

# STANDING RULES OF THE DC AREA CHAPTER OF THE AMERICAN SOCIETY OF WOMEN ACCOUNTANTS

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## **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 President, said rules to supplement, but not to duplicate, the Bylaws.

A copy of these standing rules shall be presented to each officer, board member and committee chair. Copies are available to other Chapter members who request them.

All correspondence shall be in compliance with National guidelines provided to the president each fiscal year.

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

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

Regular monthly meetings will be held on the third Wednesday or, at the discretion of the Board of Directors, may be changed or canceled when the regular meeting date would conflict with other activities.

Meetings may be canceled due to unforeseen circumstances. The Membership Meetings Chair will contact the President or member conducting the meeting by 2:00pm on day of the event if inclement weather imminent; they will decide if cancellation is necessary; if so Membership Meeting Chair will contact the venue and Program Chair; the Program Chair will contact the speaker; meeting announcements will included instructions for attendees to contact the Membership Meetings Chair concerning cancellations.

## **Awards and Recognition**

The membership is authorized to purchase the outgoing president's plaque. The incoming President shall present the outgoing President's plaque at the time of installation of officers.

The membership is authorized to purchase an ASWA President's pin for the incoming President. The President shall present the pin to the incoming President at the time of installation of officers.

The Member of the Year is determined using a point system. The point system has been established to reflect the goals of the chapter and to honor service to the chapter and efforts to help the chapter meet its goals. The point system is as follows:

Serve on Board of Directors & attend 50% Board Meeting <sup>(1)</sup>	25
Serve as a Committee Chair/Co-Chair <sup>(1)</sup>	20
Serve on a Committee <sup>(1)</sup>	10
Attend membership meeting	5
Attend member relations activity	5

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Participate in a community activity	5
Sponsor a new member	20
Attend Education Day	10
Volunteer for Public Relations Banquet	5
Attend National Convention	10
Attend Regional Area Day	10
Other volunteer activities	5

<sup>(1)</sup> Member can earn points in only one of these three categories.

The Member of the Year will be the member that accumulates the greatest number of points. In addition, the Board has established a Board of Directors Award. This award will allow the Board to recognize a member who has performed outstanding service to the chapter without regard to the point system. This award will not necessarily be awarded annually but rather as the Board sees fit, however it will not be awarded more than once a year.

## **Board of Directors Meetings**

The President-elect may call a meeting of the incoming Board of Directors and committee chairs to prepare for the coming year. Any action taken at the meeting will automatically become effective on July 1. This meeting may be a joint meeting of the outgoing and incoming Board members and committee chairs. At this meeting officers and committee chairs should be prepared to forward their files from the previous year(s) to their successors.

Board meetings are open to all interested members.

Location of the Board meetings will be published in the Chapter bulletin.

## **Board of Directors and Officers Roles and Responsibilities**

Each member of the Board shall 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.

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, she should notify the President prior to the meeting. A Board member who must miss a meeting and who regularly performs a significant duty at the meetings is responsible for suggesting to the President 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.

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All officers, directors and chairpersons, upon retiring from office, shall deliver to the incoming officers, directors and chairpersons, all monies, reports, accounts, record books or other properties of the Chapter.

## **Bulletins/Other Chapter Publications**

Sale of advertising space will be allowed in the Chapter newsletter, programs, and other Chapter publications. Advertisements will be limited to those appropriate to a professional accounting publication. Advertising rates will be established at least annually by the Board of Directors. The appropriate committees will be responsible for soliciting and reviewing all advertising copy. Advertising revenue will be made a part of the general Chapter fund, to be used at the discretion of the Board of Directors.

A monthly bulletin, called "Capital Accounts" is emailed or mailed to each Chapter member (and other interested parties or potential members for a limited period of time) at least one week prior to the monthly meeting. Highlights include notice of the next dinner meeting with the speaker's topic, qualifications and appropriate background on the subject. The bulletin also carries highlights of prior month's speaker, Chapter news, professional news of members and notices of professional accounting activities and opportunities for education and career development.

Courtesy copies of the bulletin should be sent to the National President, the Area Director, and the National Headquarters office.

## **Chapter Meetings**

The regular monthly business meeting is to be held promptly after the dinner 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
- Reading and approval of minutes of previous meeting
- Report of the Officers
- Committee reports
- Unfinished business
- New business
- Announcements
- Adjournment

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

Any dinner reservation not canceled by the stipulated deadline shall be billed. Collection will be waived at the discretion of the Board of Directors.

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It is recommended that there shall be no remuneration paid to speakers for any of the programs. However, their dinner shall be paid for out of Chapter funds.

The Board establishes the dinner meeting price. There may be a price differential for meals for non-members and students.

The President, or the Board of Directors, by a two-thirds vote, may cancel or postpone any meeting when it deems such action necessary due to the existence of a local or national emergency. In such cases, the President at her discretion may call for a special meeting to substitute for the canceled meeting.

## **Chapter Roster**

The Chapter roster is to be prepared annually. It should contain a complete listing of members' names, preferred addresses and preferred telephone number(s). It should also contain a list of all past Chapter presidents, and other relevant information about the Chapter. It should be distributed, at no charge, at the December meeting and, if desired, mailed to the National President, to National Headquarters and to the Area Director. If a member wishes a second copy, the Treasurer, to offset printing costs per copy, will collect a charge.

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 shall be:

Communications	Community Activities	Finance
Member Development	Membership	Membership Meetings
Nominating	Program	Public Relations
Mailing Coordinator	Scholarship	Historian

In addition, the President may appoint task forces as needed.

- A. A chair of each standing committee shall be appointed by the President and approved by the Board of Directors.
- B. Members of each committee shall be selected by the respective chair, with the approval of the President.

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

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All members of the Chapter will be encouraged to serve on a committee. Appointments will run on a fiscal year basis. Members will be given the opportunity to select the committee on which they wish to serve.

The Treasurer shall serve as the Finance Committee chair.

Each committee chair is responsible for submitting a report (verbal or written) at each regular Board meeting. "No activity for the month" is an adequate report. If the chair is unable to attend the meeting, she should either phone the report to the President by the afternoon of the meeting or designate another member of the committee to represent the committee at the meeting.

Each committee chair shall submit a written report covering activities for the fiscal year which will be submitted by September 1 for publication in the Bulletin.

## **Financial Policies**

The records of the Treasurer shall be examined each fiscal year. The Treasurer shall deliver financial records to the accountant on or before July 31 so that the annual examination may be completed on or before September 30. The yearly examination shall be conducted in accordance with the procedures outlined in the National Standing Rules and the "Chapter Procedure Manual."

An annual budget is prepared by the Treasurer and approved by the Board of Directors. The Treasurer reports on the financial status of the Chapter at each Board meeting and prepares monthly financial statements, including comparisons of actual to budgeted income and expenditures.

The Board of Directors must approve all disbursements of \$100.00 or more, except payments for national membership dues, regular dinner meetings, and amounts previously approved in the Chapter budget. The Board of Directors must approve all withdrawals from the savings account(s).

All revenue from the Chapter shall be collected by such officers or members as the Board of Directors may designate for that purpose.

All funds of the Chapter shall be deposited to the credit of the Chapter in such deposits as the Board of Directors may select, provided that such deposits are insured by an agency of the United States.

The President and Treasurer are the authorized signatories. 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.

Either the President or the Treasurer shall sign all checks drawn on the checking account(s) and all withdrawal requests from the savings account(s).

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

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The Treasurer shall exercise due diligence in verifying and paying promptly all budgeted expenditures.

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 upon the member.

## **Membership**

Membership in this Chapter shall be open to persons who are interested in some field of accounting. Applications shall be made on the prescribed form to the Membership Chair.

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

## **Programs**

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

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

The quality and content of the programs for Student Night and the Public Relations Dinner, if held, are the responsibility of the respective committees.

## **Representation at National Meetings**

The President will be reimbursed for the registration fee to the ASWA National meeting.

## **President-Elect Training**

The President-Elect will be reimbursed for the registration fee for a leadership course.

## **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

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Chapter bylaws will be reviewed to make sure that said changes do not conflict with the Chapter bylaws.

The Board of Directors shall review all standing rules at least annually. Recommended changes, additions, or deletions shall be presented to the general membership at the regular March meeting. Other recommendations may be made at any time during the year, as the Board deems appropriate. Suggestions from members shall be given prompt attention and members shall be given an explanation if the Board does not concur with their suggestion(s).