

ACCOUNTING & FINANCIAL WOMEN'S ALLIANCE
WICHITA CHAPTER NO. 88
STANDING RULES

General

The purpose of the standing rules is to record the Chapter's policies and procedures. The standing rules of the Chapter shall be maintained by the Bylaws Chair, said rules to supplement, but not to duplicate the Bylaws.

A copy of these standing rules shall be published in the Yearbook.

All non-electronic correspondence shall be on the official letterhead of the organization with a copy to the President and any involved committee chairs.

All activities undertaken by the Chapter will comply in every way possible with the goals and action plans for the year.

The fiscal and administrative year of the Chapter shall be July 1 through June 30.

Awards and Recognition

In September of each year, or when considered appropriate, an honorarium in the name of the outgoing Chapter President shall be made to either the AFWA Educational Foundation or Wichita Chapter Scholarship Fund as designated by the outgoing Chapter President. The amount shall be determined by the Board of Directors. The incoming Chapter President shall be responsible for purchasing the outgoing president's gift after notification and approval by the Board and shall present the President's gift at the September membership meeting.

Board of Directors Meetings

The incoming President may call a meeting of the incoming Board of Directors to prepare for the coming year. Any action taken at the meeting will automatically become effective on July 1.

Board meetings are open to all interested members.

Location of the Board meeting will be published in the Chapter newsletter each month.

A joint meeting or individual meetings of the outgoing and incoming Board members shall be held following the installation of the incoming Board members. At this meeting officers and committee chairs should be prepared to forward their files from the previous year(s) to their successors.

Board of Directors Roles and Responsibilities

Each member of the Board may serve as Chair of such standing committees as are assigned by the President and approved by the Board of Directors. The Board of Directors shall encourage the attendance of Committee Chairs at Board meetings. If the Chair is unable to attend, another member of the committee may represent the committee at the Board meeting, but may not vote.

Members of the Board of Directors are expected to attend all meetings of the Board.

In order for business to be conducted at Board meetings a quorum of the Board must be present. If a Board member cannot attend a Board meeting, that member should notify the President as early as possible, but at least the day before the meeting. A Board member who must miss a meeting and who regularly performs a significant duty at the meetings is responsible for coordinating with an alternate representative to perform that function. A representative from the general membership carrying out those duties would not be counted toward the quorum and would not carry a vote.

Newsletter: Advertising and Production

Sale of advertising space will be allowed in the Chapter Newsletter. Advertisements will be limited to those appropriate to a professional accounting publication. Advertising rates will be established at least annually by the Newsletter Committee, with approval of such rates to be made by the Board of Directors. The committee will be responsible for soliciting and accepting or denying advertising copy. All advertising revenue is part of the general Chapter funds.

A monthly newsletter is sent to Chapter members and other interested parties or potential members one week prior to the monthly meeting. Highlights include notice of the next membership meeting with the speaker's topic, qualifications and appropriate background on the subject. Thorough coverage of the prior professional program provides review for participants and technical help to members who were unable to attend. The newsletter also carries Chapter news, professional news of members and notices of professional accounting activities and opportunities for education and career development.

Chapter Dues

The Chapter does pro-rate the Chapter dues as in accordance with National.

Chapter Meetings: Agendas and Business

The format for the meetings will be coordinated by the respective committee(s) sponsoring the meeting.

The regular monthly business meeting is to be held in conjunction with the membership meeting.

The presiding officer shall offer committee chairs present to make a report if they have information to share with the members.

The following shall be the order of business:

Call to order
Report of the Officers
Report of the Board
Committee reports
Unfinished business
New business
Announcements
Adjournment

Official notice of all meetings shall be given in the monthly Chapter newsletter.

Any member who has an item of business to be discussed at a regular monthly meeting shall contact the President at least 24 hours in advance to see if the same can be placed on the agenda.

Chapter Meetings: Standards, Meeting time and Reservations

Anyone who makes a meeting reservation and does not cancel if unable to attend will be billed if the restaurant or hotel bills the Chapter for the meal.

Meals for speakers shall be paid for out of Chapter funds and a gift offered to the speaker will be paid for out of budgeted funds.

The annual strategic planning meeting shall be held in July of each year.

The President, or any member of the Board of Directors, may cancel or postpone any meeting when it deems such action necessary due to the existence of a local or national emergency.

The President, in coordination with the designated committee chair, shall be responsible for the arrangements for the meetings.

Chapter Yearbook

The Chapter yearbook is to be prepared annually. It should contain a complete listing of members' names, home and work addresses, telephone numbers, fax numbers and e-mail addresses (as designated by members). It should also contain the current bylaws and standing rules, the program listing for the year, a list of all past Chapter Presidents, a list of the current National Officers, AFWA's mission statement and objectives, a list of the current Chapter Officers and Committee Chairs, and information about upcoming area and national conferences. The Yearbook should be distributed at the October membership meeting.

The Chapter membership roster is published for the exclusive use of its members and is not to be distributed to persons outside the organization without the prior approval of the Board of Directors.

Committees

The standing committees may include:

Bylaws	Program
Finance	Publicity
Membership	Public Relations
Newsletter	Scholarship
Nominating	Yearbook
Long Range Planning	Member Outreach
Website	

Responsibilities of each committee are as follows:

Bylaws - Updating the governing rules and monitoring the Chapter's activities to make sure they are in line with these governing rules. The rules are:

1. National Bylaws
2. Chapter Bylaws
3. Chapter Standing Rules
4. Current edition of Robert's Rules of Order Newly Revised

Finance - Responsible for the financial records of the chapter.

Membership - Locating prospective members, welcoming them to the organization, encouraging them to become members, and assisting them in the application process.

Newsletter - Responsible for editing, publishing and distributing a monthly newsletter. This publication may be distributed to:

1. All chapter members
2. National President
3. National Headquarters
4. Area Director
5. Presidents and Newsletter Chairs of other Chapters in the region
6. Other to be considered for distribution:
 - a. Prospective members

Nominating - Presenting to the Chapter a slate of officers for consideration.

Long Range Planning - Responsibilities are broad and general and are primarily concerned with reviewing past actions, evaluating present trends, and making recommendation for the future direction of the Chapter.

Program - Planning and arranging the programs for the monthly meeting.

Publicity - Publicizing the activities of the Chapter.

Public Relations - Responsible for the public relations activities of the Chapter.

Scholarship - Responsible for maintaining the scholarship financial records which may be delegated to the Finance Committee, and awarding Chapter scholarships.

Yearbook - Preparing the yearbook and distributing to all current and new members.

Member Outreach – Responsible for follow up and soliciting feedback from members.

Website – Responsible for design, content and maintenance of website.

- A. A Chair of these committees, excluding the Long Range Planning Nominating, and Finance committees, shall be appointed by the President and approved by the Board of Directors.
- B. Members of the committees, excluding the Nominating and Long Range Planning committees, shall be selected by the respective Chair with the approval of the President.
- C. The Nominating Committee shall consist of members as outlined in the Chapter Bylaws. The Long Range Planning committee shall consist of four members. The President-Elect serves as chair. The remaining three members will be appointed for three year terms with one member rotating off each year. Each President shall appoint one member for a three year term. The duties of the committee shall be assigned by the current President.

These committees shall perform the duties as prescribed in these standing rules and in the “National Chapter Procedure Manual” and those assigned by the President.

The Treasurer shall serve as the Finance Committee chair.

Committee chairs shall provide the President with a written roster of committee members by October 1 with written updates provided as necessary.

Should the President appoint a special committee, the President shall specify in writing to that committee, at the time of the appointment, its responsibilities and duties. All special committees shall be governed by the reporting and record keeping requirement of standing committees.

Each Committee Chair is responsible for submitting a report at each regular Board meeting. “No activity for the month” is an adequate report. If the Chair is unable to attend the meeting, the Chair should either phone the report to the President by noon of the day before the meeting or designate another member of the committee to represent the committee at the meeting.

The President may ask for the resignation of a Committee Chair for reasonable cause only with the express approval of the majority vote of the Directors present at a Board meeting with a quorum.

Cooperation with Other Chapters/Organizations

This Chapter participates in workshops and educational programs of the region and in efforts to resolve mutual problems and strengthen all Chapters in the region through regional conferences, newsletter exchanges, and inter-chapter visitations.

The Chapter may invite other professional organizations to the public relations event or to a special inter-organizational meeting.

Members relocating to or from the South Central Region may contact the Membership Chair for help in transferring membership to another Chapter. Transfers are to be handled using the National form called: Status Change Form. The forms are ordinarily signed by the Secretary of the Chapter the member is entering.

The Membership Chair also facilitates transfer for members leaving the Chapter to at-large status because of relocation to an area without an AFWA Chapter. Transfers are officially recognized at the start of the administrative year, July 1. For transfers to be effective the next July 1, dues must be paid to the new Chapter by June 1.

Financial Policies

An annual budget is prepared by the Treasurer and approved by the Board of Directors. Prior to approval of the annual budget, the Treasurer may pay recurring expenses which have been budgeted in the past and are expected to be budgeted in the current year. The Treasurer reports on the financial status of the Chapter at each Board meeting. The Treasurer is authorized to pay for all budgeted expenditures, but large or unusual items should be brought to the Board's attention. Approval of the Board is required for unbudgeted expenditures. The Chapter maintains a bank account for the general fund and a separate one for the scholarship fund. The President and Treasurer are signatories for the general fund, with one signature required for payment or withdrawal. The President and the Treasurer of the scholarship fund are signatories for the scholarship fund, with one signature required for payment or withdrawal. It shall be the responsibility of the outgoing Treasurer to contact the financial institutions where the Chapter has funds to secure the necessary signature cards and make any address changes.

The Board, at its discretion, may refuse to approve any unauthorized and unbudgeted expenditure that has not been previously discussed with the Board. In such case, the liability shall remain the responsibility of the member incurring the expense.

The Treasurer shall exercise due diligence in verifying and paying promptly all budgeted expenditures. All other bills shall be presented to the Board of Directors for approval before payment.

The Treasurer shall maintain a record of accounts receivable from members not honoring or properly canceling reservations. The Treasurer shall render statements promptly to such members and shall present reports of accounts receivable at each Board meeting. The Board shall be responsible for arbitrating any disputes regarding such accounts receivable, and the decision of the Board shall be binding on the member.

A scholarship fund shall be maintained by the Scholarship Committee or delegated to the Finance Committee. These funds are accumulated by contributions from Chapter members, and through various fund raising efforts within the Chapter. It shall be the responsibility of the Scholarship Committee to select candidates for the scholarship(s). The amount, number and qualifications of the scholarship shall be determined by the Scholarship Committee and approved by the Board of Directors.

Membership: New, Prospective, Limits, etc.

Membership in this Chapter shall be open to persons who meet the qualifications for any class of membership as defined in the Chapter Bylaws. Application shall be made on the prescribed form to the Membership Chair.

Article IV, Chapters, Section 2.C. of the National Bylaws states: “any Chapter with fewer than seventy-five regular members shall maintain a membership consisting of a minimum of 50% regular members.” This Chapter shall actively pursue 50% regular members.

A member approved by National is to immediately receive a Chapter new member kit that includes a Chapter Yearbook.

The membership of the Chapter shall be unlimited except as provided for in the bylaws.

The Membership Committee shall be responsible for maintaining a prospective membership list and for encouraging prospective members as they deem appropriate.

Program

The standards for the program will comply with the standards set by the state Board of Accountancy for Kansas. The Board of Directors shall approve all the programs at the beginning of the fiscal year.

The Program Chair shall be responsible for contacting the speaker and securing biographical information. This information will be forwarded to the Newsletter Chair in time to meet the deadline, and to the member who will introduce the speaker.

The Continuing Education records, including attendance and presentation outline, shall be maintained by the Program Chair.

The emphasis for programs should be on relevant and timely professional subjects that comply with standards for CPE or other relevant professional development topics.

Representation at National Meetings

Delegate(s) to the Annual Meeting will be selected by the membership at a regular or special Chapter meeting. Delegate(s) should be a member in good standing. The Chapter may, at the discretion of the Board, reimburse delegates for expenses otherwise not reimbursed in an amount not to exceed the amount charged for full registration for the National Conference. This reimbursement amount is to be divided among the delegates to the Annual Business Meeting based on the amounts of their unreimbursed expenses.

Standing Rules Amendments

These standing rules may be amended by a majority vote of the Board of Directors. They may also be amended by a majority vote of the membership. Before any changes are suggested, the Chapter Bylaws will be reviewed to make sure that said changes do not conflict with the Chapter Bylaws.

The Bylaws Committee shall review all standing rules periodically as considered necessary. Recommended changes, additions, or deletions shall be presented to the general membership. Recommendations may be made at any time during the year as the Committee deems appropriate. Suggestions from members shall be given prompt attention and members shall be given an explanation if the committee does not concur with their suggestion(s).

Changes made at the National Annual Conference are not yet reflected in the Wichita Chapter bylaws. The updates to the Wichita Chapter bylaws are currently in the process of being finalized. Please see the National AFWA website for the latest version of the National bylaws.