

STANDING RULES
AMERICAN SOCIETY OF WOMEN ACCOUNTANTS
Omaha Chapter #101

Business Meetings:

1. Six regular meetings will be held during the period from August through June of each year.
2. The meetings will usually be held on the third Wednesday of the month, but may be changed for special events with approval from the Board of Directors.
3. The prices of dinners served and the locations of the meetings will be determined by the Hospitality Committee and adequate notice will be given to the membership.
4. The usual meeting times are 5:30 - Social Hour; 6:00 - Dinner; 7:00 - Program followed by the Business Meeting.
5. Members will pay for their meals and those of their guests on the night of the meeting. Members not canceling dinner reservations by the printed deadline shall be billed by the Treasurer for the cost of the meal.
6. The Chapter will pay for the dinner meals of the speaker(s) at stated meetings.
7. The Program Chairperson will designate a person to buy a cocktail(s) for the speaker(s) at each meeting and this person will be reimbursed by the Chapter.

Board Meetings:

1. The Board meetings will usually be held on the Wednesday prior to the regular Chapter business meeting. The time and date of the Board meetings can be changed by consensus agreement of the Board of Directors. Board meetings shall be open to all members.
2. The Procedures Meeting will be held annually in either June or July at a time and place specified by the president.

Dues:

1. Annual dues for regular, associate, and affiliate members who have graduated from an accredited university or college shall be \$35 per year plus the amount of membership dues payable to the National Organization.
2. Annual dues for student associate members who have not yet graduated from an accredited university or college shall be \$17 per year, plus the amount of membership dues payable to the National Organization.
3. Annual dues of retired members shall be \$17 per year plus the amount of membership dues payable to the National Organization.
4. Honorary members of the Chapter shall pay no dues.

Committees:

1. The committees shall be as follows:
 - A. Communication
 1. Bulletin
 2. Roster/Database
 3. Website
 4. Publicity

- 5. Brochure
 - B. Program
 - 1. Menu
 - 2. Program \ Speakers
 - 3. Hospitality
 - 4. Education
 - C. Membership
 - 1. Member Points
 - 2. Membership (applications)
 - 3. Hosts \ Guests
 - 4. Chapter Development
 - 5. Scholarships & Student Recruiting
 - D. Administrative Reporting
 - 1. Bylaws
 - 2. Long Range Planning
 - 3. Administrative Reporting
 - 4. Internal Audit
 - E. Annual Events
 - 1. Student \ Membership Drive Night
 - 2. Public Relations Dinner
 - 3. Basket Raffle
 - 4. Community Events
 - 5. Lady Vestey
 - 6. Information Coordinator
2. The chairperson of these committees will be appointed by the president and approved by the Board of Directors.
 3. Members of the committees will be selected by the respective chairpersons with the approval of the president.

Guests:

1. Guests may attend two stated meetings during the year.
2. Guests need not be qualified for membership to attend any function.
3. There are no restrictions on guest attendance at seminars, social functions, or work projects.

Finance:

1. The Board, at its direction, may refuse to approve any unauthorized expenditure which has not been previously discussed with the Board.
2. The President and the Treasurer are both authorized to sign checks but only one signature at a time is required.

Scholarships:

1. The Scholarship Fund shall consist of an Endowment Fund and a Restricted Fund.
2. The Endowment Fund, established in the 1995-1996 fiscal year, shall have a beginning principal balance of \$18,000. The Endowment Fund is established for the purpose of providing investment income from which scholarships can be

paid. No money can be withdrawn from the Endowment Fund, except upon dissolution of the Omaha Chapter #101. The Board of Directors will assess the excess operating earnings at each fiscal year end to determine the amount to appropriate to the Endowment Fund. The Chapter's goal is to increase the Endowment Fund by at least 5% each year, excluding investment income.

3. The Restricted Fund shall be used to accumulate funds for the payment of scholarships and member education each year. All investment income earned from the Endowment Fund shall accumulate in the Restricted Fund. All amounts earned from fund-raising efforts of the Chapter for the scholarship fund shall become a part of the Restricted Fund. Funds withdrawn from the Restricted Fund shall be used for scholarships and educational purposes.
4. The Student Activities Committee shall be responsible for determining the annual budget for the Restricted Fund. The scholarships can be paid from the Restricted Fund and/or the general operating budget of the Chapter. A minimum of \$1,500 shall be distributed in scholarships each year, with the number and amounts of the scholarships to be determined by the Student Activities Committee. The annual budget and proposed scholarships are subject to approval by the Board.
5. No member of the Student Activities Committee or the Board of Directors shall be eligible to receive a scholarship.