003	Camilla Wilkins
2003 – 2004	Lynette Heynes
2004 – 2005	Judy Albino
2005 – 2006	Carina Möller
2006 – 2007	Michelle Moerland
2007 – 2008	Michelle Moerland
2008 – 2009	Sharon Warthmann
*2009 – 2010	Elke Leser
2010 – 2011	Maria Wightman
2011 – 2012	Maria Wightman
2012 – 2013	Pamela Sherry
2013 – 2014	Pamela Sherry
2014 - 2015	Pamela Sherry with a team of WAC members
2015 - 2016	Andreea-Nicoleta Militaru
2016 – 2017	Joanne Ross
2017 – 2018	Vacant
2018 – 2019	Jodie Smith
2019 – 2020	Jodie Smith
2020 – 2021	Vacant
2021 – 2022	Vacant
2022 – 2023	Kellie Hüsler and Danielle Fux (from June 2022)
2023 – 2024	Kellie Hüsler

#### Library Chairperson

1997 – 1998	Barb Pearson
1998 – 1999	SuzAnne Duvernay
1999 – 2000	Kate Sawh
2000 – 2001	Kate Sawh
2001 – 2002	Cathy Hunt/Claire Wilson
2002 – 2003	Claire Wilson/SuzAnne Duvernay
2003 – 2004	Camilla Wilkins
2004 – 2005	Camilla Wilkins/Alice Knöpfel
2005 – 2006	Mairi Weder
2006 – 2007	Anouk Kummer-Wehli
2007 – 2008	Anouk Kummer-Wehli/Isabel Gervela
2008 – 2009	Dipi Lehmann
2009 – 2010	Rachel Mascaro
2010 – 2011	Keidi Heinloo
2011 – 2012	Judy Burckhardt
2012 – 2013	Judy Burckhardt
2013 – 2014	Jessica Bachofen
2014 - 2015	Laura Horlacher



2015 - 2016	Laura Horlacher
2016 - 2017	Laura Horlacher
2017 - 2018	Laura Horlacher
2018 - 2019	Laura Horlacher
2019 - 2020	Laura Horlacher
2020 - 2021	Laura Horlacher
2021 - 2022	Sharon Weyermann and Jinny Kim
2022 - 2023	Sharon Weyermann and Jinny Kim (till June 2022)
2022 - 2023	Jinny Kim and Kate Hofstetter (from June 2022)
2023 - 2024	Giedre Vasilev

#### Events Chairperson

1997 - 1998	Amanda Kearns
1998 - 1999	Wanda Lipinczyk
1999 - 2000	Sylvia Mazzola
2000 - 2001	Avril Uebelhart/Balvin Brun
2001 - 2002	Claire Wilson/Marta Santiago
2002 - 2003	Valérie Phillipsen
2003 - 2004	Vacant
2004 - 2005	Marjorie Guggemos
2005 - 2006	Helen Mylius
2006 - 2007	Marjorie Guggemos
2007 - 2008	Marjorie Guggemos
2008 - 2009	Vacant
2009 - 2010	Ana Wymann
2010 - 2011	Ana Wymann/Timara Lewis
2011 - 2012	Swapna Patil/Natalie Saad
2012 - 2013	Kalpana Jaiswal
2013 - 2014	Christina Stewart
2014 - 2015	Christina Stewart
2015 - 2016	Tosin Thomas and Danielle Harvey
2016 - 2017	Tosin Thomas and Gillian Robertson
2017 - 2018	Vacant
2018 - 2019	Vacant
2019 - 2020	Hai Nguyen
2020 - 2021	Vacant
2021 - 2022	Vacant
2022 - 2023	Dionne Brown
2023 - 2024	Vacant

#### Publications Chairperson

1999 - 2000	SuzAnne Duvernay
2000 - 2001	Carmen Diaz
2001 - 2002	Carmen Diaz
2002 - 2003	Eleanor Jampen
2003 - 2004	Carolyn Copperwaite
2004 - 2005	Ulrika Göthlin
2005 - 2006	Carmen Diaz
2006 - 2007	Carmen Diaz
2007 - 2008	Morwareed Haq/Rachel Milz
2008 - 2009	Morwareed Haq
2009 - 2010	Jennifer Langkjaer
2010 - 2011	Nancy Dodds
2011 - 2012	Nancy Dodds
2012 - 2013	Stacy Streuli
2013 - 2014	Carol Conzelmann
2014 - 2015	Stacy Streuli
2015 - 2016	Stacy Streuli



2016 – 2017	Tamsin Cartwright
2017 – 2018	Tamsin Cartwright
2018 – 2019	Tamsin Cartwright
2019 – 2020	Tamsin Cartwright
2020 – 2021	Tamsin Cartwright
2021 – 2022	Tamsin Cartwright
2022 – 2023	Tamsin Cartwright
2023 – 2024	Tamsin Cartwright

#### IT Support Chairperson

2005 – 2006	SuzAnne Duvernay
2006 – 2007	Patrick Pinnock
2007 – 2008	Patrick Pinnock
2008 – 2009	Zalina Walchli
2009 – 2010	Zalina Walchli
2010 – 2011	Leon Chadwick
2011 – 2012	Vacant
2012 – 2013	Stephane Junod
2013 – 2014	Manikya Lakshmi
2014 – 2015	Manikya Lakshmi
2015 – 2016	Manikya Lakshmi
2016 – 2017	Manuela Cebron
2017 – 2018	Linh Kapsreiter
2018 – 2019	Tomasz Kalisiak
2019 – 2020	Tomasz Kalisiak
2020 – 2021	Tomasz Kalisiak
2021 – 2022	Daniel Roth
2022 – 2023	Daniel Roth
2023 – 2024	Petar Vasilev

#### Marketing Chairperson

2005 – 2006	Stephanie Campbell
2006 – 2007	Lucy Zogg
2007 – 2008	Lucy Zogg/Rachel Milz
2008 – 2009	Vacant
2009 – 2010	Nicole Bell
2010 – 2011	Nicole Bell
2011 – 2012	Angie Menendez
2012 – 2013	Angie Menendez
2013 – 2014	Charlotte Stone
2014 - 2015	Monika Kopriwa
2015 - 2016	Louise Gooding
2016 – 2017	Louise Gooding
2017 – 2018	Roberto dal Corso
2018 – 2019	Chrisy Restelli
2019 – 2020	Chrisy Restelli
2020 – 2021	Karin Weidner
2021 – 2022	Karin Weidner
2022 – 2023	Natascha Serner (till June 2022)
2022 – 2023	Ayu Winkelmann (from June till September 2022)
2022 – 2023	Ana Rodriguez (from January 2023)
2023 – 2024	Abla Abd El-Hakim (from June 2023)

#### Activities Chairperson

2008 – 2009	Vacant
2009 – 2010	Helen Mylius





2010 – 2011	Helen Mylius
2011 – 2012	Heike Adler
2012 – 2013	Heike Adler
2013 – 2014	Sirine El Houry Mignan
2014 - 2015	Heike Adler
2015 - 2016	Andreea-Nicoleta Militaru
2016 – 2017	Joanne Ross
2017 – 2018	Evelyne Parein
2018 – 2019	Vacant
2019 – 2020	Natasha Nagel
2020 – 2021	Vacant
2021 – 2022	Vacant
2022 – 2023	Kate Hofstetter (till June 2022)
2022 – 2023	Vacant (from June 2022)

#### Membership Chairperson

2008 – 2009	Nilsa Stettler
2009 – 2010	Yvette Muggli
2010 – 2011	Yvette Muggli
2011 – 2012	Ana Wymann
2012 - 2013	Susan Mailley-Smith
2013 – 2014	Clare Taylor
2014 - 2015	Sirine El Houry Mignan
2015 - 2016	Melanie Miller
2016 – 2017	Melanie Miller
2017 – 2018	Melanie Miller
2018 – 2019	Kristina Vajnand Golesworthy
2019 – 2020	Ieva Ciceri
2020 – 2021	Amanda Carr
2021 – 2022	Amanda Carr
2022 – 2023	Amanda Carr
2023 – 2024	Amanda Carr

#### Playgroup Chairperson

2012 – 2013	Danna Levi Hoffmann
2013 - 2014	Annie Foster
2014 - 2015	Cameron Pantellini
2015 - 2016	Ieva Ciceri
2016 – 2017	Victoria Rigert
2017 – 2018	Victoria Rigert
2018 – 2019	Magdalena Ackerman
2019 – 2020	Victoria Rigert
2020 – 2021	Victoria Rigert
2021 – 2022	Victoria Rigert and Linda Seward
2022 – 2023	Ana Rodriguez and Ashley Smith
2023 – 2024	Julia Neale





**Section 2. Expenses.** The Treasurer and the President are authorized to sign payment orders on behalf of the Club in payment of proper expenses incurred by the Club.

**Section 3. The Club's Year.** The fiscal year shall cover the period from January 1 through to December 31.

**Section 4. Treasurer's Report.** At the end of the fiscal year, the books and/or computer records as well as financial statements will be reviewed and the results will be available to all members upon written request. A report of the fiscal state of the Club shall be made by the Treasurer at the Annual General Meeting.

**Section 5. Surplus Funds.** Should surplus funds exist, the Board will set up a separate bank account (the premises' fund account) to cover the contingency that the premises currently used by the Club are no longer available. On an annual basis, the Board will vote on the amount to put in the premises' fund account. A minimum of two signatures is required to access funds from this account.

### **ARTICLE III. MEMBERSHIP**

1. Membership shall be open to women and men of all nationalities interested in participating in the activities of the Club.
2. Prospective members are required to submit a completed membership form with the annual dues. Members will be accepted by the Board upon receipt of these two items.
3. Members agree to adhere to the rules and Bylaws of the Club. The Disciplinary Policy of the Club, which shall be adopted by the Board and given to all members, can be enforced. The Board can dismiss members who do not abide by the rules of the Club and/or the Disciplinary Policy.
4. Withdrawal from WAC membership must be received in writing by the 10th December. If no cancellation is received by this date, membership will automatically be renewed for the following year.
5. Members may resign at any time. Such members are asked to inform the Club Office Manager, in writing (email [com@wac.ch](mailto:com@wac.ch)), of their resignation. Dues are not refundable. Parents or guardians of children enrolled in the Child Development Program must be members of the Club.

### **ARTICLE IV. ORGANIZATION OF THE CLUB**

The organization of the Club shall be comprised of the general membership plus the Board of Directors. Members of the Board serve in the capacity of a volunteer.

**Section 1. Annual General Meeting.** The Annual General Meeting shall be held each year in late March. The agenda for this meeting shall be:

1. President's report
2. Treasurer's report
3. Election of the Board of Directors for the coming year
4. Election of an auditor and/or bookkeeper from the general membership
5. Preliminary planning/discussion of activities and the agenda for the coming year
6. Other business of concern to the general membership

Decisions of the Club shall be made at the Annual General Meeting. Voting at the Annual General



Meeting shall be by a simple majority vote of those members present and those voting by proxy or absentee ballot. Each member is entitled to one vote at all meetings of the membership of the Club. A quorum for transaction of business shall be not less than one-third of the general membership. Special meetings can be called by the Board or requested by one-fifth of the general membership, in writing to the Board, at any time during the year. The written agreement of all members to an issue is equivalent to a decision made at the Annual General Meeting.

**Section 2. Officers of the Club.** The Club shall have the following Executive Officers: President, Vice President, Secretary, and Treasurer.

**Section 3. Board of Directors.** The Club shall be governed by a Board of Directors consisting of the Executive Officers and one or more Chairpersons as needed. The Board of Directors shall consist of a minimum of five members. All Board members shall be entitled to one vote each. In the case of a tie the issue may be put on the agenda of the next meeting, discussed again and voted on again.

All members of the Board of Directors shall hold office for a period of one year from April 1 to March 31 of the following year. The same elected office shall not be held for more than two consecutive years, except when, seven days prior to the election, no candidate has come forth, the existing office holder, having already served a two year term, may then stand for election again.

**Section 4. Duties of the Board of Directors.** The Board of Directors shall manage the activities, property and affairs of the Club. Duties of all members of the Board are set forth in the Bylaws. For every contract entered on behalf of the Women's Activity Club, at least two executive board members must sign. One of these signees must be the President (in the absence of the President, it must be the Vice President).

## ARTICLE V. LIABILITY

**Members are to note that they participate in any Club or activity entirely at their own risk. Neither the Club nor the Board of Directors shall be held responsible for any injury, damage or loss incurred by the general members, while participating in any Club activity or function. The liability of each individual member of the Club to any third party is limited to the membership dues, see fee schedule under ARTICLE II. Finance, Section 1. Membership Dues and Income. (Swiss Civil Code, Article 71).**

## ARTICLE VI. AMENDMENT OF THE CONSTITUTION

This Constitution may be amended by a simple majority vote of the general membership at either the Annual General Meeting or at a special meeting. Amendments may be proposed by the Board of Directors or by any 25 members, in writing, to the Board of Directors. The Board must present the amendment to the membership, together with its recommendation for approval or disapproval, not less than 30 days prior to the meeting at which it is to be considered.

## ARTICLE VII. CONSTITUTION

This constitution is the first constitution of the Women's Activity Club and shall be considered valid as of the date of approval by the general membership. The Constitution (also contained within the Women's Activity Club Handbook) shall be made available to any member upon request.



## **ARTICLE VIII. BYLAWS**

Bylaws as necessary for the proper governance of the Club may be enacted or modified by a two-thirds majority vote of the Board of Directors, to become operative 30 days after adoption provided that such Bylaws do not in any way modify or conflict with this Constitution.

## **ARTICLE IX. SEAL**

The seal of the Club shall consist of a child, represented by a stick figure, carrying three colored balloons and shall bear its symbol "WAC".

## **ARTICLE X. DISSOLUTION**

Dissolution shall occur at a general meeting with the approval of three-quarters of the members present. In the event of dissolution, there shall be total liquidation of all material assets. All money from this liquidation and all remaining money, including money in the premises' fund account, shall be donated to charitable organizations or to organizations with goals similar to those of the Women's Activity Club. The Board shall identify such organizations, and the exact organizations shall be voted upon at either the Annual General Meeting or a special General Meeting after recommendations from the Board.

## **ARTICLE XI.**

The formation of the Women's Activity Club and its statutes were approved by the undersigned at the Board Meeting on April 21, 1997 at the Women's Activity Center in Volketswil:

*Grace Widmer*

*Caroline Schwarz*

*Karen Breitenmoser*

*Dawn Martin*

*Marleen Bueno de Mesquita*

*Dorothy Fiskum*

*Annejacq Massink*

*Jackie Cerri*

*Amanda Kearns*



# BYLAWS OF THE WOMEN'S ACTIVITY CLUB

Revised in accordance with Article VIII: April 1998, April 1999, May 1999, June 2000, June 2001, May 2002, June 2007 and January 2008.

## BYLAW I. ACTIVITIES OF THE CLUB

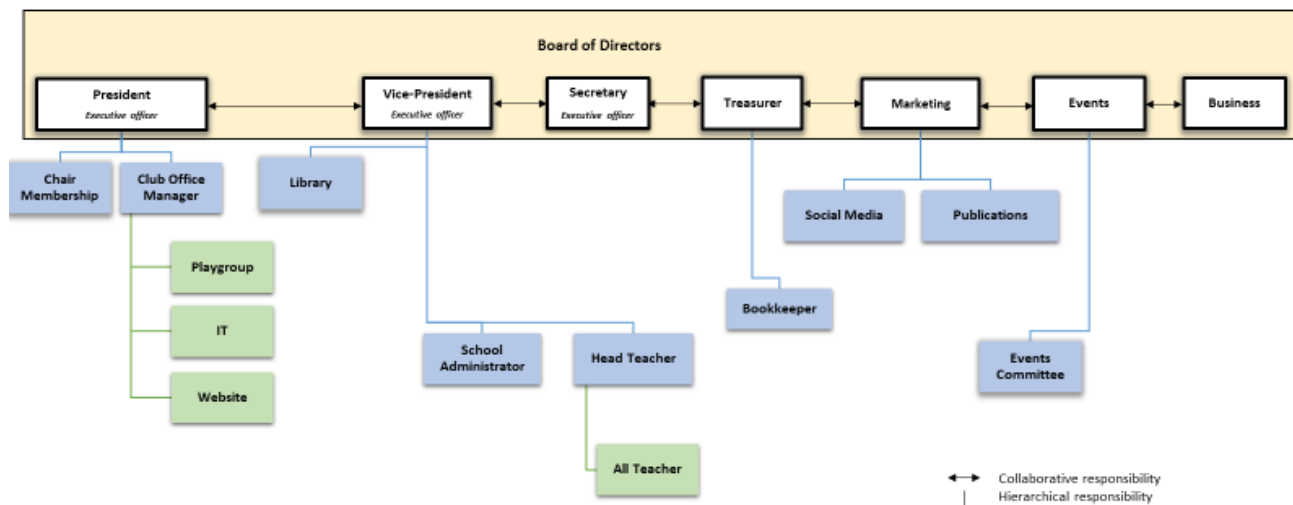
The main activities include child development classes, children's playgroups, classes/courses/workshops/seminars, an English language library, fundraisers, holiday functions, and room rentals. The WAC Handbook and brochure describe in detail many of the Club's activities.

## BYLAW II. MEMBERSHIP IN THE CLUB

All persons interested in the activities of the Club are welcome to become a member. A person is considered a "member" upon receipt of a completed membership form and the annual dues. Members must also read the Club's Handbook and sign a statement to that effect, agreeing to abide by the Constitution, Bylaws, rules and regulations contained therein. Members, see membership categories as described under ARTICLE II. Finance, *Section 1. Membership Dues and Income* shall receive the following: 1) library membership, 2) Club newsletter (WAC on Track) and 3) member rate on Club events and activities.

## BYLAW III. ORGANIZATION OF THE CLUB

The following organizational chart illustrates the Club's positions and their working relationship:



Update September 2023

**Section 1. Duties of the Board of Directors.** The Board of Directors shall set the overall yearly goals of the Club. Within this overall framework, the current members of the Board have the following specific duties:

1. The **President** shall preside at meetings of the Club, supervise all plans for obtaining the goals of the Club, promote the welfare of the Club, and shall see that all decisions and policies of the Board are carried into effect. The President shall also act as spokesperson for the Club and oversee public image. The President can appoint chairpersons for special "ad hoc" committees, appoint Board members to act as a Club representative, and may convene a special meeting.



2. The **Vice President** assists the President in the execution of their duties and shall substitute for the President when necessary. The Vice President shall monitor all Human Resources policies. The Vice President shall act as Ombudsman (mediator of disputes) and chair the Mediation Committee. The Vice President is the liaison between the school and the Board, working closely with the school director and teachers. In the event of the President's absence, the Vice President shall assume the President's duties and shall automatically assume the office of President should this office fall vacant.
3. The **Secretary** shall be responsible for the minutes of all meetings of the Board, the Annual General Meeting, and any special meetings. The Secretary shall coordinate the agenda for upcoming board meetings and ensure the accuracy of the WAC and School Handbooks. The Secretary shall manage the documentation of policies, processes and procedures. The Secretary shall substitute for the President if the Vice President cannot serve. The Secretary shall substitute for the Vice President if the Vice President cannot serve.
4. The **Treasurer** shall oversee the da (employed 2.5 hours a week) who: controls and keeps full and accurate accounts of receipt and disbursement of all funds, prepares the WAC finances for year-end audit and makes a report of the financial transactions and status of the Club and School. The Treasurer shall present monthly profit and loss and balance sheets to the Board of Directors and present a financial report at the Annual General Meeting. The Treasurer shall also carry out the WAC audit along with the external auditor and Bookkeeper and approve and sign all outgoing payments. To ensure that the Club is operating within its budget, the Treasurer shall have overall knowledge of ongoing activities at the Club and School. The Treasurer, together with the Vice President, decides whether or not classes can go ahead, based on the financial situation and budget. The books and/or computer records of the Club and School shall be open to inspection by the Board at any time.
5. The **Business Chairperson** manages the development and internal marketing of such services as enrichment classes for children and adults (e.g. ballet, swimming, German), special interest clubs (e.g. Book Club, Girls and Boys Clubs), seminars and events such as movie nights or hikes. The Business Chairperson will work with the Treasurer and Office Manager to establish and maintain uniform processes and procedures for enrollment and billing, and to maintain accurate financial records of all activities.
6. The **Marketing Chairperson** shall oversee the marketing activities of the WAC Club and School, including publications, website, collateral, advertising, participation in events and public relations. The Marketing Chairperson shall monitor the Chairperson dedicated to Publications, the Chair of which shall be appointed by the Board of Directors. The Marketing Chairperson will also communicate with the Club Office Manager about the marketing image of the website.
7. The **Events Chairperson** shall establish an annual calendar and recruit members to plan and coordinate defined special events. The Events Chairperson shall manage and maintain the tools and resources to allow volunteers to easily run events independently. The Events Chairperson will work with the Treasurer and Office Manager to establish and maintain uniform processes and procedures for ticket sales and will maintain accurate financial records of all activities.

All decisions of the Board of Directors shall be determined by a simple majority, that is, more than half of the members present and voting on a particular issue or candidate. Any Board member may submit absentee ballots for any issues or policies to be voted upon at a forthcoming Board meeting at which that member will be absent.

**Section 2. Quorum.** Five members shall constitute a quorum of the Board of Directors. At least one member must be an executive officer.

**Section 3. Meetings of the Board of Directors.** The Board of Directors shall meet regularly, and the dates of future meetings are generally decided upon during actual meetings. Notice of a regular meeting shall be 15 days for meetings of the Board, although any Board member may call special meetings at any time if action or decision making is required. The Club shall reimburse Board members for all approved expenses actually incurred in attending Board meetings.



Board meetings are not open to the general membership. A Board member may empower a committee member or selected representative to report for them in their absence at a Board meeting. General members can submit their constructive concerns or interests to any Board member; notice of Board meetings will be publicized to elicit comments from the membership by the Secretary.

**Section 4. Nomination of Board Members.** A Nomination Committee, to consist of at least three members, will be chosen by November to oversee the nomination process. The Board shall appoint at least one member from the Board. The remaining members shall be chosen from the general membership. A Nomination Committee member may not nominate themselves for a Board position. If at some point during the election period they decide to run, they must wait until the AGM to nominate themselves.

An article will be placed by the Nominations Committee in the December/January issue addressing the general membership in order to elicit suggestions of individuals for nomination to a board position and notify the general membership about the AGM coming up in March. The Nomination Committee will post a large sign up sheet with descriptions of each position of the Board of Directors at the Women's Activity Club, with space under each for several names to be submitted.

Current Board members may nominate themselves for re-election, the Nomination Committee or the Board may submit candidates for office upon speaking to individual members or members may put their names down themselves. Only members or members' spouses may run for a position. Members having possible conflicts of interests, such as providing a paid service to the WAC or renting a locked room, may not serve on the Board of Directors of the Women's Activity Club. These members may serve in any of the other Board positions as long as they do not participate in discussion or voting in areas where there is a conflict of interest.

The Nominations Committee shall present to the general membership, preferably in the February or March newsletter, all candidates willing to run for the Board of Directors. Additional duties of the Nominations Committee include contacting nominees to ensure that they are willing to run for office, communicating to the general membership the status of elections regarding open positions, providing refreshments and snacks at the Annual General Meeting, supervising the election procedure at the Annual General Meeting (counting ballots, counting votes by show of hands, announcing the results) and reporting to the general membership the results of the Elections at the Annual General Meeting via poster, newsletter and the Board board in front of the office.

**Section 5. Election of the Board of Directors.** The Board of Directors shall be elected at the Annual General Meeting in March. Only votes of members actually attending the General Meeting and those votes cast by proxy and absentee ballot will be valid, and Board members shall be elected by a simple majority of those voting. All Board nominees should be present at this meeting. Individual votes shall be cast for each designated position.

Within three weeks following the Annual General Meeting, there should be a transitional meeting between the outgoing and incoming boards. The new Board of Directors shall set the agenda for the upcoming year. By June 1 the new Board shall make available their agenda and budget for the year in the *WAC on Track*.

**Section 6. Vacancies.** If a Board position becomes vacant, the Board will elect a replacement and inform the general membership in the next Women's Activity Club newsletter. The term of the newly appointed person shall be considered a full year if it commences before or during July. If a position is vacant until the Annual General Meeting, the new board may vote in new members for board positions at the first board meeting.

**Section 7. Removal from Office.** A Board member who is found to carry out the duties of their





position in a manner contrary to the interests of the Club may be removed from office by written vote of three-fourths of the other Board members.

**Section 8. Board Resignation Policy.** A Board member may resign at any time but as a courtesy to the Club, a minimum of two weeks notice prior to absolving duties is required. The resigning Board member will not be required to pay the membership fee; however, they will receive no remuneration at the year-end. The position can be filled immediately after the resignation takes place, and the membership will be informed in the next Club Newsletter.

**Section 9. Committees.** Unless otherwise specified, the membership of committees will be from the general membership. Committees will be chaired by a Chairperson appointed by the Board of Directors. Committees can be formed to divide the workload, develop or utilize the expertise of various members, and permit decision-making between meetings of the full Board of Directors. A committee may be “standing” or “ad hoc.” The following are the current standing committees / Chairpersons.

1. The **Library Chairperson** is responsible for running special or regular library functions and activities. Duties may include reviewing the overall goals of the Library, maintaining monthly financial records, ordering and/or cataloguing of all materials, and overseeing the volunteers. The Library Chairperson will report to the Vice President.
2. The **Events Committee** is chaired by the Events Chairperson. The committee will help the Events Chairperson with the planning and execution of events, such as decorating, organizing and overseeing activities and games, ticket sales and cleaning up.
3. The **Interior/Exterior Chairperson** shall maintain the interior and exterior of the WAC premises including all classrooms and public areas. The Chairperson will work with the Office Manager to manage the WAC’s day to day relationships with our landlord, cleaners, and other service providers. The daily work of the Interior/Exterior Chairperson will be managed by the Office Manager.
4. The **IT Chairperson** shall manage all aspects of the WAC’s IT infrastructure. The Chairperson will respond to the needs of users with respect to our database, financial software and website, and will ensure that our systems are appropriate for the needs of the organization. The daily work of the IT Chairperson will be managed by the Office Manager.
5. The **Publications Chairperson** reports to the Marketing Chairperson and is responsible for overseeing the publication of the WAC on Track.
6. The **Playgroup Chairperson** is responsible for recruiting, training and supporting playgroup leaders and ensuring the smooth running of playgroups. The Playgroup Chairperson shall manage playgroup resources, monitor attendees, manage timetables and ensure accurate marketing of playgroups. The Playgroup Chairperson will report to the Office Manager.
7. The **Membership Chairperson** shall manage the WAC’s relationship with its members. The Membership Chairperson shall oversee the Welcome Committee ensuring that all new members are familiar with the goals, activities and expectations of the WAC. The Membership Chairperson shall manage a volunteer database and assign volunteer resources when and where they are needed. The membership Chairperson shall report to the President.

The Committee Chairs may present their budgets, goals and general agenda to the Board for approval. Any major decisions, purchases, and changes or additions to current agendas must be brought before the Board for discussion and approval prior to general membership knowledge. Chairpersons whose budgets are approved by the Board are free to spend within this budget. Committees may operate independently of the Board if they function within the committee’s approved budget and general aims.

Meetings of a standing committee shall be called by the Chairperson. When possible, notice of a



meeting shall be three to five days for any standing committee.

**Section 10. Powers and Limitations of the Executive Officers and Other Board Members.** Any Board member, operating alone or as part of a committee, must present major decisions, policies, agendas, projects, and budgets to the Board of Directors for discussion and approval. At least one executive Board member and one additional Board member must sign any contract entered into on behalf of the Women's Activity Club. Board members whose ideas and budgets are approved may then proceed with their agendas apart from board meetings. Non-executive Board members may approach the Executive Officers between monthly meetings for approval of small changes or additions to their agendas. Board members who exceed the purchasing limits of their allotted budgets without seeking Board approval can be held accountable for the additional expenses.

The Executive Officers shall have the power to act for the entire Board of Directors between meetings:

1. When action is required and the urgency of the situation will not allow a delay until the next Board meeting or until a special meeting can be called; or
2. When the degree of confidentiality is so great as to require consideration by a smaller group.

The Executive Officers shall further assist the Board of Directors by:

1. Giving preliminary consideration to matters which do not come within the scope of other committees or where time does not permit referral to the otherwise appropriate committee;
2. Meeting shortly before each Board meeting to study agenda items with the purpose of clarifying their presentation to the Board in order to obtain informed Board decisions in the shortest time; and
3. Considering specific matters referred to them from time to time by the Board and taking the appropriate action called for by the Board's referral.

The Board of Directors shall **not** have the power to:

1. Act in contradiction to current established Board policies; or
2. Authorize the sale or other disposition of all or any substantial portion of the assets of the Club.

Any grievances should be brought before the Board of Directors in a timely fashion. Any disagreements with any portion of a Board meeting should be mentioned at the actual meeting.

**Section 11. Remuneration.** In recognition of the time and work involved in serving on the Board of Directors or as Chairperson of a Standing Committee, the following advantages are allowed to Board members and Chairs of Standing Committees: 1) reimbursement of approved expenses, 2) free membership in the Club, and 3) remuneration for special assignments, to be decided by the Board.

#### **BYLAW IV. FINANCES OF THE CLUB**

The annual membership dues shall be set by a majority vote at the Annual General Meeting upon the recommendation of the Board of Directors. The proper expenses of the Club shall include but not be limited to, operation and maintenance of the Women's Activity Club premises, Club programs, publication of the Club's Newsletter *WAC on Track*, marketing materials and special club-sponsored events and classes.

## **INTRODUCTION AND MISSION STATEMENT**

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The Women's Activity Club (hereafter referred to as the "Club" or "WAC") exists as a Club (in Switzerland we come under the classification "Verein"). It is international in character and is governed by a Board of Directors elected by the general membership. The remainder of this Handbook describes the main areas of Club activity as well as general rules and policies.



**Mission.** The Club is a multifunctional organization whose purpose is to meet the social, educational, and personal needs of its members. The Club is designed to encourage international friendship, support, and sharing.

## **HISTORY OF THE WOMEN'S ACTIVITY CLUB**

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The Women's Activity Club, first called the Women's Center, originated as a meeting place for a women's sewing circle that had started at Mary Lou Mettler's home. Mary Lou's husband Ari, owner of Mettler-Toledo, offered the use of the barracks building on his property to his wife and friends. The "Barracks", as the building was often called, originally was built as a construction site hangar for Mettler-Toledo workers. Very soon the sewing circle grew to include more women and more activities and so in 1990 Mary Lou Mettler, Margaret Hueppi, Virginia Humphreys, and Gail Enterline founded the Women's Activity Center.

In the beginning the Women's Activity Center provided a babysitting co-op, Weight Watchers' meetings, exercise classes, an interior decoration shop, playgroups, and other classes. The number of women using the Women's Activity Center increased dramatically in 1991, bringing in new ideas. Flea markets, parties, holiday events for children (e.g., photos with Santa!), and new classes were organized and the first businesses and small stores were opened.

In 1992 many successful adult festivities were held (e.g. wine tasting, a square dance, Halloween party). The first annual children's Halloween party was held that year. Kay Inglin set up a "preschool" with a qualified teacher named Lynn Gruss, who designed and set up preschool classes for children aged three and a half to five years. By 1993, there were already two preschool classes. In 1994 Katherine Kocher created the "play school" for two to three year olds. Cheryl Cline founded the Women's Activity Center Children's Library in November 1992.

Between 1994 and 1996 the Women's Activity Center served approximately 200 women members and their children.

## **FOUNDING OF THE WOMEN'S ACTIVITY CLUB**

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### Founding Officers 1996-1997

President	Grace Widmer
Vice President	Dora Manser/Caroline Schwarz
Secretary	Karen Breitenmoser
Treasurer	Caroline Schwarz
Business Chairperson	Dawn Martin
Child Development Chairperson	Marleen Bueno de Mesquita
Interior/Exterior Chairperson	Dorothy Fiskum
Library Chairperson	Annejackq Massink
Playgroup Chairperson	Jackie Cerri
Special Events Chairperson	Amanda Kearns

### **History of its Inception**

In June 1996 elections were held and for the first time a Board existed to coordinate the various sectors of the Women's Activity Center that were growing in complexity and to ensure proper representation of the different groups. The finances of the Child Development classes and of the library were brought under the control of the Treasurer and Board positions were created to manage these two critical areas.

The Women's Activity Center officially became a Club in April 1997.



## MEMBERSHIP POLICIES AND FEES

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Anyone interested in the activities of the Club is welcome to become a member. As outlined in the Bylaws, to become a member you must read this Handbook, fill in and sign the membership form and pay the annual membership dues and one-off administration fee. As the history of this organization indicates, the Club can only be as good and as strong as its members are. Therefore, as a member of the Club you are required to make voluntary contributions of your time and talents, such as helping out at a fundraiser or participating on a committee. If you have any special expertise or skills please indicate this on your membership form and feel free to offer your services. New ideas are always welcome! Please sign up to help at a special event or be on a committee and actively participate in WAC functions.

The Club is a small community. Please show respect and courtesy toward one another!

Please see the fee schedule for membership dues under ARTICLE II of the Constitution. Please include payment of administration charges as part of things needed to become a member.

## FACILITIES AND HOURS

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**The Women's Activity Club premises** are located at Winterthurerstrasse 18, Uster. There are currently child development rooms, a library, a playroom/lounge, a conference room, a kitchen, and an office. The hallways, stairways and the ground floor bathrooms are for WAC, as well as general public use.

**Women's Activity Club Hours.** The premises are currently open for general business from Monday to Friday, mornings and afternoons (hours vary) and on Saturday mornings. The semester hours for playgroups, classes, the library, and other activities are posted on our website [www.wac.ch](http://www.wac.ch), in our monthly newsletter the *WAC on Track* and on the Club notice boards. The Club premises are accessible seven days a week for membership activities and/or room rentals. Please contact the Office Manager ([COM@wac.ch](mailto:COM@wac.ch)) for more information on dates, hours and room availability.

## RENTALS

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The Club rents its facilities to members and non-members. The Club premises can be rented for both children and adult parties and private fundraising events such as flea or craft markets, all at extremely competitive rates. We also encourage people with special skills to rent space in order to provide short courses for both members and non-members. For further information and details of rental rates please contact the Office Manager at [com@wac.ch](mailto:com@wac.ch).

## POLICIES AND REGULATIONS FOR USE OF CLUB PREMISES

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The policies and regulations of the Women's Activity Club are simply the rules and regulations essential to the maintenance of a well-ordered Club community and to ensure the safety of the members and their children. These standards involve responsible public conduct and respect for the Club and its property.

### Safety

It is the responsibility of each person using the WAC to exhibit good judgment. The WAC facilities are not 100% childproof and, thus, potential dangers exist. **Children who are not attending a class must be supervised at all times by their parents or guardian** to prevent injuries or property damage. Children are not allowed outside the building without proper supervision. Please take extra care when exiting your parking space and, if possible, park your car to ensure the safety of any children in the parking lot. If an incident should occur, the Club takes no responsibility for any injuries or damage incurred.



- No running or horseplay is permitted in the hallways or stairways.
- Play is permitted in the classrooms or playroom under adult supervision.
- Toys must only be used in the classrooms or playroom.

**All WAC rooms and the front door MUST be locked upon final departure from the building.**

Prior to departing, all lights should be turned off and windows closed. (see Clean Up and Departure Procedures). For your own safety when you are on the premises, working alone or are with a small group, we recommend that you lock the front door. Members are encouraged to leave the WAC in pairs at night to ensure each person's safe departure.

**Guidelines for Action in Event of a Fire**

These procedures should be followed by anyone who detects a fire or any potential hazard.

- Sound a verbal alarm to alert everybody in the building.
- Attempt to put out the fire with a fire extinguisher.
- Check all the rooms, bathrooms, under the tables, stairways and any hiding spots to ensure there is no one left behind.
- Exit by the front door or any window on the ground floor, when possible.
- A head count is important to ensure ALL the children have exited the building.
- Gather, if possible, at the emergency assembly point in the garden area until the arrival of the fire department.
- Teachers must wait and ensure that all the children have been collected by their parents/guardians.
- Do not panic. Remain calm at all times.

**Health**

**Procedure in case of illness or injury.** Emergency phone numbers are posted by the telephone in the office. If a child becomes ill while attending a Club class or activity and needs to be sent home, and the parent is not present, the teacher or another responsible adult will attempt to call the parent or emergency contact person listed on the child's emergency sheet. If no one can pick the child up immediately, the teacher or other adult will make a decision based on the severity of the illness or injury. If prompt medical care is required for an illness or serious injury, the Children's Emergency Hospital of Zürich will be contacted. Otherwise, the child with a minor illness will stay at the WAC under adult supervision or in the classroom until the parent or designated person arrives. A fully stocked first-aid kit is available in the clubroom for injuries. Children can remain in the classroom or playroom after being treated for minor scrapes and bruises. Please document all injuries in the accident logbook which is located in the office.

**Procedure in case of accidents or emergencies.** Immediate care in case of serious accident or emergency will be given by the nearest medical facility. If a child is involved, someone will be designated to notify the parents if they are not present at the time.

In order to maintain a healthy environment, the following procedures should be followed:

- Teachers, rotation helpers, and other adults must wash their hands after changing diapers, helping a child at the potty or toilet, after each use of the toilet, coming in from outdoors (if applicable), cleaning up after blood or vomit, and before handling food.
- Children must wash their hands before eating and after using the toilet.
- Paper towels are provided for drying hands.
- Diaper changing surfaces must be cleaned after each use.

In order to enroll in a class, children **must** be up-to-date on their vaccinations against diphtheria, tetanus, whooping cough, polio, and measles.



A copy of their immunization record may be required. **Adults and children who are sick or have a contagious disease must not come to the Club.**

### **General Guidelines, Policies, and Regulations**

**Telephone Use.** A telephone is available, free of charge, in the office for emergency or WAC related calls. Personal calls are not permitted.

**Copier Use.** A photocopy machine is available for use by WAC sponsored programs and activities. The machine is also available for reasonable personal use, rates are posted by the machine.

**Keys.** All Board members and teachers are assigned keys to the WAC. Parties renting rooms are loaned temporary keys. A CHF 100 deposit is required for each key, which will not be returned if the key is lost. WAC keys are administered by the Office Manager.

**Clean Up and Departure Procedures.** The Chairperson of a meeting or event or the individual/group using any of the WAC facilities is responsible for leaving the area used in the same condition as it was prior to the event, activity, or meeting. The individual or group is responsible for any costs incurred as a result of damaged or missing WAC property, and/or additional cleaning.

The following procedures should be followed:

- Put furniture, toys, and kitchen items back in their original location.
- Place filled trash bags and/or bags containing diapers or food outside in the WAC garbage container. Line bin with new trash bag.
- Close any open windows.
- Turn off all lights. (Note: the lights in the hallway/stairwell will stay on for security purposes)
- **Lock all WAC rooms and lock the front door behind you.**

Please help to keep the WAC a nice place for everyone by picking up after yourself and your children. Wash your own coffee cup and any other dishes you or your family have used, put the toys away that your child played with, pick up after your child's messes, and so forth.

**No-Smoking Policy.** We adhere to a no-smoking policy. Smoking is not permitted in the building.

**Donations.** The Club welcomes monetary donations from corporations as well as individuals. We also appreciate the donation of toys, books, furniture, or other items, but unfortunately, cannot use all items donated. Please have your donations approved by the appropriate committee (Child Development, Library, Interior) who can determine the suitability of your donation for WAC needs.

No personal items are to be stored or left at the Club premises.

### **Disciplinary Policy**

Members who do not abide by the rules, regulations, and Constitution and Bylaws of the Club will not be welcome in the Club. Warnings may precede Board action. The Board of Directors may deny member privileges for a defined period of time or, finally, the Board may expel a member whose actions are counter to the purposes of the Club or who do not abide by its rules and/or the disciplinary action.

### **Cancellation Policy**

If cancellation notice for a WAC event or course is not given before the cancellation deadline, the fee still must be paid in full.



## **Privacy Policy**

A list of active WAC members with their contact details is available to members but is only to be used for non-commercial purposes.

## **CHILD DEVELOPMENT PROGRAM**

### **Introduction**

The Learning Tree Cooperative School (LTCS) was founded in 1992 by members of the WAC. The LTCS is designed to meet the pre and after school needs of our children. We offer preschool, after school classes, ESL (English as a second language) and English Reading and Writing classes. We may offer additional classes depending on the needs and demands of our membership community. The LTCS programs are designed to complement both the Swiss public school system as well as the international schools in our area. Whichever school system you decide on, the Learning Tree Cooperative School is set up to support your family with a unique and successful formula. Our caring and qualified staff of administrators and educators will be happy to help you to select the right classes for your child.

Classes may need to be cancelled, if they do not have enough participants. The School Administrator must gain the approval of the Treasurer and Vice President who decide whether or not a class can go ahead, based on the financial situation.

The classes offered by WAC:

- Preschool (in the morning)
- Creative Movers (afternoon Preschool)
- Explorers (English classes for children aged 4+)
- English Accelerators (for non-native speakers, with a focus on communication)
- Reading and Writing (for native speakers)
- ESL Flyers (English as Second Language)
- Spielgruppe WACKelöhrli (Swiss-German playgroup)

### **Late fee policy**

First and second reminders will be sent for outstanding debts. If the invoice remains unpaid, a third reminder with a late fee of 50 CHF will then be sent. At this stage, the school reserves the right to refuse further participation of children with outstanding fees in classes until payment is received.

For non-members or members who have recently left the club, WAC reserves the right to transfer any outstanding invoices to the credit agency if after sending the 3rd and final reminder such invoices are not paid.

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## **THE LIBRARY**

The library at the Women's Activity Club has a well-stocked English library. Income from donations, overdue fines, and library-sponsored activities is primarily invested in new books, DVDs, supplies and furnishings.

The library's collection currently includes (a) fiction and non-fiction for children, (b) DVDs for children.



There is a four-week loan period for books and a two-week loan period for videos, DVDs and games. Overdue fines are assessed on a weekly basis. Details of the loan period and overdue fines can be found in the library.

Please, no food or drink in the library. Children under 5 years of age must be supervised by an adult at all times.

The current opening hours of the library are published on our web site [www.wac.ch](http://www.wac.ch).

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## SPECIAL EVENTS CALENDAR

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The Women's Activity Club may run the following events:

- October: Halloween Party
- December: Christmas party
- Summer: Summer BBQ

Other special events may be scheduled.

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## PLAYGROUPS

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We offer different playgroups that provide fun activities for children and babies to enjoy while developing sensory, social and communication skills. Playgroups take place during the school year, and are usually closed during school holidays. Occasionally, meet-ups may be arranged during the school holidays. Please ensure that your contact details are provided to the playgroup leader to ensure that updates are received via email or text or visit the WAC website for further information.

Generally, the playgroups are tailored for mums, dads, grandparents or caregivers with children up to 4 years, however older siblings are also welcome. Most playgroups have play time, arts and craft time, singing as well as offer snacks.

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## COMMITTEES

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The Women's Activity Club Bylaws allow for the following committees, which can be standing, temporary or "ad hoc":

- Activities Committee
- Interior/Exterior Committee
- Library Committee
- Publications Committee
- Events Committee
- Membership Committee
- Marketing Committee
- IT Support Committee
- Playgroup Committee

The committees form an integral part of the smooth functioning of the Board and, thus, of the Club itself. Please sign up to serve on one of these committees.

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