



Houston Area Council of ABWA Standing Rules



1. To assist in conducting effective meetings and accomplish all orders of business within the published timeframe, the Houston Area Council of the American Business Women's Association (HACA) will follow Robert Rules of Order protocols and guidelines.
2. Only advance reservations for HACA events guarantee seating. Any reservation that is made and not cancelled within seventy-two (72) hours of the event are billed non-refundable. A five-dollar (\$5) late charge will be assessed to reservations made after published deadline.
3. The Communications Officer upon request will provide attendance verification to attendees of HACA events for make-up meetings if accepted by the member's organization.
4. The executive board shall be authorized to approve unbudgeted expenses up to \$250 per quarter. A signature and an initial shall be required when signing any expenses reimbursement check payable to an ABWA member or an ABWA member's company. Checks to all others under \$250 will require only one signature. Only requests for reimbursements submitted to the Financial Officer no later than 30 days after the date of receipt will be considered for payment.
5. The Executive Board providing a 30-day notice to participating business leagues may reschedule the regular quarterly meeting. A special meeting may be called by the Chair with notice being sent to all participating chapters/networks at least ten (10) days prior to the meeting,
6. Any member and/or guest having a returned check will be required to pay all incurred bank charges plus a \$35.00 returned check fee within ten days of notification by the Financial Officer.
7. Any member and/or guest having a returned check will be placed on "cash or electronic payment" only status and the HACA will not accept checks from that member and/or guest.
8. The Financial Officer will deposit all monies no later than five days after receipt.
9. The quarterly newsletter shall be published on the HACA website. The newsletter editor shall send a communication alert to the Chair, delegates, and HACA National Members that the newsletter has been published. The newsletter editor shall also alert all Houston Area Past National Officers, current District II Vice President, National Headquarters, HACA Board members and HACA Past Chairs regarding the availability of the newsletter. The newsletter editor will publish the newsletter on ABWA WIN.
10. No funds will be disbursed or contracts entered into without prior written consent from the Executive Board.
11. The annual audit for the preceding year shall be performed within 30 day of the installation of the new Executive Board.
12. The Excellence in Achievement (EA) Award will be awarded once a quarter to those business leagues that have demonstrated the mission of both the HACA and ABWA, within that quarter. Each business league is limited to the EA award once per HACA calendar year. Each business league may download the EA form from the HACA website and submit the completed form to the HACA Vice Chair at vicechair@abwahouston.org no later than the third Friday of the quarterly meeting. Business leagues awarded the Excellence in Achievement (EA) will receive a certificate of achievement and up to \$50.00 towards the business league's following year annual membership fee. The decision of the award recipient will be the responsibility of the Executive Board of the HACA. The HACA Vice Chair will announce award recipients at the HACA Quarterly meeting and post all associated documents and photos in the ABWA HACA WIN Library. The Website Chair will post quarterly Excellent in Achievement recognition on the HACA website.
13. The HACA will annually award the current Chair the basic registration fee to attend the National ABWA conference, as funds permit. If the Chair is unable to attend the conference, the award will go to Vice Chair, Financial Officer, or Communications Officer, respectively.
14. Each Executive Board position will be elected each year. To be eligible to run for the Chair position candidates must have served in a prior Executive Board position. All Executive Board positions are limited to a two-year term for each position.
15. The HACA Executive board is required to manage and maintain accurate records of all online accounts to include, and not limited to, login and passwords, security questions, and other access information. For security purposes and safeguard online access, documented records with a secure password will be posted in ABWA WIN. The HACA Chair is responsible for ensuring transference of all account access information to the incoming elected Chair no later than December 15th of the current year.
16. To maintain accurate and transparent account of HACA activities, all related documents will be posted on ABWA WIN.