



STANDING RULES

Standing Rules are defined as the outline of policies and procedures of HWNT with details that are not included in the bylaws. They are a Board-approved document unlike the Bylaws that are approved by the Board and the membership.

STANDING RULE 1: MEMBERSHIP

A. Eligibility

1. To join or renew Hispanic Women's Network of Texas (HWNT) membership, prospective or renewing members will need to go to the organization's website to apply and pay dues online. Members will need to select a local chapter that their membership will be linked to. Members may belong to two chapters and pay the required dues.
2. Membership in HWNT is effective as of the month and the year in which a valid application and dues are received by the local Vice Chair of Membership and the State Treasurer. The membership dues are based on a calendar year.
3. Dues: Effective January 1, 2015, local Chapter annual membership dues are: Regular \$50, Student \$25, In-campus Chapter \$30 and Retired (65 are over) \$35. Annual state membership dues, included in the local membership dues, are: Regular \$25, Student \$10 (students are defined as individuals taking six credit hours or more), In-campus Chapter \$10 and Retired \$10.
4. The state membership cycle is January 1 - December 31 of each year. Each year, the enrollment period is from October 1st to December 31st.
5. Membership in the State organization is through membership in a Local Chapter as prescribed in Article VI of the Bylaws. Anyone registered and in good standing as a member of a local chapter, is a member of the state organization.
6. At-large state membership will be allowed in areas where no local chapter exists.
7. Lifetime Membership is defined as lifetime membership to the HWNT State Organization and HWNT Local Chapter. Lifetime Membership dues are a one-time payment of \$1500 (\$1,000 State, \$500 Chapter) with no chapter dues thereafter.

8. Withdrawal of membership can be accomplished through written notice or by failure to renew membership. No refunds will be issued of any membership dues.
9. Members must be in good standing 30 days prior to the State Annual Membership meeting at the local and state level to attend and vote at the Annual Membership meeting held at the Annual State Conference. Members may attend the State Annual Membership meeting without having to pay for the full Conference registration fee. However, those members wishing to attend other functions at the Annual State Conference will be required to pay the full Conference registration fee.

B. Membership Procedures

1. Membership drives are conducted each year between October and December for members to renew and or join the organization.
2. The local chapter Vice Chair of Membership and Treasurer are responsible for submitting the quarterly Transmittal reports and insuring that all the state dues are paid for the local chapter to be in Good Standing at the state level. After reports are received and audited by the state Vice Chair of Membership and state Treasurer, any dues back to the chapter will be reimbursed at the quarterly state board meetings or mailed.
3. The Vice Chair of Membership at the State level will issue quarterly reports that reflect the status of membership levels to the Board of Directors and chapter State Representatives.

C. Affiliate Advisory Board

A Corporate Advisory Board may be created to assist HWNT further the stated mission by serving as a resource for the State Board and membership with advise, support and assistance. The HWNT State Executive Committee shall develop the rules and procedures for the operation of this Corporate Advisory Board and may change the rules once established by a simple majority vote.

STANDING RULE 2: ORGANIZING A LOCAL CHAPTER

A local chapter may be organized under the sponsorship of an active chapter and/or any state officer or any combination of these according to the procedures set forth below:

1. A group of not less than ten persons that meets all qualification for membership as defined in the bylaws, and desirous of forming a chapter shall meet and elect officers and otherwise constitute itself into an organized body. The chapter shall have 5 elected positions: Chair, Chair Elect, Vice Chair of Membership, Secretary, and Treasurer;

2. After orientation as to the principles, work and structure of the chapter, shall fill out the application, accompanied by a roster of the officers and members of the group, complete with mailing addresses, and the dues payable by each member on the roster shall be forwarded to the State Chair. All chapters chartered 30 days prior to the state conference will be allowed to have voting privileges and
3. Upon approval of the application by the state board, a charter will be issued by the State Chair and sent to the new chapter.

STANDING RULE 3: ELECTION OF OFFICERS

- A. **Elections:** The state Board officers are elected every two years at the State Annual Membership meeting of the State Conference. The nominating process for State and Local Board shall be the following:
1. A State Nominations committee of no less than three and not more than five members shall be selected by the Board of Directors by the third quarterly state board meeting of the calendar year of the State Conference at which the membership is to vote;
 2. The committee will be chaired by the immediate past chair. The Nominations committee will solicit names from the general membership via the chapter State Representatives on the State Board of Directors and any other member communication media;
 3. The Nominations committee will submit a recommended slate of officer candidates at the officers' election meeting;
 4. It will be the responsibility of the Nominations committee to place the slate of candidates into nomination at the biennial officers' election meeting.
 5. The immediate past chair coordinates the work of the Nominations committee at the State and Local Board levels.
 6. Terms of Office: Directors may serve no more than two (2) consecutive two-year terms in the same position. Board of Directors will serve on staggered terms where the body of the Board is not elected at the same time to maintain continuity and to create stability in the governance of the organization.
- B. **Credentials Committee:** The Credentials committee will be responsible for conducting the election at the biennial officers' election meeting. The Credentials committee is a subcommittee appointed by and responsible to the Membership committee. The Chair-elect coordinates the work of the Credentials committee. .

STANDING RULE 4: COMMITTEES

A. Standing Committees:

1. Standing committees are permanent committees created by the organization to deal with regular issues, department or activity.
2. Standing committees may act independently within its scope of responsibility without direction from the board of directors.
3. Aside from its regular scope of responsibility, a Standing committee may be given matters to handle by a specific motion from the Board of Directors.
4. Committee meetings should be governed by the following procedures:
 - a. Meetings can be informal in terms of discussion, or formal according to the bylaws.
 - b. There is no limitation on debate.
 - c. Motions need to be seconded.
 - d. Minutes need to be recorded.
 - e. The quorum of any committee is a majority of the specified members, unless noted otherwise by the Bylaws.

B. Standing Committees Roles and Responsibilities

The Chair-elect coordinates the work of the standing committees to conduct business in an efficient and prudent manner. The committees are:

By-laws/Policy

Finance and Investment

Membership Self-Development and Education

Nominations

Public Relations, Communication and Legislative Issues

The charges to the committees are as follows:

1. **By-laws/Policy:** This committee shall be chaired by the Parliamentarian and is responsible for the constant evaluation of the By-laws, the Standing Rules and the Operations Manual of the Network.
2. **Finance:** This committee is appointed by the Board Chair, the Treasurer serves as Ex-Officio. This committee shall oversee the financial reporting and disclosure as well as oversee annual tax returns and filings performed by a qualified CPA. The Finance committee of the Local Chapters will oversee the financial reporting and ensure that the filing of the 990N e-postcard is

performed annually. The Finance committee will recommend to the Board a plan for the investment of the Network's funds.

3. **Membership Self Development and Education:** This committee shall be chaired by the Vice Chair of Membership and is responsible for the processing of membership applications and maintaining membership rosters. This committee is responsible for recommending and implementing a plan of action for membership development on an annual basis, proposing a plan for leadership development and education of the membership, and producing a membership directory. Of priority to the committee, are opportunities for leadership development skills, appointments to boards and commissions, and the implementation and monitoring of a member achievement award program. This Committee appoints the Credentials committee that is responsible for conducting the election at the biennial officers' election meeting held at the membership meeting at the State Conference.
4. **Nominations:** This committee shall be chaired by the Immediate Past Chair and is responsible for recommending the slate of officers to be voted every two years at the Annual Membership meeting at the State Conference.
5. **Public Relations, Communication and Legislative Issues:** This committee shall be chaired by the Vice Chair of Marketing and is responsible for promoting the Network to external audiences by means of appropriate and available medium. This committee is responsible for insuring a venue of communication through publications and/or electronic medium.

C. Committee Operations

Committees operate under instruction from the whole organization; therefore they are responsible to the organization and must report their activities. Committee reports should include the following basic information and be submitted at each regular meeting of the board of directors:

1. A summary of its permanent charge or mandate;
2. A list of the number of times the committee met since its last report;
3. A summary of how the committee proceeded in addressing its mandate;
4. A summary of actions taken, or information gathered; and
5. Any recommendation approved by the committee with accompanying resolutions (motions) for the organization to consider.

STANDING RULE 5: OFFICER JOB DESCRIPTIONS

A. CHAIR

1. Qualifications:

- a. Be a member in good standing of the Hispanic Women's Network of Texas.
- b. Have demonstrated a commitment to Hispanic women's issues.
- c. Have demonstrated leadership such as a minimum of two years service on a community Board of Directors and a minimum of two years as a member of the Network's Board of Directors for a total of four years Board experience. Professional management experience desired.
- d. Have demonstrated the following characteristics: consensus-building leadership style, ability to work with and manage staff and volunteers, understands community issues, is aware of Network strengths and weaknesses, is able to make decisions, has a sense of vision and direction, is able to set priorities and mobilize energies, has a spirit of risk-taking, is skilled at mediation and negotiation, has integrity and intelligence and is committed and flexible.
- e. Demonstrates the capacity to act as a steward for the Network's assets.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member when there is a vote tie.
- c. Serves as Chair of the Board of Directors and Executive Committee. Establishes agenda for all Board and Executive Committee meetings. Chairs the annual Membership meetings.
- d. Provides Board and organizational leadership. Ensures that orders and resolutions of the Board are carried out.
- e. Focuses the Board of Directors on the purpose of and the strategic direction of the Network. Regularly monitors progress against the strategic plan. Checks status and takes actions to close gaps to annual plan performance. Imparts to the Board of Directors the purpose supporting the strategy.
- f. Represents the Network in the community.
- g. Creates Ad Hoc or special committees as needed.
- h. Ensures minutes of all Board of Directors and Executive Committee meetings are in order.
- i. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.
- j. Annually recruits new members for the organization.
- k. Is familiar with the Network's By-Laws, Standing Rules and Operations Manual.

B. CHAIR-ELECT

1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated a commitment to Hispanic women's issues.
 - c. Have demonstrated leadership such as a minimum of two years service on a community Board of Directors and a minimum of two years as a member of HWNT Local Boards, for a total of four years Board experience. Professional management experience desired.
 - d. Have demonstrated the following characteristics: consensus-building leadership style, ability to work with and manage staff and volunteers, understands community issues, awareness of Network strengths and weaknesses, ability to make decisions, a sense of vision and direction, ability to set priorities and mobilize energies, a spirit of risk-taking, skilled at mediation and negotiation integrity and intelligence, committed and flexible.
 - e. Have the capacity to act as a steward for the Network's assets.
2. Duties:
 - a. Attends Board meetings and Board training and development sessions..
 - b. Serves on the Board as a voting member
 - c. Presides at all Board of Directors and Executive Committee meetings in the absence of the Chair.
 - d. Assists the Chair in such duties as the Chair may assign.
 - e. Coordinates the work of the Standing committees performing the business and service aspects of the Network.
 - f. Serves on committees as directed by the Chair.
 - g. Annually recruits new members for the organization.
 - h. Provides Board and organizational leadership.
 - i. Represents the Network in the community and advocates for Hispanic women's issues.
 - j. Is familiar with the Network's By-Laws, Standing Rules, and Operations Manual.
 - k. Prepares for assuming the role of Chair of the Network.
 - l. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

C. VICE-CHAIR OF MEMBERSHIP

1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.
 - c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the

- Network's Local Executive Committee. Management work experience may substitute for the community Board service
- d. Have experience in team environments.
 - e. Have the ability to manage the Organization's membership via the organization's membership data base.
2. Duties:
- a. Perform the duties of the Chair in the Absence of the Chair and Chair Elect.
 - b. Serves on the Board as a voting member.
 - c. Coordinates the work of the membership activities of the organization.
 - d. Works with the local chapters' membership representatives to ensure members are renewing and are in good standing using electronic methods adopted by the organization.
 - e. Attends Board meetings and Board training and development sessions.
 - f. Chairs the Membership committee.
 - g. Works closely with the Treasurer to provide membership reporting to the State Board.
 - h. Serves on committees as directed by the Chair.
 - i. Annually recruits new members for the organization.
 - j. Represents the Network in the community and advocates for Hispanic women's issues.
 - k. Is familiar with the Network's By-Laws, Standing Rules, and Operations Manual.
 - l. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

D. VICE CHAIR OF DEVELOPMENT

1. Qualifications:
- a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.
 - c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service.
 - d. Have experience in team environments.
 - e. Have the ability to manage the fundraising activities of the organization.
2. Duties:
- a. Will perform the duties required to assist in fundraising to include sponsorships for the state annual meeting and conference.
 - b. Serves on the Board as a voting member.
 - c. Reviews and updates the Development Plan.
 - d. Will coordinates her activities with the Executive Committee to ensure sustainability of the organization.
 - e. Attends Board meetings and Board training and development sessions.

- f. Serves on committees as directed by the Chair.
- g. Represents the Network in the community and advocates for Hispanic women's issues.
- h. Is familiar with the Network's By-Laws, Standing Rules, and Operations Manual.
- i. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

E. VICE CHAIR OF MARKETING

1. Qualifications:

- a. Be a member in good standing of the Hispanic Women's Network of Texas.
- b. Have demonstrated commitment to Hispanic women's issues.
- c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service
- d. Is experienced in team environments.
- e. Have the ability to manage the Organization's Public Relations, Communications, and Legislative issues of the Network.

2. Duties:

- a. Will perform the duties required to publicize and market the activities of the organization.
- b. Serves on the Board as a voting member.
- c. Attends Board meetings and Board training and development sessions.
- d. Chairs the Public Relations, Communications and Legislative issues committee.
- e. Is responsible for promoting the Network to external audiences by means of appropriate and available medium..
- f. Is responsible for producing and distributing the newsletter,
- g. Works with the Membership Chair to produce the membership Directory
- h. Works with the Treasurer to produce the annual report.
- i. Develops public relations press release to promote the organizations.
- j. Edits and approves marketing materials to ensure branding guidelines are being followed.
- k. Serves on committees as directed by the Chair.
- l. Represents the Network in the community and advocates for Hispanic women's issues.
- m. Is familiar with the Network's By-Laws, Standing Rules, and Operations Manual.
- n. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

F. SECRETARY

1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.
 - c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service.
 - d. Be organized, detail-oriented and must have computer skills.
2. Duties:
 - a. Attends Board meetings and Board training and development sessions.
 - b. Serves on the Board as a voting member.
 - c. Records all proceedings of the Board of Directors, Executive Committee and Annual Meeting meetings and distributes the minutes to all Directors thirty (30) days prior to the next meeting for review and approval.
 - d. Maintains approved minutes on file.
 - e. Maintains official attendance records.
 - f. Acts as the custodian of all secretarial records.
 - g. Recommends to the Board administrative policies and procedures pertaining to the office.
 - h. Serves on committees as directed by the Chair.
 - i. Represents the Network in the community and advocates for Hispanic women's issues.
 - j. Is familiar with the Network's By-Laws, Standing Rules, and Operations Manual.
 - k. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

G. TREASURER

1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.
 - c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service
 - d. Have volunteer experience as a Treasurer.
 - e. Background in financial management and bookkeeping.
 - f. Understand nonprofit reporting requirements.
 - g. Have working knowledge of financial software
 - h. Ability to interpret and communicate financial information to the Board.

2. Duties:
 - a. Attends Board meetings and Board training and development sessions.
 - b. Serves on the Board as a voting member.
 - c. Serves as Ex-Officio member of the Finance Committee.
 - d. Is responsible for the receipt and custody of all monies of the Network and disbursement thereof.
 - e. Works with the Vice Chair for Membership on the validation of members of the Network.
 - f. Maintains accurate financial records for the Network.
 - g. Submits quarterly financial reports to the Board.
 - h. Insures compliance with all state and federal nonprofit financial reporting requirements.
 - i. Recommends to the Board appropriate financial strategies and related investments.
 - j. Insures all funds are deposited in a bank or invested as directed by the Board.
 - k. Coordinates the development and implementation of the fiscal budget.
 - l. Reports to the Board of Directors regarding adherence to current budget.
 - m. Communicates with and provides guidance to Local Chapter Treasurers.
 - n. Recommends financial procedures and policies to the Board.
 - o. Surrenders to the Network within thirty days of vacating office, all books, records and papers and take a listed receipt.
 - p. Serves on committees as directed by the Chair.
 - q. Annually recruits new members for the organization.
 - r. Is familiar with the Network's Bylaws, Standing Rules, and Operations Manual.
 - s. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

H. PARLIAMENTARIAN

1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.
 - c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service
 - d. Knowledge of parliamentary procedures.
2. Duties:
 - a. Attends Board meetings and Board training and development sessions.

- b. Maintains an unbiased position as a non-voting member of the Board.
- c. Serves as an advisor to the board and members in matters pertaining to the interpretation of the Bylaws and to parliamentary procedures.
- d. Recommends to the Board administrative policies and procedures pertaining to the office.
- e. Chairs the Bylaws Committee.
- f. Serves on committees as directed by the Chair.
- g. Annually recruits new members for the organization.
- h. Is familiar with the Network's Bylaws, Standing Rules, and Operations Manual.
- i. Ensures that Bylaws and Robert's Rules of Order are being followed at meetings.
- j. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

I. IMMEDIATE PAST CHAIR

- 1. Qualifications:
 - a. Be a member of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.
 - c. Have served as Chair of the Board of Directors the prior term.
- 2. Duties:
 - a. Attends Board meetings and Board training and development sessions.
 - b. Serves on the Board as a voting member.
 - c. Advises officers and members on issues regarding the Network.
 - d. Serves on committees as directed by the Chair.
 - e. Serves as the chair of the Nominations committee.
 - f. Represents the Network in the community and advocates for Hispanic women's issues.
 - g. Is familiar with the Network's Bylaws, Standing Rules, and Operations Manual.
 - h. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

STANDING RULE 6: NON-EXECUTIVE MEMBERS OF THE BOARD JOB DESCRIPTIONS

a. HISTORIAN

- 1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Have demonstrated commitment to Hispanic women's issues.

- c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service.
 - d. Be organized, detail-oriented and must have computer skills.
2. Duties:
- a. The Historian shall be the custodian of all records to include historical records of the Network and maintaining the archives and history of the Network.
 - b. Serves on the Board as a non-voting member.
 - c. Serves on committees as directed by the Chair.
 - d. Represents the Network in the community and advocates for Hispanic women's issues.
 - e. Is familiar with the Network's Bylaws, Standing Rules, and Operations Manual.
 - f. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

b. CHAIR OF THE EDUCATION PROGRAM

1. Qualifications:
- a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Serves on the Board as a non-voting members
 - c. Have demonstrated commitment to Hispanic women's issues.
 - d. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of one year on the Network's Local Executive Committee. Management work experience may substitute for the community Board service.
2. Duties:
- a. Attends Board meetings and Board training and development sessions.
 - b. Acts as the official representative of the Board of Directors.
 - c. Oversees the education programs of the state including any scholarship initiatives.
 - d. Chairs a committee that includes the local chapters' Education/Latinas in Progress (LIP) representatives to plan, organize and evaluate the LIP program.
 - e. Submits the quarterly report of educational activities to the Board.
 - f. Serves on committees as directed by the chair.
 - g. Represents the Network in the community
 - h. Is familiar with the Network's Bylaws, Standing Rules and Operations Manual.
 - i. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

C. STATE REPRESENTATIVE

1. Qualifications:

- a. Be a member in good standing of the Hispanic Women's Network of Texas.
- b. Have demonstrated a commitment to Hispanic women's issues.
- c. Have demonstrated leadership such as a minimum of two years service on a community board of directors with a minimum of two years on one of the Network's Local Executive Committees. Management work experience may substitute for the community board service.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member.
- c. Acts as the official representative of her local Chapter at the Board of Directors meeting.
- d. Submits the quarterly report of activities on behalf of the Chapter.
- e. Communicates to her chapter the orders and resolutions of the Board of Directors.
- f. Ensures that orders and resolutions are carried out.
- g. Serves on committees as directed by the chair.
- h. Represents the Network in the community.
- i. Annually recruits new members for the organization.
- j. Is familiar with the Network's Bylaws, Standing Rules, and Operations Manual.
- k. Is responsible for transition of responsibilities to her successor including pertinent records and relevant procedures.

CONTRIBUTIONS BY STATE BOARD MEMBERS

All State Board Members shall support the HWNT organization with an annual monetary contribution. The contribution may be restricted to a particular fund or non-restricted. At the first State Board Meeting of the year, each Board Member shall sign a pledge card designating the amount of their contribution and the method of payment. The Treasurer shall keep the account and bill accordingly.

STANDING RULE 7: AMENDMENTS

Standing rules are established for the purpose of covering matters pertaining to the orderly process of business and not significant enough to be in the bylaws. Majority vote is sufficient for the establishment and they may be amended or rescinded by two-thirds vote of the State Board of Directors at any regular scheduled board meeting.

