



## Fort Bend County Chapter STANDING RULES

1. Chapter Standing Rules will be approved by a majority vote of the membership. Rules that are no longer necessary can be rescinded and/or revised when outdated by a majority membership vote. The standing rules will be distributed to the membership and all new affiliates.
2. Local membership dues are \$36.00 a year and payable in the month of August. Dues will be prorated for new members according to the month in which they join at \$3.00 per month. Each member shall pay national dues as they are invoiced.
3. The chapter will sponsor two membership drive meetings a year to coincide with the Spring and Fall membership drives promoted by ABWA National.
4. The chapter will have the following officers with the following duties, which are not covered in the Chapter By-laws: Corresponding Secretary and Immediate Past-President.

### **Duties**

The Corresponding Secretary shall perform the duties of the Recording Secretary in her absence or when called upon by the president. She shall especially follow up with the appropriate appreciation communiqué to all speakers, sponsors, and guests attending the chapter meeting and/or special events. She shall also be responsible for sending appropriate cards to chapter members for any illness or special occasion.

The Immediate Past-President shall act as an advisor to the officers. She shall be a non-voting executive board member except in the case of a tie vote.

5. The chapter will have the following committees with the following duties, which are not covered in the Chapter By-laws: Historian, Hospitality Committee, Directory Committee, Website Master, and Networking Master.

### **Duties**

The Historian as a committee chair, shall maintain accurate records of all chapter activities by recording dates with pictures, articles and other memorabilia in a scrapbook, and provide copies of photos to publicity chair.

The Hospitality Committee shall help the Membership Committee assist the Vice President in her duties as chapter host at all chapter functions. The committee shall also secure the place and arrange for food plus any special arrangements needed for each membership drive meeting. Notify all members of date, time, and place of all meetings. Act as liaison between the chapter and the Country Club plus report the total number of reservations for each monthly meeting.



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The reservation number must be reported to the Country Club by 12:00 noon the Monday before the monthly meeting. Additionally, the committee shall recognize birthdays and anniversaries for every member in the appropriate month at each meeting.

The Program Committee duties will select speakers based on provided member surveys. The Program Chair will provide the biography to the Website Chair, Publicity and Newsletter Chairs, advise the speaker as to time requirement (25-30 minutes) - maintain time and provide appreciation certificate to the speaker.

The Directory Committee will work closely with the membership committee to publish two current chapter directories each year preferable in November and April. The committee will provide monthly updates and changes for the directory to the Newsletter and Website committees for publication each month and supply all new members and guest information to the Corresponding Secretary to send follow up correspondence. Further responsibilities include sending a copy of the directory to the Houston Area Council and the Federation of Houston Professional Women by their deadlines.

The Website Master shall be responsible for the maintenance of the chapter website. Input all changes and maintain necessary updates for an informative and professional looking website.

The Network Master shall be responsible for collecting and displaying any business cards the chapter members and guest want to display. The display must be in a specific place at each chapter meeting. The display may also contain networking information members want to have available.

6. The chapter will have the following special (ad hoc) committees: Business Associate committee, Woman of the Year committee, Top Ten Candidate committee, and Woman of Excellence Committee.

### **Duties**

The Business Associate Committee shall plan all aspects of the Business Associate event. Planning shall include date, time, and location of the event including activities for the event. The decision concerning a speaker will be a collaborative effort between the Program and Business Associate Chairpersons.

The Woman of the Year Committee shall consist of the current and two (2) preceding Women of the Year. The chairperson of the committee shall be the immediate past Woman of the Year. Nominees must be primary members of Fort Bend ABWA in good standing locally and nationally. Nominees must be a member in Fort Bend ABWA two (2) years as of the 1<sup>st</sup> day of the nominating month, and be a past and/or current board member or committee chair. Three



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(3) candidates with the most nominations, four (4) if there is a tie, will be voted on at the December meeting and the winner will be announced at that time. The chapter will pay for chapter's Woman of the Year and one (1) guest to attend the Houston Area Council Woman of the Year luncheon which honors all Houston area chapters Women of the Year.

The Woman of Excellence Committee shall consist of the current and two (2) preceding Women of Excellence. The chairperson of the committee shall be the immediate past Woman of Excellence. The committee shall take nominations from the floor by secret ballot and conduct the voting for the chapter Woman of Excellence. The candidate must be a primary member of Fort Bend ABWA and a member in good standing locally and nationally. She must be a member of the Fort Bend Chapter for three years from January 1<sup>st</sup> of the nominating year. Nominations will take place in January, elections in February and announced in March at the chapter meeting. The chapter will pay for the Woman of Excellence and one (1) guest to attend the Federation of Houston Professional Women Gala. The nominee must attend the Rehearsal Tea and Gala.

Top Ten Candidates Committee. The chairperson of the committee shall be the immediate past Top Ten candidate. Top Ten eligible candidates will be identified at the February chapter meeting. Biographies are to be submitted to the committee by March 15<sup>th</sup>. Submitted biographies will be reviewed by a non-ABWA member judge who will select the Fort Bend County Chapter Top Ten candidate based upon ABWA national requirements. The Top Ten Candidate Committee will submit the candidate's form to National Headquarters by May 15<sup>th</sup>. All applicants must fulfill these mandatory requirements before becoming a candidate.

- Female
  - Currently employed
  - Primary member of the Fort Bend ABWA Chapter
  - Current or past chapter officer
  - ABWA member for at least 3 years as of May 15<sup>th</sup> of the nomination year
  - Member in good standing both nationally and locally.
7. In the event that the chapter's Top Ten Candidate becomes one of the National Top Ten, the chapter will reimburse her registration, air fare, and one-half (1/2) of the hotel room cost up to \$75.00 per night for the schedule dates of the national convention. Not to exceed \$800.00 for the entire convention. She must present proof of attendance after the convention. Reimbursement will occur only if the executive board determines the funds are available.
  8. The chapter minutes and treasurer's report will be printed for each meeting.



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9. The executive board may approve up to **\$200.00** per quarter of chapter expenses without the approval of the membership.
10. The deadline for members to make reservations is 12:00PM (noon), the Monday before each meeting. Members and guests attending a monthly meeting without making a reservation will be charged an additional \$5.00 at the door. Members with a reservation who do not attend the meeting and do not cancel their reservations before 12:00PM (noon) the Monday before the meeting, will be billed and charged **100%** of the price of the meal.
11. Delegates that attend the Houston Area Council and Federation of Houston Professional Women quarterly meetings must give quarterly updates to the chapter. Reports are to be given to the chapter at the first monthly meeting following the quarterly meeting. The delegates must submit to the newsletter chairperson for publication in the newsletter.
12. The deadline to submit all information and articles for the monthly newsletter is the second Thursday of each month.
13. The chapter will reimburse a minimum of **one (1)** member and a maximum of six (6) members full registration to the ABWA National Leadership Conference and/or the Spring Conference, if the funds are available. The order in which reimbursement will be paid is as follows: Executive Board starting with the President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary, and Past President. If none of the officers attend then the Woman of the Year, Top Ten Candidate, or Protégé of the Year. **If none of these attend, then the funds will go to committee chairperson(s). If no one attends from the Executive Board or all other positions mentioned above, then the funds will go to a person(s) of the general membership with at least one year as a primary member in good standing.**
14. Scholarships shall be determined by SBMEF (Stephen Bufton Memorial Educational Fund) with the recipients being determined by the judges of the National Board of Directors of the Association (SBMEF). The Fort Bend Chapter Education Committee will set scholarship eligibility criteria, to be approved by the members annually.
15. The chapter will present the Protégé' of the Year award in July of each year. The criteria for this award are as follows: The performance of members will be evaluated from August 1<sup>st</sup> through May 30<sup>th</sup> of the chapter year. Each member will vote on their choice of eligible members. The winner will be the person with the most votes. This award will recognize the accomplishments of an active primary member who has been in the Fort Bend ABWA Chapter greater than one year and less than two years.

**LAST REVISION: September 27, 2009**