

**Executive Women International
Houston Chapter
Standing Rules
Revised May 18, 2009**

I. Board of Directors

1. Minutes of the Chapter Business Meetings shall be distributed to the Houston Chapter.
2. A digest of the Chapter Board meetings minutes shall be distributed to the Houston Chapter.
3. A Director-at-Large shall be elected annually and may serve as Chairman of the Houston Chapter's Executive Women International Business/Career/Development Program.
4. The Treasurer shall be bonded.

II. Membership

1. Attendance.
 - a. Member Firm Attendance Requirements: Each Member Firm must be represented by a Representative or an Executive at seven (7) meetings within the Chapter year.
 - b. Representative Attendance Requirements: A representative must attend a minimum of six (6) meetings during the Chapter year.
 - c. Other Official Meetings: Representatives attending a regular meeting of any Chapter, Annual Meeting, or any other official meeting of the Corporation shall be credited with attendance in their own Chapter, provided notice of such attendance is given.
 - d. Leave of Absence: Upon a Representative's application, the Board of Directors may grant a leave of absence, not to exceed three (3) months, free of the obligation of attending meetings, provided the applicant at the time of the request is in good standing of the Chapter and remains in good standing during the leave of absence with respect to payment of dues.
 - e. Hearing Before Board: Any Representative may have a hearing before any monthly meeting of the Board, provided a written request is submitted to the President at least twenty-four (24) hours in advance of a meeting, stating in general terms the reason for the request.

- f. The Sergeant-at-Arms shall contact in an appropriate manner any member firm failing to be represented at three consecutive meetings by a representative or an executive.
2. A fee of \$50.00, to be retained by the Chapter, shall be imposed upon any firm when replacing or adding an additional representative.
3. Resignation of a member firm must be received in writing to the attention of the Chapter Membership Director, and the request must be signed by the executive of record for that firm.
4. A leave of absence may be granted only by approval of the Board of Directors at its regularly scheduled monthly meetings and may be retroactive only to the first day of the month in which the request is made.
5. Life Member: The annual corporate assessment fee for a sustaining member who is elected as a Life Member of the Houston Chapter shall be paid by the Houston Chapter.
6. Posting Requirement: Eligibility of a firm and classification of each prospective member firm shall be approved by the Board and the Chapter before any contact is made by the Membership Committee. The prospective firm, classification, and other pertinent information shall be posted to the membership in writing. If no written objections are received from an executive of a member firm within ten (10) days of such posting, the prospective member firm may be contacted.
7. Sustaining Member: In order to qualify for Sustaining Membership status, a representative shall have been a representative in good standing for at least three (3) years immediately prior to retirement from a member firm.

III. Program

1. Monthly dinner meetings are held on the second Thursday of each month; however, any meeting may be rescheduled at the discretion of the Board.
 - a. When a reservation for dinner is made, payment must be made either in advance or not later than the meeting.
 - b. The Chapter shall absorb the cost of one meeting during the year for sustaining and life members; the date to be determined by the current Board of Directors.
 - c. Past Chapter Presidents shall be honored each year at a meeting to be determined by the current Board of Directors.

IV. Standing Committees, including those chaired by Directors elected to the Board, shall be:

1. **ASIST (Adult Students in Scholastic Transition):**
Shall coordinate the ASIST Scholarship Program for the Chapter based on instructions submitted by the Corporate Business/Career/Development Program Director. Shall submit progress reports to the Board of Directors, assist in planning a program for announcement of winners and assist Public Relations Chairman in planning news coverage.
2. **Budget:**
The Treasurer shall serve as Chairman of the Budget Committee, and it is recommended that the Immediate Past Treasurer be a member. The Budget Committee shall prepare annually and submit to the membership at the annual meeting in December the proposed budget for the ensuing year, which has been approved by the Board.
3. **Bylaws:**
Shall study, prepare and submit to the Board any proposed recommended amendments to the Corporate Bylaws, Chapter Bylaws and Standing Rules. The Parliamentarian shall be an automatic member of the Bylaws Committee.
4. **Courtesy:**
Shall handle the arrangements and/or notification necessary of the Chapter's customary observance or acknowledgements of a personal nature such as birthday, illnesses, etc.
 - a. All chapter members receiving news of illness, hospitalization, death, etc., shall immediately notify the Chairman of the Courtesy Committee who will, in turn, disseminate the information through her Committee to the membership.
 - b. Courtesies should be extended in instance of sympathy and hospitalization to Chapter members, executives and their immediate families.
5. **Directory:**
Shall update and maintain the online Chapter membership directory, keeping it in good order and up to date. The Directory Committee shall have the additional responsibility of publishing an annual "mini" directory to be distributed to the membership as needed.
6. **EWISP (Executive Women International Scholarship Program):**
Shall coordinate the Scholarship Program for the Chapter based on instruction submitted by the Corporate Business/Career/Development Program Director. Shall submit progress reports to the Board of Directors; assist Program Director in planning the program for announcement of winners and assist Public Relations Chairman in planning news coverage.

7. **Executive Advisory:**
Shall be composed of a minimum of three (3) past presidents. The Immediate Past President, if possible, shall be the Chairman thereof and shall also serve as the Advisor of the President and the Board.
8. **Hospitality:**
Shall be responsible for welcoming and introducing new members and guests to the representatives and providing name tags for guests and table tents for member firms.
9. **Membership:**
Shall direct the activities of the Chapter in securing new members firms and in processing all changes in membership in accordance with the Bylaws and Standing Rules.
10. **Nominating Committee:**
Membership shall be represented on the Nominating Committee by three (3) members elected by the membership at the Chapter's Annual Meeting in December after election of the Board.
11. **Philanthropy:**
Shall research and develop appropriate philanthropy projects for the Chapter and present them to the Board for approval, and shall have general charge of administering such projects, which have been approved by the Board and the membership.
12. **Program:**
Shall have general charge of planning and arranging the programs for the regular meetings of the Chapter.
13. **Publication:**
Shall be responsible for the preparation, publication and distribution of the Chapter's monthly publication and communication of Chapter events to Corporate Publication Director.
14. **Public Relations:**
Shall have the responsibility of executing a program to acquaint the representatives with each other and the services of the member firms, and to develop community awareness of the organization and its member firms through involvement in civic, education and cultural community projects. Additional duties include appropriate written communication and media publicity in keeping with the principles and professionalism of the organization.
15. **Ways & Means:**
Shall devise, suggest and supervise generally the ways and means of financing special activities of the Chapter. The committee shall make recommendations to the

membership of its purposes and plans for securing funds after first submitting them to the Board of Directors for approval.

- a. Door prize tickets may be sold at Houston Chapter meetings, and the proceeds deposited into the operating account to be dispersed as needed.
 - b. The Ways & Means Committee may schedule the months for contribution of door prize gifts by firms.
16. Each committee shall have an Advisor who has previously served on such committee.
17. If possible, each Committee Chair appointed by the President must have previously served on such Committee.

18. Appointive Posts:

- a. **Historian:**
Shall keep an historical record of the activities of the Chapter.
- b. **Historical Records Chairman:**
Shall have the responsibility to retain Chapter records as follows:

President	(Permanent)	Year-end Corporate Report
Membership	(Permanent)	Membership Application (Original) covering all approved and processed applications for all classes of membership
Publication	(Permanent)	Newsletter (one copy per month)
Secretary	(5 years)	Important papers and letters received
	(5 years)	Documents executed by Secretary
	(5 years)	Letters written by Secretary
	(Permanent)	Minute Books
	(Permanent)	Chapter's Charter
Treasurer	(5 years)	Financial Reports
	(Permanent)	Audit Reports
	(Permanent)	General Ledgers (Both manual and computer generated)
Historian		Scrapbooks may reside with the President covering her year

- c. Official Greeter:
Shall serve as the Chapter's official "contact" individual for visiting representatives from other Chapters or Corporate visitors.
- d. Parliamentarian:
Shall ensure that parliamentary procedure, as outlined in *Robert's Rules of Order* (latest edition), is followed in the conduct of all business during Chapter Board and business meetings.

V. Annual Meeting of the Corporation

1. The number of delegates to the Annual Meeting shall be in conformity with Article V, Section 4 of the Bylaws of the Corporation and shall include the President and Vice President/President-Elect.
2. The number of Alternate Delegates to the Annual Meeting shall be two (2). No representative should accept the position of alternate unless she plans to attend the Annual Meeting.
3. The Chapter shall pay all reasonable expenses incurred by the elected delegates attending the regular Annual Meeting.
4. All alternates must attend the Annual Meeting and the Delegates' Session, and if required to serve as a Delegate, a prorated portion of the expenses will be paid by the Chapter, the amount to be determined by the Board. The Chapter may, at the option of the current board, bear the cost of the registration fee for Alternates. Delegates and Alternates must attend all Annual Meeting functions that have been paid for by the Chapter.

VI. Revenue

1. Annual dues are payable January 1 and become delinquent on January 31. Should a delinquency occur a notice shall be sent by the Treasurer to the member firm, and if the dues are not paid by February 10, membership shall be rescinded. If the firm subsequently reapplies for membership, a readmission fee of \$50.00 shall be charged.
2. Annual Dues for the Houston Chapter, including corporate dues and assessment fees, shall be as follows:
 - a. \$362 for each member firm representative. A new member firm will be assessed \$412 for the first year's membership, to include a one-time Corporate processing fee of \$50.
 - b. \$40 for each sustaining member.