

**STANDING RULES  
OF  
EWI of SAN ANTONIO**

**Section 1. SPECIAL ORDER OF BUSINESS FOR BUSINESS MEETING**

The rules regulating the conduct of business at the San Antonio Chapter's business meetings will be as follows:

- A. The voting body consists of the active representatives. Voting rights include the making of a motion and the vote itself.
- B. ALL REPRESENTATIVES -- active and sustaining -- MAY PARTICIPATE IN DISCUSSIONS. (Voting rights are set forth in 'A' above.)
- C. No speaker will be allowed the privilege of the floor a second time until all those who wish to speak have had an opportunity to do so.
- D. Each speaker will be limited to two (2) minutes in discussion on questions, reports, and recommendations before the house. Additional time may be granted by the vote of two-thirds of the active representatives.
- E. Debate will be limited to ten (10) minutes on any subject. Additional time may be granted by two-thirds vote of the active representatives.

**Section 2. MONTHLY MEETINGS**

The San Antonio Chapter has designated the third Thursday of each month as its regular meeting subject to a possible change due to an unforeseen conflict, which change also must be approved by the Board.

The monthly meeting of the Board of Directors will be held the week following the regular Chapter meeting, on a night designated and agreed to by the incoming Board of Directors. Once the meeting night is established, should an unforeseen conflict arise at any given month, the meeting date may be changed with Board approval.

(Board meetings covered under Article III, Section 6, Chapter Bylaws.)

**Section 3. ADMISSION FEES AND ANNUAL DUES**

Listed below are the Fees and Annual Dues for the Chapter. This section will be updated annually following the approval of the annual Budget.

<b><u>Corporate Fees</u></b>	<b><u>1<sup>st</sup> Rep</u></b>	<b><u>2<sup>nd</sup> Rep</u></b>	<b><u>3<sup>rd</sup> Rep</u></b>	<b><u>Sustaining</u></b>
Admission Fee*	\$50.00	\$ 0.00	\$ 0.00	\$ 0.00
Dues Assessment**	170.00	170.00	170.00	30.00
<b><u>Chapter Fees</u></b>	<b><u>1<sup>st</sup> Rep</u></b>	<b><u>2<sup>nd</sup> Rep</u></b>	<b><u>3<sup>rd</sup> Rep</u></b>	<b><u>Sustaining</u></b>
Admission Fee*	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00
Chapter Dues	135.00	135.00	135.00	15.00
BCDP Assessment	20.00	20.00	20.00	0.00

\*One-time non-prorated for new firms.

\*\* Includes electronic version of EWIconnect and Accident Insurance

#### Section 4. ELECTION OF OFFICERS AND DIRECTORS

At the regular annual business meeting, the Representatives will elect a Board of Directors, as defined in Article III, Section 4 of the Standard Chapter Bylaws. If there are two (2) or more nominees for any office or directorate, election will be by written ballot. If there is only one (1) nominee for each office or directorate, the slate may be elected by majority voice vote. Installation may, at the Chapter's discretion, be held in either September or October, with said Directors assuming office at the time of installation.

#### Section 5. MEMBERSHIP

##### A. Attendance

1. Attendance is determined when the representative answers to roll call (whenever taken) or is noted to be in attendance by the Sergeant-at-Arms in such instances that roll call is not taken.
2. Should a representative not be present at the time of roll call, a written explanation may be submitted to the Board of Directors, prior to the next Board meeting, for consideration and approval of attendance.
3. Each representative is required to attend a minimum of six (6) meetings each calendar year. The member firm is required to be represented at a minimum of seven (7) meetings each calendar year. The member firm's attendance requirements may be met by the executive and/or the representative. Failure to comply shall result in the forfeiture of the firm's right to object to the posting for membership of a competitor firm.
4. All representatives, including sustaining, honorary, and life members must make reservations for all meetings by the deadline indicated on the meeting response sheet if they plan to attend. The cost of the monthly dinner (or lunch) meeting will be paid in advance or on the meeting day.

##### B. Life Member

The annual Corporate assessment fee for a sustaining member who is elected as a Life Member of the San Antonio Chapter shall be paid by the San Antonio Chapter.

##### C. Leave of Absence

1. Leave of absence for a period of up to three months may be requested in writing to the Board for any of the following reasons:

Business	Health
Education	Family Emergency
2. A representative making a request for a leave of absence must be in good standing with the Chapter.
3. Leave of Absence may be granted only by approval of the Board of Directors and may be retroactive only to the first day of the month in which the request is made.
4. Leave of Absence may only be granted once per calendar year. (The Board may consider otherwise in case of catastrophic circumstances.) Each month (up to three) granted as a Leave of Absence will reduce the required number of meetings to be attended in that calendar year.

## Section 6. ORIENTATION

Orientation for new representatives will be held two (2) times a year. New representatives are expected to attend an orientation session or a Board of Directors Meeting within the first six months of membership. All active representatives are encouraged to attend the Orientation Sessions.

## Section 7. NOMINATING COMMITTEE

Article VII, Section 1 of the Chapter Bylaws. The San Antonio Chapter Nominating Committee will consist of:

- The immediate past Chapter President, who will act as Chairman
- The Vice-President/President-Elect
- Three representatives, who are not current Board members, elected by the Chapter membership at its Annual Business Meeting

No representative will serve on the Nominating Committee more than two consecutive years.

In the event of a member firm having two (2) representatives on the Board of Directors, neither of these representatives is eligible to serve on the Nominating Committee.

In the event of a vacancy on the Board of Directors, should a member of the Nominating Committee elected by the Membership become a member of the Board, an election will be held at the next membership meeting to elect a new member to the Nominating Committee from the membership. Members of the Nominating Committee are not precluded from accepting nomination for office.

The Nominating Committee Chair will be responsible for contacting the nominees to the Board of Directors to ascertain their willingness to serve and notifying those current Board members who will not stand for re-election.

## Section 8. STANDING COMMITTEES

The Chairmen (Directors) of the Membership, Program, Publication, Ways and Means and optional Director-at-Large Committees will be elected by the membership at the annual business meeting, and the President will appoint all other committee chairs and assign members to serve on these committees.

- A. A representative will serve as Chairman of only one (1) standing committee.
- B. Each Chairman will call a committee meeting within thirty (30) days from the date of the installation of the newly elected Officers and Directors, or of appointment. Failure to comply subjects the Chairman to the possibility of removal from office.
- C. The Chairman of each committee will present a report whenever requested to do so by the President and will make a written annual report at the regular annual business meeting.
- D. Retiring committee Chairmen will immediately turn over to the incoming Chairman all records, instructions and reports of the committee.

The Standing Committees of the San Antonio Chapter and responsibilities are:

- a. Advisory Committee: Will be composed of a minimum of three (3) members. The Immediate Past President will be the Chairman, serving a one year term as the Advisor to the President and the Board, and will attend monthly Board meetings for the current Board term. If the Advisory Chair cannot attend a meeting, it will be her responsibility to schedule one of the Advisory Committee members to attend in her place. Although the other two Advisory committee members may attend any Board meeting, their attendance is not mandatory on a monthly basis. A rotation schedule of Advisors may be implemented if recommended by the Advisory Chair and approved by the President.

- b. ASIST (Rulaine Pittman **Adult Student In Scholastic Transition** Committee): Will coordinate the ASIST program for the Chapter based on instructions submitted by the Corporate ASIST Director, provide progress reports to the Board of Directors, assist the Program Director in planning the program for announcement of winner/s and assist the Communications Chair in planning suitable news coverage.
- c. Budget Committee: Will have as one (1) of its members the Treasurer, and it is recommended that the Immediate Past Treasurer be a member or ex-officio member. The Budget Committee will prepare annually and submit to the membership at the annual meeting the proposed budget for the ensuing year, which has been approved by the Board.
- d. Bylaws and Standing Rules Committee: Will study, prepare and submit to the Board any proposed recommended amendments to the Corporate and Chapter Bylaws and Chapter Standing Rules.
- e. Communications Committee (Marketing and Public Relations): Will develop community awareness of the organization and its member firms by publicizing the organization's involvement in civic, educational and cultural community projects, increasing media coverage, publicizing public seminars hosted by the Chapter, publicizing philanthropic projects undertaken by the Chapter, and encouraging publicity of member firms via newsletters and other means of communication.
- f. Courtesy Committee: Will handle the arrangements and/or notification necessary of the Chapter's customary observance or acknowledgments of a personal nature such as illnesses or deaths and information of an urgent nature regarding the business of the Chapter.
- g. EWISP (Executive Women International Scholarship Program Committee): Will coordinate the Scholarship Program for the Chapter based on instructions submitted by the Corporate Scholarship Director. Will submit progress reports to the Board of Directors, assist the Program Director in planning the program for announcement of winners, and assist the Communications Chairman in planning news coverage.
- h. Fundraising Committee: Will devise, suggest and supervise generally the ways and means of financing special activities of the Chapter. The committee will make recommendations to the membership of its purposes and plans for securing funds. Such plans will first be submitted to the Board of Directors for approval.
- i. Hospitality Committee: Will be responsible for welcoming and introducing new members and guests to the representatives. Will prepare badges for members and guests attending membership meetings and collect payments for meetings from those paying as they enter.
- j. Membership Committee: Will direct the activities of the Chapter in securing new member firms in accordance with the Corporate and Chapter bylaws and Procedure Manual.
- k. Membership Retention: Will be responsible for contacting Member Firms for replacement Representatives, for new member orientation programs, and for assigning mentors to new members.
- l. Philanthropy Committee: Will research and develop appropriate philanthropic projects for the Chapter and present them to the Board for approval, and will have general charge of administering such projects that have been approved by the Board.
- m. Program Committee: Will have general charge of planning and arranging the programs for the regular meetings of the Chapter, to include Executive and Firm Recognition Night and Firm Nights hosted in cooperation with the member firm sponsoring the Firm Night.
- n. Publication Committee: Will be responsible for the preparation, publication and distribution of the Chapter's monthly publication.

- o. Roster Committee: Will keep the Chapter membership directory in good order and up to date. The Roster Committee will also be responsible for preparing updates and the distribution of Corporate and Chapter Bylaws and Standing Rules.

#### Section 9. OTHER COMMITTEES

- a. Website Committee: Will keep the Chapter website in good order and up to date with current member firms and representatives. The committee will post events and meeting notices in a timely manner. The committee chair will be the intermediary with the web designer, and will schedule training for herself and the committee as needed. Any expenses for design updates to the web must first be approved by the Board of Directors, and if the amount exceeds the authority of the Board, must be voted on by the membership.

#### Section 10. APPOINTIVE POSTS

- a. Historian: Shall keep an historical record of the activities of the Chapter.
- b. 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 Business Meetings and also at **Chapter Board meetings** at the request of the Chapter President.

#### Section 11. TERRITORIAL BOUNDARIES

Article VII, Section 1, Chapter Bylaws. Counties included in the San Antonio Chapter area are Bexar, Comal, Guadalupe, Wilson, Kendall, Atascosa, Bandera, and Medina.

#### Section 12. ANNUAL MEETING

The President and Vice President/President-Elect will be Delegates to the Annual Meeting. Additional Delegate(s), if any, will be selected by the Nominating Committee and submitted to the membership for election.

For the Chapter to benefit from its investment, all Delegates to the Annual Meeting agree to attend all sessions at the meeting and commit to serve in a leadership capacity for the upcoming year, if nominated.

According to Article VII, Section 1, B, Chapter Bylaws, Alternate Delegates will be nominated by the Nominating Committee and presented to the membership for election in time to meet Corporate filing requirements. Delegate(s) must meet qualifications listed in the Procedure Manual, Chapter 24, Delegate Qualifications. The Chapter will not pay all expenses of the Alternate Delegates.

#### Section 13. PAST DUE ACCOUNTS

Past due accounts must be paid before membership renewals are accepted.

#### Section 14. BOARD AUTHORITY FOR EXPENDITURES

The Board of Directors has the authority to approve non-budgeted expenditures of the Chapter in an amount not to exceed \$1,000 each transaction. The Board of Directors has the authority to transfer money between the Chapter General Fund and scholarship fund accounts in an amount not to exceed \$1,000. each transaction. As per Article III, Section 9 of the Chapter Bylaws, a total of the above transactions shall not exceed 10% of the total operating budget in a calendar year.

#### Section 15. MEMORIAL PAGE

A memorial page is included in the front of the roster acknowledging contributions to the Chapter's BC/D/P programs. These memorial contributions will be listed in the Roster for two (2) calendar years.

#### Section 16. CHAPTER MEMORIAL CONTRIBUTIONS

Memorial Contributions by the Chapter will be made to any one of the Chapter's BC/D/P programs upon the death of a family member of a current Representative. Family member is defined as: spouse, child, mother, or father. A contribution will also be made to a BC/D/P program upon the death of a firm's executive or spouse. The amount established by the 2011 Board of Directors is as follows:

- Memorial for Member Firm Executive or Member Firm Representative will be \$50.00
- Memorial for an immediate family member of a Member Firm Representative will be \$25.00

#### Section 17. AMENDMENTS TO THE STANDING RULES

After the adoption of Standing Rules of the Chapter by a majority vote of the membership present and voting, these Rules may be suspended, modified, or rescinded by a majority vote of members present and voting. Amendments will be submitted to the membership in writing at least ten (10) days prior to any action on these Standing Rules. No Standing Rule can be adopted which conflicts with the Bylaws of the Chapter.