

**Dallas Chapter Standing Rules
Amended January 20, 2015**

ARTICLES I and II:
No changes or additions; see Chapter Bylaws.

**ARTICLE III
MEMBERSHIP**

Membership to EWI[®] of Dallas is by invitation only. The Dallas Chapter does not require a prospective member firm to be posted to membership provided the Board of Directors has voted to approve an application for membership. If the prospective firm is in the same business category as an existing member firm, the Retention and Recruitment Director will contact the current member firm's executive to inquire of an objection. Any objections must be received in writing.

Classes of Membership

Member Firm

Sustaining

Honorary

An Honorary Member will be a person/firm not otherwise qualified for membership, whose name the Chapter desires to enroll because of special meritorious service to the community that is consistent with the mission of EWI. An Honorary Member will have no voting rights and may not serve as an Officer or Director. An Honorary Member may attend all membership meetings and functions. Eligibility of the prospective Honorary Member will be determined by the Chapter Board, subject to the approval of the Chapter. Honorary Members will not be subject to Corporate and Chapter assessment. To be considered for Honorary membership the person/firm must have given exceptional support to EWI for five or more years.

Transitional

The Chapter Board may grant Transitional membership to an individual not otherwise qualified for membership, who has been a Representative in good standing and who has become unemployed due to elimination of job position, merger, acquisition or other legitimate business reason. Transitional membership will be in effect until such member resumes employment, but in no case will this membership extend for a period of more than one (1) year. A Transitional Member will have no voting rights and may not serve as an Officer or Director. A Transitional Member may attend all membership meetings and functions.

ARTICLE IV 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 invoiced.

If this invoice and all related correspondence are disregarded by the member firm after three (3) months, this firm's membership will be placed on probation. Probation is defined as: the firm's representative will not be able to attend monthly meetings until the past due balance is paid in full.

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 Expectations

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

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

Leave of Absence

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

Business
Health

Education
Family Emergency

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

ARTICLE V CHAPTER OFFICERS

Sergeant-At-Arms

The Sergeant-At-Arms will keep, or cause to be kept, complete records of the Representatives' attendance at meetings; have charge of all reservations; and perform such other duties as may be assigned by the President or the Chapter Board.

ARTICLE VI BOARD OF DIRECTORS

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

Retention & Recruitment

One of the Directors elected to the Chapter Board shall be designated to lead and direct the membership activities of the Chapter in the recruitment and retention of Member Firms.

Program

One of the Directors elected to the Chapter Board shall have general charge of planning and arranging the programs for the regular meetings of the Chapter.

Communications

One of the Directors elected to the Chapter Board shall be responsible for the preparation, publication and distribution of the Chapter's newsletter, website information, public relations and communications for the Chapter.

Fund Raising

One of the Directors elected to the Chapter Board shall be charged with the direction and supervision of any special activities for the purpose of supplementing Chapter operating funds and/or fund raising activities to support the Chapter's Business/Career/Development Program ("B/C/DP").

Director-At-Large (B/C/DP Director)

One of the Directors elected to the Chapter Board shall be charged with providing direction and supervision 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 Dallas Chapter Treasurer will be bonded.

ARTICLE VII 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.

ARTICLE VIII CHAPTER MEETINGS

Monthly Chapter 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 and/or time.

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

ARTICLE IX 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 to the Sergeant-At-Arms.

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.

LEADERSHIP CAUCUS AND ANNUAL MEETING

The Chapter will pay the Leadership Caucus registration fees, airfare, and two (2) nights hotel costs for the President Elect and incoming Vice President to attend the Leadership Caucus annually. The incoming Vice President will be responsible for payment of the Annual Meeting registration fees and remaining hotel costs.

ARTICLE X COURTESY NOTIFICATIONS

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

Expenditures not to exceed \$100 may be allocated for gifts to executives, active representatives, life, honorary, and sustaining members who are hospitalized.

Monetary contributions, as approved by the Chapter Board, to any of the Chapter's Business Career Development Programs, may be made in lieu of flowers.

In the event of death, of an executive, active representative, life, honorary, or sustaining member (or their immediate family), flowers or gifts to memorial funds or to the Chapter's Business Career Development Program can be made -- not to exceed \$100.

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

ARTICLE XI

DUES STRUCTURE

Corporate Dues for members are established through the budget, which is approved at the Annual Meeting by the delegate body.

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

ARTICLE XII 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.

ARTICLE XIII CHAPTER MEMBERSHIP DIRECTORIES

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

ARTICLE XIV 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 Applications (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	7 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.

For additional records retention information visit www.ewiconnect.com.

ARTICLE XV OTHER

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

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

ARTICLE XVI 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 or electronically 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 advanced written notice will require two-thirds vote of those representatives present in good standing and eligible to vote.