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Women's Activity Club (WAC)

Handbook

March 2026 Edition

Document Structure

Part I: Constitution

Part II: Bylaws

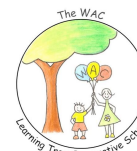
Part III: Operational Handbook

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PART I: CONSTITUTION

Article I. Name, Purpose and Activities of the Club

1.1 Name

The name of this organisation shall be the “Women’s Activity Club”.

This club shall adhere to Swiss norms as stated in the Swiss Civil Code, Article 60 with Addenda. The official address of this organisation shall be Winterthurerstrasse 18, 8610 Uster. The building at this address is known as the Women’s Activity Club, or “WAC”. Legal jurisdiction shall be the city of Uster.

1.2 Purpose and Activities of the Club.

The Women’s Activity Club is a multifunctional organisation 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. The Club may run an English school for children. The organisation shall be non-profit, non-religious and apolitical. The working language of the Club shall be English.

Article II. Finance

2.1 Membership Dues and Income

All administrative costs and other operating expenses of the Club shall be funded by annual membership dues, income from activities, revenue from room rentals and school fees. The amount of the annual dues shall be decided at the Annual General Meeting. The fee schedule for membership dues is:

2.1.1 Full membership

CHF 160 per year (1 February – 31 January)

- applicable for all members with children in the Learning Tree Cooperative School
- members given priority for all ticket-only events and/or courses

2.1.2 Adult Social membership

CHF 40 per year (1 February – 31 January)

- benefit from members rate for adult-only social activities and classes
- benefit from members rate for WAC room rentals
- advertise their business for free on WAC communication channels

2.1.3 Half-yearly membership

CHF 90 per half year (February–July, OR August–January)

- same benefits as full member

Please note there will be NO half-yearly fee attached to Adult Social membership fees.

All new full and half-yearly memberships are subject to a one-off administration fee of CHF 50. It will be added to the first payment when the membership commences.

2.2 Expenses

The Treasurer and the President are authorised to sign payment orders on behalf of the Club in payment of proper expenses incurred by the Club.



2.3 The Club's Year

The fiscal year shall cover the period from 1 January through to 31 December.

2.4 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.

2.5 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 Bylaws 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.
4. Members may resign at any time. Such members are asked to inform the Club Office Manager, in writing (email to com@wac.ch), of their resignation. Dues are not refundable.
5. Membership automatically renews on an annual basis. Members who do not wish to renew must submit written cancellation (email to com@wac.ch) by 10 December. If no cancellation is received by this date, membership will automatically be renewed for the following year.
6. Parents or guardians of children enrolled in the Learning Tree School must be members of the Club.

Article IV. Organisation of the Club

The organisation 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.

4.1 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. Preliminary planning/discussion of activities and the agenda for the coming year
5. 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.

4.2 Officers of the Club

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

4.3 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 1st April to 31st March 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.

The Board of Directors may not propose or approve a change to the Constitution or Bylaws that directly benefit any or all members of the current or future Board. These may only be proposed by one-fifth of the general membership and approved at the Annual General Meeting or Special Meeting as per the usual voting procedure at the Annual General Meeting.

4.4 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.

4.5 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 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 (cf. Swiss Civil Code, Art. 71).

Article VI. Amendment of the Constitution

This Constitution may be amended by a simple majority vote of those members present and those voting by proxy or absentee ballot 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 coloured 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 organisations or to organisations with goals similar to those of the Women's Activity Club. The Board shall identify such organisations, and the exact organisations shall be voted upon at either the Annual General Meeting or a special General Meeting after recommendations from the Board.

Article XI. Formation

The formation of the Women's Activity Club and its statutes were approved by the undersigned at the Board Meeting on 21 April 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

Version History

The original Constitution was proposed by the Board of Directors on 22nd January 1997; revised on 24th March 1997; and accepted by the General Membership in June 1997 at the Annual General Meeting.

Revised in accordance with Article VI:

Version no.	Revised on	Modified by	Approved on	Description of changes
1.1	21.01.2025	Louisa Cameron	AGM, 25 th March 2025	<ul style="list-style-type: none"> Adding sentence in ARTICLE IV, Section 3. Board of Directors
1.0	7.12.2023	Anja Hirt	AGM, 30 th March 2024	<ul style="list-style-type: none"> Split Handbook into Constitution and Bylaws Introduce version history Update terminology such as “Child Development Program” or “Disciplinary Policy” which are no longer used.

Older updates: June 1998, June 1999, June 2000, June 2001, May 2002, June 2004, June 2005, April 2010, June 2014, December 2023.



Part II: BYLAWS

This section contains the legal governance structure of the Women's Activity Club. These Bylaws may only be amended in accordance with the Constitution, Article VIII.

Article I: Introduction and Purpose

1.1 Legal Status

The Women's Activity Club (hereafter referred to as "the Club" or "WAC") exists as a Club (in Switzerland classified as "Verein"). It is international in character and is governed by a Board of Directors elected by the general membership.

1.2 Mission Statement

The Club is a multifunctional organisation 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.

1.3 Activities

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.

Article II: Membership

2.1 Eligibility

All persons interested in the activities of the Club are welcome to become members. A person is considered a "member" upon receipt of a completed membership form and the annual dues.

2.2 Member Obligations

Members must read the Club's Handbook and sign a statement agreeing to abide by the Constitution, Bylaws, rules and regulations contained therein. Membership categories and dues are described in Part II: Operational Handbook, Section 1.

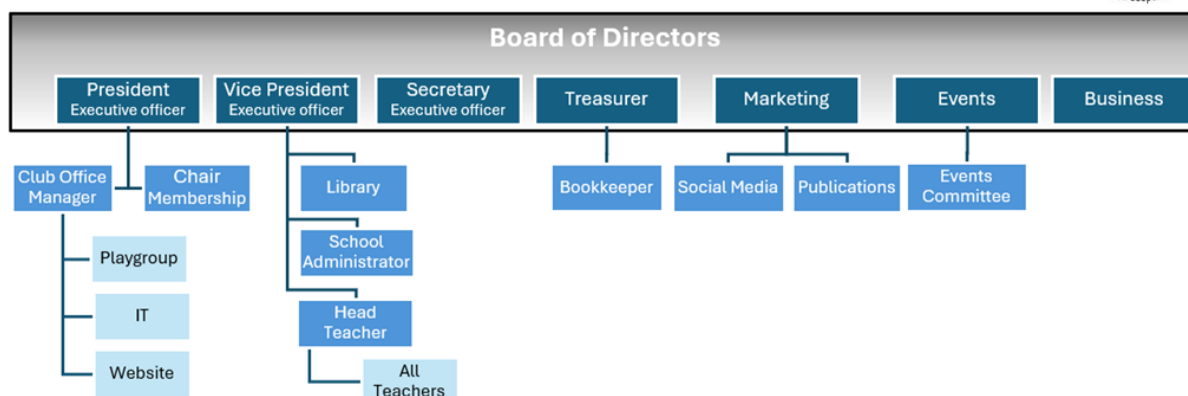
2.3 Member Benefits

Members shall receive:

- Library membership (except Adult Social Membership holders)
- Club newsletter (email format)
- Discounted rate and priority registration for all adult-only social activities and classes, e.g. Christmas jumper party, pilates, Swiss German
- Discounted rate for WAC room rentals
- Free activities for adults (e.g. Book Club, potluck dinners, Dinner Club)
- Free advertisements of their business on all WAC communication channels and social media

Article III: Governance Structure

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



3.1 Board of Directors

The Board of Directors shall set the overall yearly goals of the Club. The Board consists of the following positions: President, Vice President, Secretary, Treasurer, Business Chairperson, Marketing Chairperson and Events Chairperson.

3.2 Board Duties

Within the Board's overall framework, the current members have the following specific duties:

3.2.1 President

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
- Ensure that all decisions and policies of the Board are carried into effect
- Act as spokesperson for the Club and oversee public image
- Approve persons for special 'ad hoc' committees
- Appoint Board Members to act as Club representatives
- Convene special meetings as required

3.2.2 Vice President

The Vice President shall:

- Assist the President in the execution of their duties
- Substitute for the President when necessary
- Monitor all Human Resources policies
- Act as Ombudsman (mediator of disputes) and chair the Mediation Committee
- Serve as liaison between the school and the Board, working closely with the school director and teachers
- Automatically assume the office of President should that office fall vacant

3.2.3 Secretary

The Secretary shall:

- Be responsible for the minutes of all meetings of the Board, the Annual General Meeting and any special meetings
- Coordinate the agenda for upcoming Board meetings
- Ensure the accuracy of the WAC and School Handbooks
- Manage the documentation of policies, processes and procedures



- Substitute for the President if the Vice President cannot serve, or substitute for the Vice President if required

3.2.4 Treasurer

The Treasurer shall oversee financial management (employed 2.5 hours per week) and:

- Control and keep full and accurate accounts of receipt and disbursement of all funds
- Prepare the WAC finances for year-end audit
- Make a report of the financial transactions and status of the Club and School
- Present monthly profit and loss and balance sheets to the Board of Directors
- Present financial report at the Annual General Meeting
- Carry out the WAC audit along with the external auditor and Bookkeeper
- Approve and sign all outgoing payments
- Ensure the Club is operating within its budget through essential knowledge of ongoing activities
- Together with the Vice President, and in consultation with the Head Teacher, decide whether or not classes can proceed, 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.

3.2.5 Business Chairperson

The Business Chairperson shall:

- Manage the development and internal marketing of enrichment classes for children and adults (e.g. ballet, swimming, German)
- Oversee special interest clubs (e.g. Book Club, Girls and Boys Clubs)
- Coordinate seminars and events such as movie nights or hikes
- Work with the Treasurer and Office Manager to establish and maintain uniform processes and procedures for enrolment, billing and accurate financial records

3.2.6 Marketing Chairperson

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
- Monitor the Chairperson dedicated to Publications (appointed by the Board of Directors)
- Communicate with the Club Office Manager about the marketing image of the website

3.2.7 Events Chairperson

The Events Chairperson shall:

- Establish an annual calendar and recruit members to plan and coordinate defined special events
- Manage and maintain the tools and resources to allow volunteers to run events independently
- Work with the Treasurer and Office Manager to establish and maintain uniform processes and procedures for ticket sales and maintain accurate financial records

3.3 Decision-Making Process

All decisions of the Board of Directors shall be determined by a simple majority (more than half of the Board 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.



3.4 Quorum

Four members shall constitute a quorum of the Board of Directors.

Article IV: Meetings

4.1 Regular Board Meetings

The Board of Directors shall meet regularly. Dates of future meetings are generally decided upon during actual meetings. Notice of a regular meeting shall be 15 days. 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.

4.2 Board Meeting Attendance

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 publicised by the Secretary to elicit comments from the membership.

4.3 Annual General Meeting

The Annual General Meeting (AGM) shall be held in March. All members are entitled to attend. Only votes of members actually attending the General Meeting and those votes cast by proxy and absentee ballot shall be valid.

Article V: Nominations and Elections

5.1 Nomination Committee Formation

A Nomination Committee, consisting 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 stand, they must wait until the AGM to nominate themselves.

5.2 Candidate Solicitation

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

5.3 Eligibility to Stand

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 forward themselves. Only members or members' spouses may stand for a position.

Members having possible conflicts of interest, 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.

5.4 Publication of Candidates

The Nominations Committee shall present to the general membership, preferably in the February or March newsletter, all candidates willing to stand for the Board of Directors. Additional duties of the Nominations Committee include contacting nominees to ensure that they are willing to stand 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 notice board in front of the office.

5.5 Election Process

The Board of Directors shall be elected at the Annual General Meeting in March. Board Members shall be elected by a simple majority of those members present and those voting by proxy or absentee ballot. All Board nominees should be present at this meeting. Individual votes shall be cast for each designated position.

5.6 Transition

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 1 June, the new Board shall make their agenda and budget for the year available upon request.

Article VI: Removal and Resignation

6.1 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-quarters of the other Board members.

6.2 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 position can be filled immediately after the resignation takes place, and the general membership will be informed in the next Club newsletter.

Article VII: Committees

7.1 Committee Structure

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 utilise 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'.

7.2 Standing Committees

The following are the current standing committees and their Chairpersons:



7.2.1 Library Committee

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 all materials, and overseeing volunteers. The Library Chairperson reports to the Vice President.

7.2.2 Events Committee

The Events Committee is chaired by the Events Chairperson. The committee helps the Events Chairperson with the planning and execution of events, such as decorating, organising and overseeing activities and games, ticket sales and cleaning up.

7.2.3 Interior/Exterior Committee

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 is managed by the Office Manager.

7.2.4 IT Committee

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 organisation. The daily work of the IT Chairperson is managed by the Office Manager.

7.2.5 Publications Committee

The Publications Chairperson reports to the Marketing Chairperson and is responsible for overseeing the publication of the newsletter.

7.2.6 Playgroup Committee

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 reports to the Office Manager.

7.2.7 Membership Committee

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 reports to the President.

7.3 Committee Operations

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.



Article VIII: Powers and Limitations

8.1 Executive Officers' Powers

The Executive Officers (President, Vice President, Secretary and Treasurer) shall have the power to act for the entire Board of Directors between meetings 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
- 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:

- 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
- Meeting shortly before each Board meeting to study agenda items with the purpose of clarifying their presentation to the Board to obtain informed Board decisions in the shortest time
- 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

8.2 Board Member Authority

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.

8.4 Board Limitations

The Board of Directors shall not have the power to:

- Act in contradiction to current established Board policies; or
- Authorise the sale or other disposition of 25% or more of the assets of the Club without the prior approval of the general membership.

Any such sale or disposition requires a simple majority vote of those members present and those voting by proxy or absentee ballot, at an Annual or Extraordinary General Meeting.

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.

Article IX: Compensation and Benefits

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:



9.2 Annual Benefits

In recognition of the commitment made by the Board and Chairpersons in achieving the visions of WAC and to encourage members to volunteer for these crucial positions, the following shall be made available:

9.2.1 Membership Fee Benefit

There will be a refund of the year's membership fee. Membership fee refunds are processed in December for Board Members and Chairpersons still serving in November.

Article X: Finances

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 programmes, school expenses, publication of the Club's newsletter, marketing materials and special club-sponsored events and classes.



PART III: OPERATIONAL HANDBOOK

This section contains policies, procedures and operational guidelines for the Women's Activity Club.

Article I: Membership Policies and Fees

1.1 Membership Process

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, complete and sign the membership form, and pay the annual membership dues and one-off administration fee. As the history of this organisation 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 towards one another.

1.2 Fee Schedule

Please see the Constitution for the complete fee schedule for membership dues.

Article II: Child Development Programme

2.1 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 programmes are designed to complement both the Swiss public school system as well as the international schools in our area. Whichever school 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 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, in consultation with the Head Teacher, decide whether or not a class can proceed based on the financial situation.

2.2 Classes Offered

- Preschool (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)
- EAL (English as Additional Language)
- Spielgruppe WACkelöhrl (Swiss-German playgroup)
- Writing and Discussion Skills



2.3 Late Payment of School Fees

First and second reminders will be sent for outstanding debts. If the invoice remains unpaid, a third reminder with a late fee of CHF 50 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.

Article III: Facilities and Hours

3.1 Location and Facilities

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

3.2 Opening Hours

The premises are currently open for general business from Monday to Friday, mornings and afternoons (hours vary). The semester hours for playgroups, classes, the library and other activities are posted on our website www.wac.ch, in our monthly newsletter 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) for more information on dates, hours and room availability.

Article IV: Rentals

The Club rents its facilities to members and non-members. The Club premises can be rented for both children's 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.

Article V: Policies and Regulations for Use of Club Premises

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.

5.1 Safety

It is the responsibility of each person using the WAC to exhibit good judgement. 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 car park. 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.

5.2 Fire Safety Procedures

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.

5.3 Health and Emergency Procedures

5.3.1 Illness or Injury

Emergency phone numbers are posted by the telephone in the office. If a child becomes ill whilst 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 either 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 urgent 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 clubroom and/or be treated for minor scrapes and bruises. Please document all injuries in the accident logbook, which is located in the office.

5.3.2 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.

5.3.3 Hygiene Procedures

To maintain a healthy environment, the following procedures should be followed:

- Teachers, rotation helpers and other adults must wash their hands after changing nappies, 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.
- Nappy-changing surfaces must be cleaned after each use.

5.3.4 Vaccination and Illness Policy

To enrol in a class, children **must** be up to date on their vaccinations against diphtheria, tetanus, whooping cough, polio and measles. A copy of their immunisation record may be required. **Adults and children who are sick or have a contagious disease must not come to the Club.**



5.4 General Guidelines and Regulations

5.4.1 Telephone Use

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

5.4.2 Copier Use

A photocopy machine is available for use by WAC-sponsored programmes and activities. The machine is also available for reasonable personal use; rates are posted by the machine. Please contact the office for use.

5.4.3 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.

5.4.4 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 rubbish bags and/or bags containing nappies or food outside in the WAC rubbish container. Line bin with new rubbish 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.

5.4.5 No-Smoking Policy

We adhere to a no-smoking policy. Smoking is not permitted in the building or garden.

5.4.6 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.

5.4.7 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.

5.4.8 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.

5.4.9 Late Fee Policy

For members and non-members, WAC reserves the right to transfer any outstanding invoices to the credit agency if, after sending the third and final reminder, such invoices are not paid.

5.4.10 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.



PART IV: MEMBER HANDBOOK

This section provides information about Club facilities, activities and services available to members.

Article 1: 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 fiction and non-fiction for children, and DVDs for children.

1.1 Library Membership

WAC Library is currently available to WAC International Club members. For non-WAC members we offer a three-tier Library card option, depending on the amount of items borrowed. There is a one-off Library registration fee of CHF 5. In case of a lost Library Card, a replacement can be issued for CHF 5.

1.1.1 Library Card Options

- Basic card (1 year validity, 5 items): Free for WAC members, CHF 15 per year for non-WAC members
- Medium card (10 items): CHF 25 per year for non-WAC members
- Max card (20 items): CHF 40 per year for non-WAC members

1.2 Loan Regulations

- You must present a valid library card to borrow any library materials (book, CD, DVD, game, magazine, etc.).
- Loan period: 2 weeks for DVDs and magazines / 4 weeks for books. Exceptions may apply for specific media.

1.3 Renewals

Items on loan can be renewed twice if they have not been requested by another borrower. Exceptions may apply for specific media. Renewals can be requested by sending an email to library.wacuster@gmail.com, stopping by at the library during working hours, or by renewing at library.wac.ch if the items have been checked out through the system.

1.4 Returns

Items can be returned in the Library during opening hours. Outside opening hours, items can be deposited in the Returns box outside the Clubroom/Office.

1.5 Overdue Fees

An overdue fee will be charged for all items not returned within a week of the due date. The fee is due whether or not the overdue notice has been sent out or received. The overdue fees are as follows:

- Items returned within 1 week of due date: No late fee
- Items returned 1 to 4 weeks overdue: CHF 5 flat fee
- Items returned more than 4 weeks overdue: CHF 10 flat fee + CHF 1 per item
- Items not returned more than 3 months overdue: Items are considered lost, CHF 15 flat fee + item replacement cost



- Damaged items (water damage, damage made by pets, missing pages, tears, burns, etc.): Item repair/replacement cost + CHF 5 processing fee

After more than 3 months overdue, the item on loan will be replaced at the borrower's personal expense and the borrower's library account will be suspended until full payment.

1.6 Liability

In registering or using the WAC Library, patrons give consent to the Regulations and the Pricing Rules of the WAC Library. Pricing and borrowing rules may vary slightly during promotional campaigns, for specific media and in specific situations. Patron data will not be passed on to third parties. All data will be deleted after three years of inactivity.

Borrowers are responsible for all items charged out to their library cards. Damaged, incomplete and lost items incur a replacement or repair charge.

Minors up to 18 years of age are the legal responsibility of their parents/legal guardians, who are responsible for any fees associated with their minor child's library card.

The Library disclaims liability within legally permissible bounds. In particular, the Library accepts no liability for damage caused by recorded media borrowed by patrons.

Food or drinks are not allowed 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 website www.wac.ch.

Article II: Playgroups

We offer a playgroup that provides fun activities for children and babies to enjoy whilst 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 four years old; however, older siblings are also welcome.

Article III: Special Events Calendar

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.

Article IV: Committee Volunteering

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.

Article V: Club History

5.1 Origins

The Women's Activity Club, first called the Women's Centre, 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 the 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 Centre.

In the beginning, the Women's Activity Centre 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 Centre increased dramatically in 1991, bringing in new ideas. Flea markets, parties, holiday events for children (e.g. photos with Santa) and new classes were organised, 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 Centre Children's Library in November 1992.

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

5.2 Founding of the Club

In June 1996, elections were held and for the first time a Board existed to coordinate the various sectors of the Women's Activity Centre 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 Centre officially became a Club in April 1997.

5.3 Founding Officers 1996–1997

Position	Name
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	Annejacq Massink
Playgroup Chairperson	Jackie Cerri
Special Events Chairperson	Amanda Kearns

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