

## ABWA – Women of Magnitude Express Network - 2021-2022 Standing Rules

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1. The Executive Board consists of the President, President-Elect, Vice President of Finance, Vice President of Communication, Vice President of Marketing/PR, Vice President of Programming and Vice President of Membership.
2. Meetings will be held on the 2<sup>nd</sup> Tuesday of each month. The social hour will start with lunch at 11:30 am, followed by announcements at 11:45 am and the meeting will conclude at approximately 1 pm.
3. The Board will be responsible for sending a card to members when hospitalized or when there is a death in her immediate family. (Immediate defined as follows: spouse, brother, sister, children, grandchildren, parents, and in-laws). Please be sure to notify any board members for these emergencies.
4. The Chapter's Award year will be from August 1<sup>st</sup>, through July 31<sup>st</sup>. Elections will be held no later than the month of May, unless otherwise directed by National. New officers will be installed at the July or August meeting.
5. Per local standing rules, no member may chair more than one standing committee per year. Exceptions can be made per National Standing Rules to allow a member to chair more than one committee with board approval.
6. Annual dues for the Chapter will be \$50 per year, due by the August meeting. Members joining after August will owe \$4.16 per month for the remaining months of the fiscal year.
7. Members may request assignment to permanent reservation. If a reservation is made and the meeting is missed or your reservation is not cancelled by the Friday before, payment for lunch must be paid within 30 days of the meeting. Reservations prior to the end of day on Friday are \$14.00. Payment of \$19.00 will be collected at the door.
8. All bills need to be presented for Board approval prior to the Board meeting, held on the 4<sup>th</sup> Monday of each month.
9. Perfect attendance consists of attending 12 consecutive meetings. Missed meetings may be made up 30 days preceding or 30 days following the scheduled meeting. Makeup slips must be submitted to the membership chairman. Perfect attendance will be based on the chapter year, from August to July. Attendance awards will be given at the August meeting.
10. The members of the league will abide by the ABWA Proud Code of Conduct and will print it in each issue of the league newsletter.
11. Guests may attend two meetings in a league year before making a commitment to join.
12. Record and protection of online media credentials will be handled by the president and president elect. Each will retain two copies of passwords/ procedures (one written and one digital) and update each other with any change of said passwords/procedures. Passwords shall be changed twice per league year. The president and president

- elect are the only people authorized to change passwords.
13. Attendees of conferences may apply for a partial reimbursement of expenses. The application will include proof of registration, attendance and written request. The funds available will be shared equally by attendees, subject to board decision annually.
  14. League Meeting Minutes prepared by the VP of Communication will be reviewed and approved by the Board. These minutes will be uploaded to Community Connections for members to review should they choose to do so. Any concerns or questions regarding the minutes should be brought to a board member.
  15. Board Meeting Minutes prepared by the VP of Communication will be reviewed and approved by the Board. These minutes will be uploaded to Community Connections for members to review should they choose to do so. Any concerns or questions regarding the minutes should be brought to a board member.
  16. League Financial Statements and Budgets prepared by the VP of Finance will be reviewed and approved by the Board. These reports will be uploaded to Community Connections for members to review should they choose to do so. Any concerns or questions regarding the minutes should be brought to a board member.