

# Maryland Capital Chapter Standing Rules 2020-2021

## Standing Rules

1. The Chapter Standing Rules will be reviewed at the first Executive Board Meeting of the new Chapter administration.
2. The Chapter Standing Rules will be approved by the membership at the First General Meeting of the new Chapter administration. Once approved, they will be made available before the next membership meeting on Community Connections.
3. The official Standing Rules file will be kept and updated by the Secretary. The date last updated will be tracked in the document and the rules will be made available to all members and posted on Community Connections within 30 days of changes passed by the members.
4. **ABWA's PROUD CODE OF CONDUCT** will be on the Chapter Website and in constant contact communication and will serve as the standard of conduct for our Chapter members.
5. Maryland Capital Chapter members will sign to accept, adhere to and support **ABWA's PROUD OF CONDUCT** at the beginning of each Chapter year.
6. The minutes and the Treasurer's report (monthly balance sheet, profit and loss statement, and budget) will be made available on Community Connections. Any additions or corrections should be sent to the Secretary.

## Executive Board

7. The Executive Board will normally meet on the 1<sup>st</sup> Wednesday of the month, unless otherwise determined.
8. In order to serve as Chapter President, a member must be in good standing with National for two years and have served as an Officer of the Executive Board for a minimum of one full Chapter year.
9. The Executive Board will consist of the President, Vice President, Secretary, Treasurer, and Vice President of Membership.
10. In order to have a smooth transition in July, each outgoing Officer and Committee Chair will provide all materials to the incoming Officers and Committee Chairs prior to the August Executive Board meeting.
11. All Chapter correspondence that is to be distributed outside of the Chapter will be reviewed by the presiding officer, or her designee, i.e. press releases, scholarship announcements, letters to the public, etc. before release (this does not include birthday, get well or sympathy cards). All Chapter correspondence is to be printed on official ABWA stationery and signed by the presiding officer or her designee, before release.

## Financial

12. The Executive Board has the authority to approve individual expenditures not to exceed \$1,200.00 without the approval of the Chapter membership. Unbudgeted expenditures are not guaranteed reimbursement without prior Executive Board approval.

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**Financial (continued)**

13. The Chapter dues are \$40.00 annually payable before the last day of the month of August. Any members who shall not pay the dues with forty-five days (45) days after they are due shall be considered an inactive Chapter member. An inactive Chapter member shall not be eligible to participate in the privileges and benefits of the Association and will not have voting privileges.
14. New members joining after October of the current Chapter year will pay a pro-rated amount for local dues. The pro-ration schedule is as follows:
  - A. August, September, October - \$40.00
  - B. November, December, January - \$30.00
  - C. February, March, April - \$20.00
  - D. May, June - \$10.00
  - E. July - \$0.00
15. Any purchase not within an approved annual budget, must have prior approval from the Treasurer to ensure it stays within the guidelines of the Chapter.
16. All contracts and vendor agreements that commit Chapter funds must be reviewed by the elected board members and signed by the President, or other board designated officer if President is unavailable.
17. All contracts for more than \$500.00 require a competitive bidding process. The executive board has the discretion to waive the process when applicable. All members must disclose any personal, family, or financial relationship with any potential contractor/vendor and may not participate in the selection process, discussion and vote related to that contractor.
18. Movement of any funds from one committee to another within an approved budget will be approved in advance by the board.
19. Any reimbursement request for a member from Chapter funds must be submitted within 60 days of the expense or prior to July 31<sup>st</sup>, whichever occurs first.
20. The registration costs for in-person dinner meetings for Maryland Capital Chapter members is \$30.00 if paid within 72 hours prior to the Chapter meeting. Registrations paid after, will incur a \$5 increase to \$35.00.

**Professional Development**

21. To maintain the objectivity of the application and selection process, anyone serving on the Professional Development committee shall disclose any potential conflicts of interest. In determining the candidate(s) for special scholarships, outright grants or business skills tuition reimbursement programs, they must abstain from the process if they or any member of their immediate family, extended family, or a member of their household is a candidate. They shall not be involved in the review, distribution, or collection of the applicant's submissions.
22. In order to benefit from ANY Chapter award, a member must meet the following requirements:
  - A. Be current on local and national dues.
  - B. Chapter awards are defined as: Any monetary, reimbursement/distribution, or recognition provided by the Chapter.

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**Professional Development (continued)**

23. Five-minute speakers must be a Chapter member in good standing with local and national dues and have attended 3 out of 5 meetings prior to their speaking. The Executive Board can approve exceptions for new members.
24. If the Chapter chooses to participate in the Business Skills Tuition Reimbursement (BSTR) program administered by the Stephen Bufton Memorial Education Fund (SBMEF), a Chapter member may only apply once per Chapter year (August 1 – July 31). A Chapter member may apply for an additional reimbursement if Chapter funds invested in the BSTR program administered by the SBMEF will otherwise go unused.
25. Prior to each National and Regional ABWA sponsored conference, the Board will examine the funds available and determine a budget for Chapter membership reimbursement for that conference. The recommendation will be based on the amount of money available plus the number of Chapter members who want to attend. Reimbursement will be based on early registration fees only. Depending on funds availability, the Chapter will pay the early registration fee for the President and the current Woman of the Year. The Chapter understands that to maintain Best Practices, the Chapter must adhere to the current Best Practice criteria regarding the number of Chapter sponsored registrations. To qualify for conference reimbursement, a Primary member must:
  - A. Be a member in good standing with national and local dues.
  - B. Have attended 5 out of 7 meetings or events within a 7-month lookback period prior to the conference.
  - C. Upload an article (minimum of 1 typed page) to Community Connections, and submit it to the Treasurer, sharing with the Chapter how their attendance benefited them from either the classes, keynote speakers, and/or sessions they attended. Please be specific in the portions of the Conference you attended.
  - D. Submit their paid receipt for conference registration to the Treasurer.

The (5) Chapter Officers, Chapter Advisor, and Standing Committee Chairpersons will be exempt from item 25-B above since they are required to attend meetings and events. The Executive Board reserves the right to review and consider reimbursement for new members dependent on their join date and the conference date.

**Secondary Members**

*(Members designating Maryland Capital Chapter as a second local league)*

26. A member who designates Maryland Capital Chapter as her secondary league must be in good standing with national and local (Maryland Capital Chapter) dues.
27. A Secondary member must fulfill all requirements, same as a Primary member, in order to be eligible for reimbursement of a Regional or National ABWA sponsored conference as described in #25 above.
28. A secondary member must be an active member of Maryland Capital Chapter as an officer, committee chair or committee member in order to be eligible for reimbursements as noted in #27 above.

Revision Date: 11/07/2020  
Approved Date: 11/14/2020

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**Secondary Members (continued)**

29. The total amount reimbursed to a secondary member will not exceed what the member initially paid for the event, including any amount the member has received from her primary league in reimbursements. Additionally, the total reimbursement cannot exceed the early registration amount for any event.

**Member Loyalty Reward Program (Not Available for 2020-2021 Chapter Year)**

30. The Member Loyalty Reward Program is an incentive to members to attend at least 9 Chapter sponsored events during a Chapter year, August 1<sup>st</sup> through July 31<sup>st</sup>.
31. Once a member has attended 9 Chapter sponsored events in a single Chapter year, the member will receive a 50% off discount voucher towards their 10<sup>th</sup> meeting registration fee. Vouchers issued in August will expire December 31<sup>st</sup> of the same year.
32. The program begins August 1<sup>st</sup> and ends on July 31<sup>st</sup> of each year. Only one discount voucher per Chapter year may be earned.
33. All Chapter members in good standing both nationally and locally are eligible to participate in the Member Loyalty Reward Program.
34. Members who join in the middle of the Chapter year will become eligible beginning with the **next** Chapter year.
35. The Loyalty Cards will be maintained and updated by the Membership Committee.
36. The maximum value of the discount voucher is \$15.00.

**Miscellaneous**

37. Only ABWA business may be sent to members by the Chapter through postal mail or email.
38. Any member not in good financial standing nationally will be considered inactive and will only be permitted to attend two monthly Chapter meetings prior to bringing her/his national dues current. An Inactive member will pay the \$35.00 guest registration rate during the lapse.