



Cape Cod Charter Chapter Standing Rules 2010-2011

1. Networking at regular monthly chapter meetings to take place between the hours of 5:30 PM **and 6:00 PM**. Dinner and program to begin **at 6:05PM** and end at 8:00 PM.
2. Members will be notified in advance of each meeting by a meeting notice.
3. In addition to National Dues of \$90.00, Local Chapter dues of \$30.00 will be billed annually. New members joining the local chapter on or before July 1st will be billed \$30.00 for local dues. New members joining after July 1st will be billed a flat pro-rated amount of \$15.00.
4. Dinner cost for regular Chapter meetings for local chapter members will be \$20.00 if a reservation is made. If a reservation is not made in advance the cost will be \$25.00 at the door. The dinner cost for Guests will be \$25.00 (no discount provided for advance registration). Exceptions to this are for special events where cost is determined based on the event. Members making meal reservations who do not attend the meeting will be billed for the \$20.00 meeting reservation cost.
5. The location for regular monthly Chapter dinner meetings will be reviewed by the Board at least once annually.
6. The Chapter Standing Rules will be approved by the membership at the September monthly meeting. Copies of the Standing Rules will be distributed to the membership.
7. An annual budget will be presented and voted on by the membership by the October Meeting. Committees and the Executive Board may spend up to the amount budgeted, as shown on the approved budget. Additional monies over budget must be voted on by the membership.
8. The Treasurers report will be distributed, reviewed, and voted on at chapter meetings on at least a quarterly basis. The Treasurers report will be printed in the newsletter on at least a quarterly basis.
9. The monthly Chapter meeting minutes will be printed in the newsletter. Copies will be available to members upon request.
10. Board Members and Chairpersons must submit receipts for reimbursement to the Treasurer within 30 days from the date the expense is incurred.
11. Changes and updates to this document will be made as needed. Copies will be available at a member's request. Each new member will be recognized and given a name badge by the membership committee upon payment of National and Local Chapter dues. The new member recognition will occur at a swearing-in ceremony held on a quarterly basis at that month's meeting.
12. The Chapter will have the following committees, which are not covered by the Chapter by-laws: Meetings, **newsletter/technology**.
13. Nominations for Chapter Woman of the Year will be accepted from all active members; a committee will be formed each year to prepare the criteria used for the selection, this criteria and the Board will approve the point system used. The committee will then make the selection based on the criteria.
14. The Chapter may vote to send a representative(s) to the Spring Conference and/or a delegate(s) to the National Convention. The amount paid to each representative/delegate is determined by the financial condition of the treasury and will be voted on by the membership when applicable.
15. Committee volunteers must be willing and able to fulfill their obligations, as the Chapter's growth depends on your efforts.

16. The Membership Directory will be available to members and is on an opt-in basis. **Members have the option to pay an additional \$40/year (\$20 July-Dec) for the enhanced directory listing/ website advertisement option.**
17. The ABWA membership list is not generally rented for commercial purposes **by the local chapter**. Permission to mail or solicit by phone to the membership list is occasionally granted to those companies chosen to provide special Association services to the entire membership — such as insurance, financial and travel services. The mailings are done at the expense of the service provider. Members may request that their names not be provided to anyone outside the Association; and the only mailing which would then be sent would be Women in Business magazine and official **National** Association correspondence.
18. The names of members may not be used to distribute raffle tickets, fund-raising requests or to solicit customers for non-member ABWA functions or to publicize activities in conflict or competition with regional, district or national activities.
19. *Membership Roster* is only provided to Board and Committee chairs. The *Membership Roster* cannot be used as a commercial mailing list and ABWA members should take care to make sure it is not possible for anyone else to use it for this purpose.
20. At the direction of the Chapter's Board of Directors, ABWA Cape Cod Charter Chapter may occasionally participate in special advertising and/or marketing initiatives that involve the release of membership information. ABWA Cape Cod Charter Chapter will notify members about these initiatives and give them the opportunity to decline to participate. ABWA Cape Cod Charter Chapter may also disclose information as required by law or if pertinent to judicial or governmental investigations.
21. **On an annual basis, one honorary dues membership may be awarded to a representative of a local non-profit. Annual local will be waiver and the dinner fee will be \$20. This member does not have other member privileges, however, unless both dues are fully paid.**
22. **The following Security Policy has been added, effective March 2010, per the 201 code of Massachusetts Regulations (CMR) 17.00: Standards For The Protection Of Personal Information Of Residents Of The Commonwealth:**

The Cape Cod Charter Chapter of the American Business Women's Association does not maintain, own or store any information, on its members or anyone else, which contains financial record information or social security numbers.

For any National Membership forms where the member elects to pay with a credit card and writes the number on the bottom of the form the following procedure occurs: After mailing the original of the form to National, on the copy of the form, the Membership Chair will remove the bottom piece containing said credit card information, and will shred that piece before sending out additional copies of the form, or before filing the form away. No credit card information will be stored, owned or maintained by the Cape Cod Chapter of ABWA.

Social Security numbers are never captured on any form or document related to the Cape Cod Chapter of ABWA.

Online electronic payments are made through a third party provide and ABWA does not manage, maintain, retain or accept responsibility for the private information provided to this provider.