



2007-2008 CHAPTER STANDING RULES FOR THE AMERICAN BUSINESS WOMENS' ASSOCIATION – IMUA CHAPTER

Chapter standing rules are designed to cover situations not covered in the Bylaws, Rules, Procedures and Policies established by the National Association. A Chapter's Standing Rules cannot conflict with the National or Chapter Bylaws, and they are not amendments to these Bylaws.

Standing Rules cover issues that relate specifically to the individual chapter. These Rules must be reviewed annually and must be approved by a majority vote of the membership at the business meeting in which Rules voting is on the agenda. Rules that are no longer necessary can be rescinded, and outdated Rules can be revised. Recommendations for changes must be submitted to the Executive Board.

A. GENERAL

1. ABWA's Proud Code of Conduct is outlined in each edition of the Imua Chapter e-news.
2. Imua Chapter's regular monthly meetings will be held on the second Thursday of each month, except when the second Thursday is not feasible.
3. Imua Chapter Standing Rules shall be reviewed annually prior to the May meeting. A majority of the membership in attendance is required to approve the Rules and any amendments at the next scheduled meeting in which a vote is taken.
4. The chapter President shall be notified of any significant event concerning a fellow member or a member's immediate family, i.e. hospitalization, etc. The President shall make the respective notifications to the Executive Board for action (card and gift/contribution), and the Secretary will send it out.

B. EXECUTIVE BOARD

1. The chapter Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.
2. The Executive Board shall meet on a regular date, time, and at a location as agreed upon by the majority of Board members. The meeting can include committee chairs.
3. The term of service for all members of the Executive Board and Committees will be from August to July of the following year.

C. NATIONAL & REGIONAL CONFERENCE DELEGATES

1. The President is the chapter's official representative to the annual National Women's Leadership Conference. The alternate representative will be as follows:
 - a. The Chapter's Woman of the Year;
 - b. Any Executive Board member, preferably one who has never attended a National event;
 - c. Any other chapter member who is approved by a majority vote by the membership in attendance at the meeting in which the vote is taken.
2. Based on availability of funds, the chapter will pay 100% of the delegate's expenses to include reasonable airfare, hotel, and ground transportation in addition to a per diem based on the current standard IRS calculation.
3. In addition to the President, the Chapter may elect to send the Woman of the Year to the National Women's Leadership Conference (or to a Spring Conference), expenses paid, if adequate funds are available; and if there is approval by the majority of members at the meeting in which a vote is taken.

D. ALTERNATE CHAPTER REPRESENTATIVES

1. The President may attend or request alternate representatives from the membership to make special appearances such as at the signing of the proclamation for ABWA Day, etc.
2. The alternates order is as follows: the past President, the Woman of the Year, a member of the Executive Board, any other member.

E. BUDGET ALLOCATIONS & EXPENDITURES

1. The incoming Executive Board must submit an annual master budget for approval by the majority of the membership in attendance at a meeting in which the approval vote is taken.
2. All unbudgeted line item expenditures over \$75 must be approved in advance by the Executive Board.
3. All unbudgeted major monetary outlays over \$200 must be approved by the majority of the membership in attendance at a meeting, with a submission of at least two (2) bids, where appropriate. This does not apply to payments for scheduled meeting facilities.
4. The Executive Board may approve any transfers of budget allocations from one committee to another as needed.
5. All commitments to contracts or agreements must receive approval by the majority of the entire Executive Board.
6. All checks must have 2 authorized signatures.

F. OFFICERS' DUTIES (this is in addition to duties described in the National Chapter Officer and Committee Guidebook)

1. The President shall be the advisor to the News and other special committees. The President shall select any member(s) to give the Invocation, Pledge of Allegiance, Mission Statement, and the Benediction.
2. The Vice President shall be the advisor to the Program Committee, as well as oversee membership relations. The Vice President will be responsible for bringing the flag and banner to each meeting. Discretion shall be exercised if the items are not warranted based on the occasion.
3. The Secretary shall be the advisor to the Membership and Publicity Committee.
4. The Treasurer shall be the advisor to the Professional Development and Fundraising Committees. All checks will be deposited within one week of receipt.

G. STANDING COMMITTEES & DUTIES

1. PROFESSIONAL DEVELOPMENT - Advisor: Treasurer
 - a. Each year, the Professional Development Chair shall initiate discussion and obtain membership consensus on the type of educational offering in which to engage based on available funds (i.e., educational programs including, but not limited to, scholarships, grants, or internships).
 - b. If a scholarship or grant program is elected:
 - 1) The Chair is to obtain membership consensus on the scholarship eligibility requirements (i.e. "full-time Hawaii resident and junior or higher") and amount of award.
 - 2) The Chair is to develop the scholarship award plan to enable the Executive Board to best schedule any necessary fundraising activities.
 - 3) The scholarship recipient should be strongly encouraged to attend a meeting at which time the scholarship award and lei may be presented. If the awardee is unavailable, the monies shall be mailed with a congratulatory card from the Chapter.
 - c. If an internship program is elected:
 - 1) The Chair shall coordinate and develop an annual panel of education specialists from local higher-education institutions, which offer internships to local students.
 - 2) The Chair shall communicate/coordinate internship needs to the Chapter membership and encourage members to participate in the program.

- 3) The intern(s) should be encouraged to attend monthly Chapter meetings. They should also be encouraged to invite guests/colleagues to promote interaction with Chapter members.
 - d. Other Professional Development considerations may include member education, networking events, and chapter retreats.
2. FUNDRAISING COMMITTEE - Advisor: Treasurer
 - a. This committee shall investigate fundraising projects, which would produce sufficient funds for scholarships, operations, and other approved expenditures. Its recommendations shall be made to the membership for approval.
 - b. This committee shall evaluate each event held and submit a report including, but not limited to, the receipts and expenditures, net gain, a compilation report, and its recommendation for the next event.
3. MEMBERSHIP - Advisor: Secretary
 - a. The Membership Committee is responsible for scheduling the induction ceremony and welcoming all new members with a white carnation (or appropriate substitute).
 - b. The Membership Committee will provide all new members with the roster, bylaws and standing rules.
 - c. The Chair prepares and updates a membership directory for distribution at least twice a year.
 - d. The Membership Committee works with the President to update the national roster, which is sent by National Headquarters.
 - e. The Membership Committee works with the Treasurer and Program Chair in the collection of chapter dues.
 - f. Membership Chair oversees that:
 - 1) All members wear their name badges to all the meetings.
 - 2) In order to receive a perfect attendance award, a member must attend one chapter meeting per month. If a member is not able to attend a chapter meeting, attending another chapter's meeting, a National Women's Leadership Conference, or Spring Conference, may make it up. The qualifying period is from August through July. The member has the responsibility to obtain proof of attendance at an alternate meeting. Attendance at the Joint Chapters' Meeting designated by the Joint Presidents' Council will be counted as attendance at a regular monthly meeting.
 - g. The Membership Committee plans and oversees Enrollment Events
 - 1) The committee will hold an enrollment event at least once a year, preferably once during the fall and again during the spring of the elective year.
 - 2) Membership will work with the Program Chair to coordinate these events.
 - h. Membership Committee will recognize members' birthdays at monthly meetings.
 - i. New member orientations will be coordinated as needed. The orientation should cover discussion of the mission statement and membership information both on the local and national level.
 - j. Membership dues are payable within 45 days of August 1st (new elective term) or the member can be dropped from the Chapter roster. A member must be in good standing on the National level to continue local/chapter membership.
4. NEWS - Advisor: President
 - a. This committee publishes the chapter's monthly newsletter from August through July and distributes it in a timely manner via the internet to chapter members and appropriate national officials.
 - b. The committee shall use National guidelines to become aware of the regulations and judging standards regarding competition at Spring Conferences and the National Women's Leadership Conference.

5. PROGRAM - Advisor: Vice President

- a. This committee is responsible for securing:
 - 1) The location for monthly meetings, accepting reservations, and overseeing check-in of members and guests. All communications regarding dinner reservations must be made through the Program Committee by the published deadline unless indicated otherwise.
 - 2) The guest and vocational speakers and will consult with other committee chairs as needed. The name of the speakers should be published, posted on e-news, or announced. Political campaign speakers are acceptable provided they do not use our meeting as a forum to deliver a political platform. Under special circumstances the Chair may use discretion to secure a speaker who requires a fee. Program Committee determines the program for all monthly meetings unless otherwise designated.
 - 3) A lei (or other offering) and certificate of appreciation (or optionally mail a thank you note). The guest receives a complimentary meal; the vocational speaker shall receive a lei.
- b. The Chair has the option to keep a standing reservation list. Members who agree to be on the standing reservation list are responsible for informing the Program Committee if they are NOT able to attend a meeting.
- c. All cancellations must be made by the date stipulated in the bulletin. Members who fail to cancel their reservations by the deadline will be required to pay the amount that the Chapter has been charged for dinner.
- d. If a member need cancels reservation(s) after the deadline due to an emergency, the member may still be responsible for the cost of the dinner. However, in the event that the chapter is not charged for the dinner, payment will be waived. If the Chapter is NOT charged for the dinner, the member will not be held responsible and will be entitled to a refund if pre-payment was made. This policy also applies to guest(s) of the member. Guests will pay the cost that the chapter is charged by the restaurant. Charges for non-payment of guests shall be passed to the member who invited the guest.
- e. Guests will be required to prepay once a reservation has been made. If the guest is member-sponsored, the inviting member will be responsible for ensuring payment has been received from their guest, even for last minute reservations.
- f. The Program Committee should publish meeting information in the bulletin at least one month in advance and/or be announced at a previous meeting.
- g. It is the option of the Program Chair whether or not to carry petty cash for change or require exact amounts for meals in cash or checks.
- h. The Program Committee will note all checks and cash payments and turn it into the treasurer, balanced with monies collected, with a copy to the Membership Chair for attendance purposes.
- i. The Program Chair shall determine networking space quantities and make appropriate announcements to the membership. Networking table(s) are a benefit of membership in Imua Chapter. Table space priority will be given to Imua members on a first-reserved basis. Next eligible are other ABWA members, then national/at-large members who are not affiliated with any chapter.

6. PUBLICITY - Advisor: Secretary

- a. This committee shall submit media releases to the press, television, or radio relative to activities of the chapter, members, or ABWA objectives.

H. SPECIAL COMMITTEES & DUTIES - Advisor: President

1. NOMINATING

- a. The President shall call for volunteers to serve as the Nominating Committee. At least two are recommended.
- b. It shall be the duty of this committee to secure a slate of officers for the next chapter year. The slate shall be presented to the members at its election meeting.
- c. The election shall be conducted according to the guidelines of the National Headquarters.

2. AUDITING
 - a. The President shall appoint two members as auditors to conduct an audit of the financial records for the chapter year.
 - b. This committee will be responsible for auditing the books of the Treasurer before transitioning and preparing a report with recommendations, if any, to the chapter membership.
 - c. The audit shall be conducted according to the guidelines of National Headquarters.
3. BUSINESS ASSOCIATE EVENT
 - a. This committee is responsible for the procedure to select the Business Associate of the Year.
 - b. This committee should work together with the Program Committee.
 - c. Dinner and lei (or other offering) shall be provided for:
 1. The past Business Associate of the Year (the suggested speaker for the evening);
 2. All candidates for the new Business Associate of the Year;
 3. The current Woman of the Year (the vocational speaker for this event).
4. HISTORY
 - a. The committee will be responsible for compiling a scrapbook chronicling highlights of the chapter's events of the year.
 - b. The immediate past President should display her scrapbook at membership meetings.
5. WOMAN OF THE YEAR
 - a. The current Woman of the Year is the committee chair and shall be responsible for the process to select the next Woman of the Year.
 - b. The newly elected Woman of the Year shall receive a lei (or other offering) upon election and shall receive an award.
 - c. The Woman of the Year will be elected within a timeline which complies with National requirements for the selection of the National Top 10 Woman of the Year.
6. SPECIAL EVENTS
 - a. Coordinates special events deemed appropriate by the membership.

END OF STANDING RULES