



Accounting

Standing Rules Ames Chapter Number 158

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 Bylaws Chair. These rules are meant to supplement, and 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 all Chapter members on the local website, www.amesafwa.org or by request.

A chart of the Chapter's organizational structure would help to clarify the reporting relationships of officers and chairs. The intent is to free the President from administrative details in favor of the important leadership and public relations aspects of that office.

All correspondence shall be on the official letterhead of the organization with a copy to the President and any involved committee chairs.

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.

Awards & Recognition

The outgoing Immediate Past Chapter President or a designee, shall be responsible for the Installation of Officers. Installation of Officers will take place at the June meeting.

The outgoing Immediate Past Chapter President shall be responsible for purchasing the outgoing President's gift and shall present the President's gift at the time of installation of officers.

At her discretion, the Chapter President may present certificates (gifts, awards, etc.) of performance to members in recognition of their performance.

The Outstanding Member Award may be awarded at the discretion of a three-member committee chaired by the Vice President. Nominations for the award are taken from April through May each year. The committee has the discretion to not give an award in a given year.

The presentation will be made at the June meeting.

The ordering of a gift for the winner, engraving of her name and the presentation is the

responsibility of the committee chair.

Board of Directors Meetings

The incoming President may call a meeting of the incoming Board of Directors to prepare for the coming year. Any action taken at the meeting will automatically become effective on July 1 after being ratified at the first meeting of the Board.

Board meetings are open to all interested members.

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

A joint meeting of the outgoing and incoming Board members may be held following the installation of the incoming Board members. At this meeting, officers and committee chairs should be prepared to forward their files from the previous year(s) to their successors.

Board of Directors 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. If the chair is unable to attend, another member of the committee may represent the committee at the Board meeting and may vote.

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.

Newsletters: Advertising and Production

The Chapter does not accept commercial advertisements for its publications. The Chapter does not endorse any products. The Board has the discretion to approve advertisements if those advertisements are deemed appropriate. Donated services will be acknowledged.

A monthly newsletter called The Spokeswoman is e-mailed to each Chapter member (and other interested parties or potential members) approximately 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 newsletter also carries Chapter news, professional news of members and notices of professional accounting activities and opportunities for education and career development.

Non-members requesting to be on the mailing list for the newsletter will be added to the e-mail list. This list of e-mails should be verified on an annual basis.

Courtesy copies of the newsletter will be emailed to others upon request.

Articles from the newsletter may not be reprinted without prior approval of a member of the Board of Directors. Such permission will not be granted if restricted by the author. This prohibition will be stated in the newsletter.

Chapter Dues

The Chapter does not pro-rate the Chapter dues.

The Chapter Treasurer will periodically request voluntary contributions to the Chapter's scholarship fund.

Chapter Meetings: Agendas and Business

The format for the meetings will be coordinated by the respective committee(s) sponsoring the meeting.

The regular monthly business meeting is to be held promptly after the dinner meeting unless other arrangements are published in the newsletter.

The agenda shall include reports from committee chairs if they have information to share with the members. Each committee chair is responsible for providing an update at each regular meeting. "No activity for the month" is an adequate report.

The following shall be the order of business:

- (a) Call to order;
- (b) Approval of minutes of previous meeting;
- (c) Treasurer's Report;
- (d) Report of Other Officers ;
- (e) Report of the Board;
- (f) Committee reports (Special committees last);
- (g) Unfinished (Old) business;
- (h) New business;
- (i) Announcements;
- (j) Adjournment

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

Notice of emergency meetings will be sent via email to the membership using the address provided on the National website.

Any member who has an item of business to be discussed at a regular monthly meeting should contact the President to see if the same can be placed on the agenda.

Chapter Meetings: Standards, Meeting Time, Reservations

Anyone who makes a dinner reservation and does not cancel if unable to attend, will be billed if the Chapter is billed for the meal.

There shall be no remuneration paid to speakers for any of the programs without prior approval of the membership. However, speakers' dinners shall be paid for out of Chapter funds and gifts offered to the speakers will be paid for out of budgeted funds.

The Board reserves the right to establish a price differential for meals for non-members at regular monthly meetings, the amount of which is to be established by the Board.

The annual strategic planning meeting shall be held at the regular July meeting of each year. Any meeting that falls on a legal holiday is automatically canceled and rescheduled.

The President, or Board of Directors by a two-thirds vote, may cancel or postpone any meeting when it deems such action necessary.

The designated committee chair shall be responsible for the arrangements for the meetings.

Chapter Remembrances

Chapter remembrances shall be in the form of appropriate cards. However, the President shall have discretionary powers in such matters, but shall be limited to \$100 for each incident during the fiscal year.

Remembrances shall be the responsibility of a designated member.

Chapter Roster (Directory)

A membership roster is available to members on the National AFWA website. 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: (a) Membership, (b) Newsletter, (c) Program, (d) Scholarship, and (e) Publicity.

Potential additional committees may include: Arrangements, Audit, Awards, Bylaws, Chapter Development, Community Service, Education, Strategic Planning, Employment, Finance, Historian/Archives, Long Range Planning, Member Relations, Nominating, Public Relations, Special Events, Standing Rules, Student Activities, Telephone, Yearbook

Additional standing committees may be established by a vote of the membership or action of the President. The chairs of these committees will be appointed by the President.

Guidelines for each committee are listed in Appendix A in these standing rules.

Chairs for Newsletter, Membership, Program, and Publicity are elected by the members. Scholarship chair will be the returning member of the scholarship committee.

Members of the committee shall be selected by the respective chair with the exception of the Scholarship committee. The Scholarship committee will be composed of the Treasurer, a member of the previous year's scholarship committee and one new member chosen by the membership. The returning member will serve as the committee chair.

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

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

Should the President appoint a special committee, she shall explain to that committee, at the time of the appointment, its responsibilities and duties. All special committees shall be governed by the reporting and record keeping requirements of standing committees.

Committee chairs should submit budget requests in writing to the President and Treasurer prior to the September meeting. Special committees formed after the beginning of the fiscal year will require membership approval for budget requests.

Each committee chair is responsible for providing an update at each regular meeting. "No activity for the month" is an adequate report.

The President may ask for the resignation of a committee chair for reasonable cause only with the express approval of the majority vote of the directors present at a Board meeting with a quorum.

Cooperation with Other Chapters/Organizations

This Chapter participates in workshops and educational programs of the region and in efforts to resolve mutual problems and strengthen all Chapters in the region through regional conferences, newsletter exchanges and inter-chapter visitations.

The Chapter may invite other professional organizations to the public relations event or to a special inter-organizational meeting.

Members relocating to or from the Ames area may contact the membership chair for help in transferring membership to another Chapter. Transfers are to be handled using the National form called: Status Change Form. The forms are ordinarily signed by the Secretary of the Chapter the member is entering. The membership chair also facilitates transfer for members leaving the Chapter to at-large status because of relocation to an area without an AFWA Chapter. Chapters do not receive dues for transfers until the next membership renewal date of the transferring member. Headquarters must receive the Status Change Form at least thirty [30] days prior to the renewal date to allow for processing time.

Financial Policies

The Treasurer shall prepare the financial records on or before July 15 so that the annual oversight process may be completed on or before August 15 by a person appointed by the President.

An annual budget is prepared by the Treasurer, reviewed and recommended by the President and approved by the membership. The Treasurer reports on the financial status of the Chapter at each meeting and prepares monthly financial statements, including comparison of actual to budgeted income and expenditures. The Treasurer is authorized to pay for all budgeted expenditures, but large or unusual items should be brought to the Board's attention. Approval of the Board is required for unbudgeted expenditures.

The Chapter maintains a checking account with allocated funds to scholarship. The President and Treasurer are the authorized signatories, with one signature required for payment or withdrawal. If deemed necessary, the President can appoint another member as the second signatory. It shall be the responsibility of the outgoing Treasurer to contact the financial institutes where the Chapter has funds to secure the necessary signature cards and make any address changes.

The President prepares a written annual report for the general membership that includes financial and other relevant information, such as activities for the year, number of new members obtained, and recommendations to the membership, which shall be published annually.

Unless included in the budget, all bills over \$100 shall be presented to the Board of Directors for approval prior to payment, with the exception of bills for meals at regular meetings.

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

The Treasurer shall exercise due diligence in verifying and paying promptly all budgeted expenditures. All other bills shall be presented to the Board of Directors for approval before payment.

A scholarship fund shall be maintained by the Treasurer. These funds are accumulated by contributions from Chapter members, and through various fund raising efforts within the Chapter. It shall be the responsibility of the Scholarship Committee to select candidates and propose recipients for the annual scholarship(s) and present the name(s) to the Membership for approval. The amount, number and qualifications of the scholarship shall be determined annually by the Membership.

Membership: New, Prospective, Limits, etc.

Membership in this Chapter shall be open to persons meeting membership criteria established in the bylaws. Application shall be made on the prescribed form to the Membership Chair or submitted electronically to National.

Article IV, Chapters, Section 2.C. of the National Bylaws states: "Any chapter with fewer than seventy-five regular members shall maintain a membership consisting of a minimum of 50% regular members." This Chapter shall actively pursue 50% regular members.

A member approved by National is to receive Chapter new member welcome information.

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

The Membership Committee shall be responsible for maintaining a prospective membership list and for encouraging prospective members, as they deem appropriate.

Programs

The standards for the programs will comply with the standards set by the state Board of Accountancy for Iowa.

The Program Chair shall be responsible for contacting the speaker and securing biographical information. This information will be forwarded to the Newsletter Chair in time to meet her deadlines, 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.

Programs should be on relevant and timely professional subjects that comply with standards for CPE.

Representation at National Meeting

Delegates to the Annual Business Meeting will be selected by the membership at a regular Chapter meeting. Delegates should be members in good standing. The number of votes carried by the delegate is determined in accordance with the National Bylaws. Delegates to the annual meeting generally go informed by the Chapter. Membership meeting time is set aside for discussion to attempt to reach consensus on the issues expected to arise at the Annual Business Meeting.

Should there be no delegates available from this Chapter, attempts should be made for another chapter's delegate(s) to carry the proxy vote for this Chapter.

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

The standing rules shall be reviewed at least annually. Recommended changes, additions or deletions shall be presented to the general membership at the next regular meeting after the review.

Appendix A

**Ames Chapter #158
Committee Guidelines**

Program

- Attend all Membership meetings
- Select topic and obtain speaker for meetings and special events upon request
- Assign someone to introduce speaker with speaker bio
- Submit list of speakers to newsletter chair and webmaster as soon as determined
- Coordinate speaker audio/visual needs with restaurant or other source
- Maintain CPE forms for membership
- Attend to meeting arrangements (location, menu, table setup, headcount)
- Confirm reservation count to restaurant
- Provide menu to Newsletter chair if needed for reservations
- Provide Treasurer with list of reservations at meeting if the Chapter is paying for meals with one check
- Prepare news releases and photos
- Send out public service announcements on upcoming events and/or meetings
- Prepare and submit required reports to National headquarters

Membership

- Attend all Membership meetings
- Responsible for “follow-up” calls or personalized follow-up notes to potential new members
- New application follow-up
- Prepare and maintain name tags
- Maintain statistics on membership
- Send personalized “we’ve missed you” notes to members who have missed two consecutive meetings
- Follow-up on non-renewing members (phone call and/or survey)
- Prepare and distribute “New Member” packet to all new members
- Designate hospitality greeters at all meetings for members and guests
- Orient new members to benefits of AFWA
- Prepare news releases and photos
- Prepare and submit required reports to National headquarters

Bulletin

- Attend all Membership meetings
- Responsible for editing, publishing and distributing a monthly newsletter
- Responsible for regularly updating email and mailing list with potential members, National and Regional officers, etc.
- Prepare and submit required reports to National headquarters

Nominating Committee

- Attend all Membership meetings
- Immediate Past-President is the Chairperson
- Meet in February to review positions and possible candidates
- Present, in writing via Newsletter, a "Slate of Officers" at the March general membership meeting for consideration and a "call for nominations" from the floor
- Election to be held no later than the April general membership meeting

Scholarship

- Attend all Membership meetings
- Send applications to Universities and Colleges to obtain scholarship candidates
- Review and select scholarship applicants and make recommendation to the Board
- Prepare news releases and photos

Publicity

- Attend all Membership meetings
- Prepare news releases and photos
- Manage Chapter social media accounts and postings
 - Post announcements about upcoming events and/or meetings
 - Prepare and post other content of interest to members and potential members
- Plan publicity in coordination with Special Events
- Maintain scrapbook of news releases, photos, postings

Ad hoc committee for Special Events, Fundraising, or Other Special Activity

- Attend all Membership meetings
- Plan, organize and execute special events and/or activities for the chapter
- Submit budget to membership for approval
- Prepare news releases and photos
- Prepare and submit required reports to National headquarters