



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 (HAC) will follow Robert Rules of Order protocols and guidelines.
2. Only advance reservations for HAC events guarantee seating. Any reservation that is made and not cancelled within seventy-two (72) hours of the event are billed non-refundable. A ten-dollar (\$10) late charge will be assessed to reservations made after published deadline.
3. The Communications Officer upon request will provide attendance verification to attendees of HAC 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 HAC will not accept checks from that member and/or guest.
8. The Financial Officer will deposit all monies no later than 72 hours after receipt.
9. The quarterly newsletter shall be published on the HAC website. The Communications Chair shall send a communication alert to the Chair, delegates, and HAC National Members that the newsletter has been published. The Communications Chair shall also alert all Houston Area Past National Officers, current District II Vice President, National Headquarters, HAC Board members and HAC Past Chairs regarding the availability of the newsletter. The Communications Chair will publish the newsletter on COMMUNITY CONNECTIONS.
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 days 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 HAC and ABWA, within that quarter. Each business league is limited to the EA award once per HAC calendar year. Each business league may download the EA form from the HAC website and submit the completed form to the HAC 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 HAC. The HAC Vice Chair will announce award recipients at the HAC Quarterly meeting and post all associated documents and photos in the ABWA HAC WIN Library. The Communications Chair will post quarterly Excellent in Achievement recognition on the HAC website.
13. The HAC will annually award the current Chair the basic registration fee to attend the National and Regional ABWA conferences, 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 HAC 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 COMMUNITY CONNECTIONS. The HAC 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 HAC activities, all related documents will be posted on COMMUNITY CONNECTIONS.
17. In regards to Women Celebrating Women (WCW): Signers on the bank account are the HAC Chair, Finance Chair, WCW Co Chairs, and WCW finance person. A full audit of the WCW event and payment of any remaining proceeds will be completed and paid to the HAC board no later than 45 days after the event or the July quarterly meeting whichever occurs first.
18. Special events are headed up and managed by the Vice Chair.
19. Finance and Hospitality head up and manage the front desk check in and 50/50 fundraiser.
20. The Communications Chair handles sponsorship.
21. The Communications Chair is responsible for table toppers and presentations.
22. Fees are as follows: Annual Dues \$100, Meeting Fee \$40, Late Fee/NO SHOW \$10 processing fee, Vendor Table Member \$35, Vendor Table Non-member \$50, 2018 Annual Prepaid Meeting Fee payment \$132 (\$33 meeting fee) non-refundable. Dependent on venue charges.

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