

**Chapter Standing Rules
Amended August 19, 2008**

**SECTION I
BUSINESS MEETING OF THE CORPORATION**

Delegates and Alternate Delegates

All delegates and alternate delegates must attend the Annual Meeting and Delegates' Session. Delegates and alternates must attend all Annual Meeting functions. The Chapter will pay airfare, hotel and registration fees for the delegates; registration fees only for alternate delegates.

Any representative who accepts the position of alternate delegate must be able to attend the Annual Meeting. Alternates are named in the order in which they will replace a delegate should the need arise.

After acceptance, should an alternate be unable to attend the Annual Meeting, the Nominating Committee will appoint a replacement.

**SECTION II
ATTENDANCE**

Reservations

Active representatives have a standing reservation for each monthly meeting. If unable to attend a meeting, an active representative must notify the Sergeant-At-Arms by noon on Friday preceding the meeting. If this procedure is not followed, the member firm will be billed.

Should it occasionally become necessary to change the normal meeting cancellation deadline, the Sergeant-At-Arms will notify the membership of this change through the monthly meeting reservation form or invitation. The same billing policy will apply for failure to meet the cancellation deadline.

Active representatives must attend the program/business portion of any regularly scheduled meeting in order to be credited with attendance at the meeting.

Attendance Requirements

Each member firm must be represented by a representative or an executive at SEVEN meetings within the calendar year. All representatives must attend a minimum of SIX meetings during the calendar year. If a firm has only one representative, that representative is required to attend seven meetings a year, unless the executive attends in the representative's absence, in order to meet the firm's attendance requirements.

Other Official Meetings

Representatives attending a regular meeting of any Chapter, Annual Meeting, or any other official meeting of the Corporation will be credited with attendance by the Dallas Chapter, provided notice of such attendance is given.

Leaves of Absence

The Board of Directors will review and may grant, at their discretion, requests for leaves of absence for the following reasons only:

Business
Education

Health
Family Emergency

A representative making a request for a leave of absence must be in good standing with the Chapter.

Leaves of absence will be granted only for the above-mentioned reasons.

The Sergeant-At-Arms shall keep the Board of Directors informed of firm representation at meetings. The Board shall direct the Sergeant-At-Arms to write letters to executives when firm attendance is a concern or its membership is in jeopardy.

SECTION III BOARD OF DIRECTORS

Board Officers and Directors will be installed at the September meeting.

Director-At-Large

The position of Director-At-Large, as set forth in the Standard Chapter Bylaws, Article III, Section 3,E. is hereby designated to be the "B/C/DP Director." Duties of the B/C/DP Director shall be to facilitate the following programs: ASIST, EWISP, Philanthropy, Joan Jackson Scholarship and any future scholarship program(s) that might be made available.

Joint Meeting of Outgoing and Incoming Boards

A joint meeting of the outgoing and incoming Boards of Directors will be held in September at the regular Board meeting for the purpose of transferring pertinent records and information to assure continuity in the transition.

Other

All representatives are encouraged to attend any regularly scheduled meeting of the Board of Directors.

The Chapter will pay the registration, travel, and hotel costs for the President to attend the Presidents' Caucus annually.

The Dallas Chapter Treasurer will be bonded.

SECTION IV BUDGET AND FINANCE

The Budget Chairman will present the membership with a proposed budget for the following year prior to the August Business Meeting.

Approval of the Board of Directors is required for all Chapter-sponsored events.

SECTION V CHAPTER MEETINGS

Monthly Chapter dinner meetings are held on the third Tuesday at a location designated by the Program Committee. Circumstances may occasionally require the Board to approve an alternate meeting date.

The cost of the dinner meetings will be paid in advance or on the meeting day.

SECTION VI COURTESY COMMITTEE

If appropriate, Chapter members should notify the Chairman of the Courtesy Committee of any news of illnesses, hospitalization, death, birth, tragedy, etc., of representatives, executives, or their families. This information will then be distributed, if appropriate, to the membership.

Acknowledgements should be extended in instances of sympathy and hospitalization to Chapter representatives, executives, and their immediate families (husband, mother, father, child, brother, sister).

An expenditure in the range of \$30 to \$50 may be made for gifts to executives, active representatives, life, honorary, and sustaining members who are hospitalized.

Monetary contributions to the Chapter's EWISP/ASIST program may be made in lieu of flowers.

In case of the death of an executive, active representative, life, honorary, or sustaining member (or spouse of any such member), flowers or gifts to memorial funds or to the Chapter's Business Career Development Program will be made with the maximum expenditure limit.

No expenditures from Chapter funds will be made for gifts such as wedding, baby, retirement, open house, etc.

**SECTION VII
DUES STRUCTURE**

Corporate Dues for member firms are established through the budget, which is approved at the Annual Meeting each year by the delegate body.

Chapter Dues for member firms are established through the budget, which is approved by representatives at the August Business Meeting. (See addendum to Standing Rules for current dues.)

**SECTION VIII
NOMINATING COMMITTEE**

The 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.

**SECTION IX
CHAPTER MEMBERSHIP DIRECTORIES**

The Membership Directory is the property of the Dallas Chapter and is for the exclusive use of its member firms. *Use by individuals or firms outside the EWI® membership is prohibited.*

**SECTION X
RECORDS RETENTION**

It is the responsibility of the Chapter Historian/Historical Records Chairman 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 a month)
Secretary	5 Years 5 Years 5 years Permanent Permanent	Important papers and letters Documents executed by Secretary Letters written by Secretary Minute books Chapter's Charter

Treasurer	5 Years Permanent Permanent	Financial Reports Audit Reports General Ledger (both manual and computer generated)
B/C/DP	5 Years Permanently	Scholarship applications and judging records. Because of the Pension Protection Act of 2006, it is recommended at least five years after the selection in order to make certain tax reporting periods are covered. Winner's application, which should be saved permanently to help maintain the historical archives of the Chapter. Historical archives can be scanned and saved on CDs.
Historical	Scrapbooks	May reside with President covering her year.

**SECTION XI
OTHER**

The Chapter will furnish each incoming president an EWI® pin.

These Standing Rules are to be made a part of the Dallas Chapter Directory.

**SECTION XII
AMENDMENTS**

These Standing Rules may be amended at any business meeting of the Chapter by a majority vote of the representatives present in good standing and eligible to vote; provided, however, that a copy of the proposed amendment(s) has (have) been mailed to each active representative in good standing at least ten days prior to the meeting at which they are to be acted upon.

Amendment adoption without the written notice required by Rule #1 above, will require two-thirds vote of those representatives present in good standing and eligible to vote.