

**Standing Rules**  
**Collin County Charter Chapter #2282**  
**American Business Women's Association**

For situations within a chapter not covered in the Bylaws or Rules and Procedures Manual, Standing Rules may be drawn up for governing the Chapter. They are more flexible and do not require National Headquarters' approval nor a thirty (30) day notice for revision. They do require a majority vote of the members in attendance at a regularly scheduled meeting before a change can be made.

1. Meetings shall be held on the 4<sup>th</sup> Tuesday evening of each month, with a 6:30pm arrival time, unless otherwise ordered by the Executive Board. Notice of each meeting time, place, and cost will be given at the prior meeting and in the newsletter. At each March meeting, a motion will be made by the Vice President to put a vote out to the membership to determine if they would like to keep the meeting at their present location or find a new location to hold the Chapter meeting. If the motion is carried and the vote is in favor of finding a new location, a special committee (the New Location Committee) will be formed to identify two alternative locations. This committee will be chaired by the Vice President and she will be assisted by no more than 2 additional members. The New Location Committee will obtain proposals from the two alternative locations identified and present them, along with the proposal from the current location, to the general membership, at the May meeting. These proposals must include identical requests for equipment such as the cost to use the podium, flag, or any other props needed for each meeting. The membership will then vote to determine the new location of the meetings or determine to remain in the same location. New contracts will then be signed and in place for the new year.
2. Members are automatically on the standing reservation list every month for dinner unless they call a designated member of the Hospitality Committee to cancel their dinner order. The cancellations must be made by 5pm the Wednesday evening before the meeting date each time they are going to miss a meeting.
  - If a member cancels, she continues to be automatically placed on the standing reservation list for the next meeting.
  - If a member does not cancel and fails to attend the meeting, she loses her standing reservation for the next meeting and must contact a member of the Hospitality Committee to reinstate her reservation PLUS pay for the dinner she failed to cancel.
  - An invoice for the missed dinner will be mailed to the member within 10 days after the missed meeting and must be paid by 5:00pm Wednesday before the next meeting date.
  - Should the back dinner not be paid within a 60 day period from the missed meeting, the member will then not be considered "in good standing".
  - Guest reservations are made by receipt of payment by 5:00pm the Wednesday before the meeting date. Guest reservations are preferred but not required. However, if a reservation is made payment must be

received by deadline by a guest and if they miss the meeting they will not receive a refund.

3. At each meeting, there will be a networking table available for members only. Please put all flyers and business cards there instead of on the tables.
4. Annual Chapter dues are \$24.00 and are payable in advance at the time of application for membership. They will be prorated by quarter (\$6.00 per quarter) to the chapter fiscal year (8/1-7/31).
  - Should a member fail to pay her annual dues, she will receive a bill from the Treasurer for payment.
  - Should the member fail to pay the dues in full within 45 days of the due date 8/1, she will be taken off the Chapter Roster and will be notified in writing by the Treasurer of such action.
  - Any member who is past due 60 days or more is considered in poor standing and membership is revoked.

All members must be current in their local and national dues in order to vote on Chapter business. Also, all members must have paid-in-full any missed dinner/s that were not cancelled (theirs and/or reserved guests) in order to vote. A member must also be current for any newsletter or website advertising. If a member has met these three requirements, they are considered "in good standing".

5. Any Chapter member who completes ten (10) years of membership with the Collin County Charter Chapter and remains a member "in good standing" (based on the aforementioned requirements) will be granted a waiver for their annual local chapter dues.
6. A Gift Raffle is held at each meeting. Chances are sold for \$1.00 each or 6 for \$5.00. Birthday gifts are brought by members who have a birthday during the month of the meeting. The cost of these gifts is not to exceed \$20.00 each. If a member should fail to bring a gift during her birthday month, she is to bring a gift to the next monthly meeting. Additionally, all chapter members are invited to make donations to promote their business as part of the monthly raffle. These gifts do not need to be wrapped and may be displayed on the gift table for all to see.

A "Brag Jar" collection is held at each meeting by the Hospitality Committee. Members are encouraged to contribute any amount of money to the "Brag Jar" thereby giving them the opportunity to share new, interesting, and/or exciting event/news with the membership.

Members will be given the opportunity to give professional brags at no charge.

7. The Vice-President receives information from National each year for ordering the Past President's Pin. She is responsible for ordering it and presenting it. She is also responsible for ordering and presenting out going officer's with "Past" officer pins. Out going officers will pass on officer pins from year to year.
8. Designated Member Care representatives will send cards, flowers, gifts, etc., in times of special joy, illness or death of members or members' immediate family. Maximum spending limit is \$50.00 per person.

9. The Chapter pays for the registration fee for representative/s to attend Spring/National Conferences. The amount is set by National each year prior to the Spring/National Conferences. To be eligible for financial assistance, a member must be "in good standing", attend at least 9 of the monthly membership meetings, and participate in at least 50% of any fundraising events that are held. The above-mentioned stipulations must be met in order for the Chapter to pay the registration fee for the member. The member must also be aware that any airfare, hotel, ground transportation and meals are their responsibility and will not be paid by the chapter.
10. Program expenses and/or Special programs (speakers, monthly speaker/s' meal/s, seminars, books, tape library, etc.) are paid for by the chapter. A majority vote of the membership present at a monthly meeting will be needed to approve amounts in excess of \$200.00. The Executive Board may approve amounts not to exceed \$200.00.

Guidelines for these expenses are as follows:

- Funds must be used for programs, workshops, and seminars which will promote career development.
  - Funds may be requested by approaching any member of the Professional Development. The Committee will approach the Board for funds in the amount of half of the registration fee not to exceed \$200.00. All requests must be accompanied by all receipts and the approved check request form completed and turned in within a reasonable amount of time.
  - To be eligible for financial assistance, a member must be "in good standing", attend at least 9 of the monthly membership meetings, and participate in at least 50% of any fund raising events that are held.
  - The above-mentioned stipulations must be met in order for the Chapter to reimburse the member for her expenses.
  - It will be the duty of the recipient to bring the newly-acquired knowledge back to a monthly meeting in the form of an oral or written presentation.
11. At each scheduled monthly meeting, the Treasurer shall make a motion for payment of all bills submitted in excess of \$200.00. Bills in excess of \$200.00 will be voted on by the membership, unless funds had previously been approved, as in allowing a budget for a special event or project. The payment for the meeting facility and dinners are considered to be approved. The Executive Board may approve amounts not to exceed \$200.00. All receipts and check requests must be submitted in a timely manner.

A Check Request form must be completed and submitted with receipt(s) to the Treasurer for reimbursement. The Check Request form must be reviewed and approved by the appropriate Executive Board Support Officer. Reimbursement checks will not be issued without receipt(s).

12. The outgoing Treasurer is responsible for providing the year's transactions for audit by August 1<sup>st</sup> in order for the incoming Treasurer to assume her initial fiscal responsibilities by the August meeting.

13. Chapter Board meetings are held monthly. Each Board has the option to set their own schedule.
14. Each outgoing officer and committee chairperson shall provide a written summary of the year's activities to the incoming officer and chairperson by August 1<sup>st</sup>.
15. A copy of the Standing Rules and current roster of the membership shall be provided to each member by the Membership Committee on our website in the Member's Only area. The current website address is: [www.abwa-collincountytx.org](http://www.abwa-collincountytx.org). The password will be changed periodically and will be forwarded to all active members when changed.

All Chapter–Member correspondence and communication is done electronically via E-mail and the chapter website [www.abwa-collincountytx.org](http://www.abwa-collincountytx.org). If a member does not have access to a computer or the internet, it is the member's responsibility to contact the incoming President each year and advise the President of the members need for communication via US Mail. Newsletters will be mailed to the member as published. Emails with attachments will be printed as published and mailed to the member on a weekly basis as a bulk package. The member also acknowledges that her communications will therefore be delayed by a few days, as compared to other members. In addition, the member will be responsible for paying for the hard copies of any correspondence. The break down of this is as follows. Any chapter emails will be mailed out in bulk on a weekly basis and the cost is 25 cents per email, plus an extra 50 cents for each attachment over 3 pages. There will be a \$2 charge for a B & W copy of the newsletter or \$5 for a color copy.

16. As a successful fundraising year permits, scholarships will be funded according to these guidelines. All scholarships, and in particular, the Chapter Special Scholarships (which will now be known as the Frances L. Riley Chapter Scholarship) will be administered by the National ABWA office following their published guidelines. Our chapter will send a minimum of \$500 for the SBMEF by the deadline each year. The minimum amount set by National will also be sent for a Chapter Special Scholarship for at least 1 scholarship recipient attending an accredited university.
17. The Chapter Treasurer will follow generally accepted accounting practices, documenting all income and expenses. Signatures of 2 chapter officers are required on each check.
18. The chapter adopts ABWA's Proud Code of Conduct. All members will embrace, support, reinforce and uphold the code. The code will be published in each issue of the chapter newsletter and on the chapter website.

### **ABWA Proud Code of Conduct**

1. All members will serve as goodwill ambassadors for the American Business Women's Association.
2. Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
3. Members will always treat their member colleagues, guests, vendors, and sponsors with honesty, respect, fairness, integrity, responsibility, kindness, and in good faith.

4. Members will maintain compliance with ABWA National, Chapter, and Express Network Bylaws.
5. Members will not use their personal power to advance their personal interests.
6. Members will strive for excellence in the professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.

**19.** The following rates are for advertising in the newsletter and website.

1.) Effective January 1, 2007, Business Card size ads for MEMBERS will be priced at \$10 per month billed in advance quarterly in January, April, July, and October. Members who wish to pay for the entire year in advance will be charged \$100 for the entire year.

2.) Effective January 1, 2007, Business Card size ads for NON-MEMBERS will be priced at \$15 per month billed in advance quarterly in January, April, July, and October. Non-Members who wish to pay for the entire year in advance will be charged \$150 for the entire year.

3.) Effective January 1, 2007, quarter page size ads for MEMBERS will be priced at \$15 per month billed in advance quarterly in January, April, July, and October. Members who wish to pay for the entire year in advance will be charged \$150 for the entire year.

4.) Effective January 1, 2007, quarter page size ads for NON-MEMBERS will be priced at \$20 per month billed in advance quarterly in January, April, July, and October. Non-Members who wish to pay for the entire year in advance will be charged \$200 for the entire year.

5.) Effective January 1, 2007, Members may place their website link, logo and brief descriptive paragraph on the Chapter website for the cost of \$10 per year, billed annually.

6.) Speaker links (links only) will be placed on the website in exchange for placing the Chapter web link on their website.

7.) Web links will not be made available to non-members.

**20.** The Standing Rules of the Chapter may be reviewed annually by the Executive Board. Revisions recommended by the Executive Board must be presented to the membership and a vote to amend them must be held. A majority vote of the members "in good standing" present at a meeting is required to amend the Standing Rules.

**21.** Guidelines for Perfect Attendance Awards – attendance is calculated based solely on membership meetings for the Collin County Charter Chapter. Awards are presented at the August meeting following that year. The Treasurer is responsible for ordering and presenting these awards.