

## **SEEN Standing Rules**

### **2011-2012**

1. SEEN standing rules and budget will be approved yearly by the membership by the September monthly meeting and will be distributed to the membership and all new member affiliates.
2. The SEEN executive board may approve bills up to \$500 and approved budget items without the approval of the membership. Requests for expense reimbursement must be made within sixty (60) days from the date of the expense.
3. The Network shall pay the full registration fee for the current President to attend the National Conference. In the event the President is unable to attend, then the amount of the full individual registration will be divided evenly among the board members attending. The payment of the registration fee will be subject to availability of funds as determined by the board. All members who received reimbursement of registration will be required to present voting cards and prepare reports to be submitted to the full membership. At the January board meeting, SEEN will select 4 board members as a representative, excluding the President, to attend the ABWA Regional Conference. The network will pay the registration fee for the 4 representatives to attend Regional Conference. The payment of the registration fee will be subject to availability of funds as determined by the board. All members who received reimbursement of registration will be required to present voting cards (National Conference) and prepare reports to be submitted to the full membership (National Conference and Regional Conference) within two months of attending the conferences.
4. Regular reservations must be made by the Tuesday prior of the meeting. Standing reservations must be cancelled by the Tuesday prior of the meeting. Standing reservations may be arranged with the VP Marketing - Arrangements. Members holding reservations, of any type, and not canceling will be billed for the cost of the meeting. All members and guests attending the meeting must pay the meeting fee. The network will charge a NSF check charge for any check return by the bank. The charge will be in accordance with the fees debited to the network account by the bank institution. Any NSF check including the NSF check charge fee should be replaced by cash or a money order. Members who attend the regular network meeting without a reservation will be billed an additional \$15.00 (total \$35.00).
5. SEEN will contribute money to the Stephen Bufton Memorial Educational Fund when funds are available, with the approval of membership.
6. SEEN has the following officer's with duties as stated below and must be primary members, in good standing:

President shall preside at all meetings of the Express Network and the executive board. Shall countersign checks with the Vice President of Finance, or President-elect in the absence of the Vice President of Finance.

President-elect shall be in charge of the application and selection process of the network awards programs.

VP Finance shall be responsible for all monies collected, for depositing monies, disbursing money as approved and for collecting local Express Network dues. Shall present a monthly financial report to the executive board.

VP Communications Web Site shall gather and disseminate Express Network news and information. Update the website regularly to keep current.

VP Communications shall record the minutes of each express network and executive board meeting. She shall provide one copy of the minutes to the president and Executive Board. Send a monthly meeting report to national headquarters. She shall preserve in a permanent file all minutes and records of value to the express network. She shall handle express network correspondence as requested by President.

VP Programs shall be responsible for the planning, selection and scheduling of education programs/speakers for meetings and other special events as requested.

VP Marketing - Membership- Shall in conjunction with the President-elect encourage membership growth and retention. Shall assist guests and prospective members with membership information and assist in the membership application process. Shall maintain a current, accurate roster of all members and report any changes in member information to National Headquarters and shall provide this information to all members of the Board. She shall also record member attendance and provide a list of members eligible for quarterly attendance awards and yearly Protégé Awards. Shall contact prospective members, guests and absent members on a monthly basis.

VP Marketing - Arrangements - Shall be responsible for planning the time, place, reservations, food and other special arrangements needed for meetings. Shall record all standing reservations and compile complete meeting reservation list. Shall provide reservation guarantee number to the hotel/restaurant and enlist members to aid her in member/guest registration at each meeting. Shall be responsible for collecting meeting fees and advising VP Finance of missed meeting fees to be billed and give VP Finance complete accounting of all meeting fees collected.

VP Marketing - Publicity - Shall send promotional information to all appropriate media covering Express Network and member achievements as well as meeting announcements. Shall send copies of all major publicity coverage to National Headquarters. Shall list or file information about the Express Network with sources for potential member contact in the community, such as the local chamber of commerce or public libraries.

7. Any member of SEEN can be elected to serve as a delegate to Houston Area Council of ABWA or Federation of Houston Professional Women. In the event the HAC elected delegates cannot attend the meeting and there is a vote to be taken, any board member of SEEN who attends the quarterly meeting may serve as an alternate delegate at that meeting. In the event the FHPW elected delegates cannot attend the meeting and there is a vote to be taken, the SEEN President must submit in written format the name of the voting delegates that will be at the meeting. If a member does not attend a meeting or other event and the network has paid for the registration, and the member has not notified the President or President-elect that she will be unable to attend, then the member will be billed for the registration fee if paid by the network. Fees will be paid subject to the availability of network funds.

8. Delegates or alternate delegates shall submit in writing via email a report of the quarterly meeting or event within two (2) weeks of the meeting/event for publication in the newsletter or website.

9. Nominees for Network Woman of the Year, Network Top Ten candidate or FHPW Woman of Excellence must be a primary member of SEEN. The Network Woman of the Year, Top Ten candidate and FHPW Woman of Excellence will be selected by outside judges chosen by the President-elect. No member will be eligible for more than one (1) honor in a network year.

10. The audit committee for SEEN will consist of one board member (can be on either the incoming or outgoing board), a member who is a prospective candidate for VP Finance and a member who has not served as an officer of SEEN.

11. Only members of SEEN have the privilege of displaying or distributing business promotional materials at SEEN monthly meetings. The networking table will be reserved for member only materials and guests will be advised by the President-elect to remove their materials if they are found on the networking table.

12. SEEN will adopt and abide by ABWA's Proud Code of Conduct and will post the Code of Conduct on the SEEN web site.

## **ABWA'S PROUD CODE OF CONDUCT**

All members will serve as goodwill ambassadors for the American Business Women's Association.

Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.

Members will always treat their member colleagues, guests, vendors and sponsors with honesty, respect, fairness, integrity, responsibility, kindness and in good faith.

Members will maintain compliance with ABWA National, Chapter and Express Network Bylaws.

Members will not use their personal power to advance their personal interests.

Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.

14. SEEN may consider any other rules governing the network, which do not conflict with ABWA National or Express Network Bylaws, nor repeat any information.

Approved: July 21, 2005

Approved: October 19, 2006

Approved September 20, 2007

Approved: October 9, 2008

Approved: March 11, 2009

Approved: August 13, 2009

Approved: August 12, 2010

Approved: September 8, 2011