

STANDING RULES
OF THE
Accounting & Financial Women's Alliance
To be Adopted July 2016

I. ORGANIZATION ACCOUNTING & FINANCIAL WOMEN'S ALLIANCE
("AFWA" or the "Alliance Organization") STANDING RULES

- A. **Adoption:** Standing Rules may be adopted by the Board of Directors at any meeting of the Board or via Board call. Adoption requires a majority vote.
- B. **Amendment or Rescission:** These Standing Rules may be amended or rescinded by a majority vote of the Board of Directors. Standing rules are effective immediately.
- C. **Suspension:** Any Standing Rule may be suspended for the duration of a single meeting by a majority rule. Such suspension may be for a longer period if specifically ordered by the Board of Directors.
- D. **Distribution:** A copy of the Standing Rules of AFWA shall be furnished to each member of the Board of Directors.

II. DUTIES OF OFFICERS

- A. The duties of the officers shall be such as are implied by their respective titles or as defined in the AFWA Bylaws (Articles V and VI), and in addition as follows:
 - 1. President
 - a. See Duties outlined in Charter.
 - 2. President-Elect
 - a. See Duties outlined in Charter.
 - 3. Vice President – Membership
 - a. See Duties outlined in Charter.
 - 4. Vice President – Outreach
 - a. See Duties outlined in Charter.
 - 5. Secretary
 - a. See Duties outlined in Charter.
 - 6. Treasurer
 - a. See Duties outlined in Charter

Specific responsibilities and timelines relating to the above positions are outlined in the individual Charters.

B. NATIONAL COMMITTEES

1. Nominating Committee
 - a. See duties outline in Charter.
2. Executive Committee
 - a. See duties outlined in Charter.
3. Finance Committee
 - a. See duties outlined in Charter.
4. Membership Committee
 - a. See duties outlined in Charter.
5. Outreach Committee
 - a. See duties outlined in Charter.
6. Annual Conference Committee
 - a. See duties outlined in Charter.
7. Audit Committee
 - a. See duties outlined in Charter.
8. Bylaws Committee
 - a. See duties outlined in Charter.
9. Ad Hoc National Committees
 - a. The explanation of each of these committees may be found in the Charters. These committees may be activated and deactivated as needed.
 - i. Strategic Planning Committee
 - ii. Policy and Procedures Committee
 - iii. Awards Committee
 - iv. Other committees as deemed necessary by the President and Board of Directors.

III. MEETINGS AND MINUTES

- A. The Board of Directors shall meet at two in-person meetings per year.
 1. The fall meeting shall coincide with the annual conference/annual business meeting.
 2. The spring meeting shall be determined by the Board of Directors.

3. A board book will be received at a minimum of one week prior to the meeting.
 4. Minutes of the Board of Directors meeting shall be distributed and approved via email or at the next board meeting.
- B. Procedures for conducting business by mail/email.
1. The vote is only official if all board members participate in the board call and the vote is unanimous.
 2. If the vote is not unanimous with 100% participation, then one of the following courses of action must be taken.
 - a. If the matter is not pressing, it will be postponed until the next in-person meeting.
 - b. If the matter needs to be voted on before the next in-person meeting, then discussion by email must be provided. Comments received in the original call shall be distributed along with the new ballot. The vote on the new ballot shall be declared the final vote on this motion, or
 - c. A vote can be made via conference call.

IV. MEMBERSHIP APPLICATIONS

- A. All membership applications submitted will be automatically accepted.
- B. If it is brought to the board's attention that an applicant does not meet the qualifications for membership based on the criteria outlined in the AFWA Bylaws, the matter will be addressed by following the steps outlined in Section VII. B. of these standing rules.

V. DUES

- A. Dues are payable on the membership renewal date. The amount shall be set by the Board of Directors annually.

VI. TERMINATION OF MEMBERSHIP

- A. As determined by the AFWA Bylaws (Article III, Section 5), any member who fails to pay dues or fees within sixty days of invoice date shall be automatically dropped from membership.
- B. If a member is suspected of having been untruthful on a membership application, the following steps shall be taken:
 1. The member shall be notified of the alleged discrepancy and given the opportunity to provide proof of eligibility for membership.
 2. If the member is unable to provide proof of eligibility, that member shall be given the opportunity to resign from membership.
 3. If the member chooses not to resign, the procedures for disciplinary action prescribed in the Organization's parliamentary authority shall be followed.

VII. EXPENSES

- A. Directors and the Immediate Past-President shall be reimbursed an amount determined by the annual budget to cover travel, lodging and meals for attendance at the two in-person meetings.
- B. The Executive Committee shall be reimbursed as stated above for the fall and spring meetings. Travel and lodging will be reimbursed in full for the summer and winter meetings unless a limit is established in the budget.
- C. Directors shall be reimbursed an amount determined by the annual budget for travel, lodging and meals for visits to chapters. Actual gas expense will be reimbursed at the discretion of the treasurer not to exceed a reasonable estimate of actual gas expense. Rental car usage will be reimbursed in full.
- D. Expense reimbursement for special appointments will be determined by the annual budget.
- E. Expenses for chapter outreach must be preapproved by the Executive Committee using the Expense Authorization for Chapter Outreach form. The details of the approval process are outlined in the board manual. Once approved, expense reports must be submitted in accordance with F. below.
- F. Expense reports must be turned in within six weeks following the date incurred. Expense reports and receipts must be turned in to Headquarters and the current treasurer.

VIII. BUDGET

- A. The Board of Directors will approve the budget at the spring board meeting.
- B. Any deficit budget may not exceed the Member's Equity appropriated amount and may only be for new or special projects.

IX. HEADQUARTERS

- A. The headquarters staff runs the day to day operations of the Organization.
- B. The headquarters office is staffed by a contracted management firm.
- C. The responsibilities of the staff are outlined in the contract that is to be reviewed and renewed by the Executive Committee.

X. MANUALS OR CHARTERS

- A. The following manuals or charters are available for use by the membership:
 - 1. Chapter Procedure Manual.
 - 2. Regional Conference Manual.
 - 3. Chapter Chartering Manual.
- B. These manuals or charters are to be reviewed on a yearly basis by the Secretary and the President-Elect.
 - 1. Editorial changes or updates require only Executive Committee approval.
 - 2. Policy changes require approval by a majority vote of the Board of Directors.

XI. CHAPTER MINIMUM STANDARDS

A. AFWA chapters shall meet the following minimum standards:

1. Hold at least six meetings per year.
2. File a Form 990, if required by the IRS, and submit a copy to Headquarters.
3. Complete Chapter Reporting Survey reports as requested by Headquarters.

XII. PARLIAMENTARY AUTHORITY

A. The Organization relies on *Robert's Rules of Order Newly Revised* as its parliamentary authority.