

ABWA MAIA CHAPTER STANDING RULES

Last revised: September 19, 2006

1. The calendar year for Maia Chapter will run August 1 through July 31 to coincide with the National Award Year and accounting year.
2. The Executive Board of Maia Chapter shall have the authority to pay bills up to \$100.00 without chapter approval; the Board may, however, pay dinner bills and budgeted items over \$100.00 without Chapter approval.
3. All money raising projects of the chapter must have their profits designated to either the Maia Chapter Education Fund or the Chapter Treasury at the time of the project's approval. The Maia Chapter's Arts and Craft Show will be an annual fund-raiser whose profits are hereby designated to the Maia Chapter Education Fund. (Fund name revised 9/21/04)
4. The Executive Board may use its discretion as to whether money received for the Maia Chapter Education Fund is deposited into the savings or checking account.
5. The officer's pin guards, for the Chapter Executive Board, were purchased by the Chapter. They will be passed on each year to the new Board members upon their installation. (Revised 11/19/99)
6. The Woman of the Year will be selected by full membership vote from nominations taken by the Woman of the Year nominating committee. She will be selected during April and will have tenure from May 1 - April 30. (Revised 1/19/99) The Chapter will consider nominating a Top 10 Woman of the Year candidate annually.
7. The Corresponding Secretary of Maia Chapter will send a card to Chapter members who are in the hospital or have a death in the family. (Revised 9/17/96)
8. A member will qualify for Perfect Attendance by being present at all general membership meetings held by Maia Chapter during a chapter year. Attendance at one of the following can be used as a make-up for a missed meeting: attending a Council Meeting, attending another ABWA Chapter's meeting, or attending a Regional or National Conference. (Approved 10/18/05)
 - A. It is the responsibility of the member to inform whomever is tracking Perfect Attendance that they have made up a meeting and to provide a receipt or other proof of attendance. (Approved 10/18/05)
 - B. A member in good standing who is on a bonafide medical leave from employment will be given credit for attendance at Chapter meetings they are not able to attend because of medical conditions. (Added 7/10/85)
9. In addition to those officers named in Article V of the Chapter by-laws, Maia Chapter recognizes the officer of Corresponding Secretary. The Corresponding Secretary will be an elected officer and will be a member of the Executive Board. Her primary function will be to conduct the correspondence of the Chapter. (Added 11/21/89)
10. In addition to forming the standing committees names in Article VII of the Chapter By-laws, Maia Chapter has organized its standing committees in the following manner: Membership/Hospitality, Newsletter/Publicity/History, Education/Program, Craft Show. (Revised list 9/21/04)

11. The Maia Chapter Education Funds, raised in the prior chapter year, will be used to provide scholarships administered by ABWA National and education for Maia members (“Internal Education Funds”) (8/1 – 7/31). (Revised 12/11/01)

A. Scholarship funds:

- a) Maia Chapter’s annual contribution to SBMEF (Stephen Bufton Memorial Education Fund) will be \$1,000.
- b) Before June 1 the Education Committee will inform the membership of any known candidate(s) eligible for the SBMEF grant and will obtain membership approval before submitting candidate’s application to National.
- c) Maia Chapter shall utilize ABWA National’s “Chapter Special Scholarship Program,” for selecting and distributing its external scholarship funds. Through this program Maia will sponsor scholarships in increments of \$2,000. The total amount of these scholarships, plus the \$1,000 annual contribution to SBMEF, (added 4/18/06) will not be less than 50% of the total available scholarship funds. The number of scholarships to be awarded, and any further eligibility requirements for these scholarships (beyond those listed below), will be recommended by the Education/Program Committee on a yearly basis. Eligibility requirements, established by ABWA National and/or Maia Chapter include:
 - 1) Women who are citizens of the United States and reside in Washtenaw County.
 - 2) Women who are at the undergraduate or graduate level.
 - 3) Women who are attending an accredited college or university that is authorized to confer degrees at or beyond the associates level.
 - 4) Women who have achieved a cumulative grade point average of 2.5 on a 4.0 scale.
 - 5) The candidate must provide a tally of expenses for tuition, books and fees equal to or exceeding the scholarship amount.

B. Internal education funds:

These funds may be used for:

- a) Chapter retreats or special meetings.
- b) Chapter meeting speakers.
- c) Financial support for members to attend National Convention and/or Regional Conferences. The Education/Program Committee will make a recommendation to the membership on an annual basis that will be based on the funds available and member interest. The amount will not exceed the cost of the early registration fee. If the number of attendees exceeds the available funds, these funds will be split among the members. Eligible members are those who are in good standing (national and local dues are current and no outstanding debts). Members who have conference or seminar fees paid for by their employers are not eligible for internal scholarships. Recipient(s) of this internal scholarship must attend seminars and workshops and make a report to the Chapter membership.

- d) The full early registration fee for Maia Chapter's Woman of the year and the Woman of the Year luncheon fee will be paid by the Chapter from the Maia Chapter's Internal Education Funds. (Revised 9/21/04, 4/18/06)
- e) Should the Chapter sponsor a Top 10 Woman of the Year nominee, and she attends the National Conference, the Chapter will pay for the nominee's luncheon from the Maia Chapter's Internal Education Funds. (Added 10/17/00, revised 4/18/06)
- f) The decision regarding internal scholarships for National Convention and/or Regional Conferences will be made in time to meet the Early Registration deadline (added 11/18/03)
- g) Additional internal scholarships will be considered after the Early Registration deadline should funds be available (added 11/18/03)

C. Any unused scholarship funds will be carried over to the next year's internal scholarship fund.

12. The auditing committee shall audit the treasurer's accounts mid-year in addition to the end of the chapter year. (Added 10/24/97, Re-numbered 12/11/01)

13. Dinner reservations rules for monthly membership meetings:

C. Maia Chapter members may, at any time, inform the Hospitality/Membership Co-Chairs that they choose either Option A "standing reservation" or Option B "standing cancellation." If they choose A they are responsible for dinner payment unless they cancel by the published reservation deadline. If they choose B they are responsible for making a reservation by the published reservation deadline in order to have a guaranteed meal. In the case of either A or B, if the member is reserved and does not attend the meeting or cancel by the deadline, they are responsible to pay for the missed dinner. (Approved 10/18/05)

D. To guarantee a dinner reservation, guests must pre-pay by the reservation deadline. If it is past the reservation deadline, or there is insufficient time to receive payment in advance, guests will be encouraged to attend without a dinner reservation and advised of the unlikely possibility that a dinner may not be available. If a Maia member wishes to make a reservation for their guest and time does not allow for pre-payment by the deadline, the member must accept responsibility for payment/collection if the guest does not attend. (Approved 10/18/05)

14. Maia Chapter adopts ABWA's Proud Code of Conduct (stated below) and will print this code in each issue of the Maia Messenger. (new: September 19, 2006)

ABWA's Proud Code of Conduct

1. All members will serve as goodwill ambassadors for the American Business Women's Association.
2. Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
3. Members will always treat their member colleagues, guests, vendors, and sponsors with honesty, respect, fairness, integrity, responsibility, kindness, and in good faith.
4. Members will maintain compliance with ABWA National, Chapter and

Express Network Bylaws.

5. Members will not use their personal power to advance their personal interests.
6. 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.