



CHAPTER STANDING RULES

Approved by State Board December 14, 2023

Standing Rules are defined as the general policies of HWNT (a.k.a. the Network) with details that are not included in the Bylaws. Standing Rules require approval from the State Board of Directors unlike the Bylaws that are approved by the Board and the membership of HWNT.

STANDING RULE 1: MEMBERSHIP

A. Eligibility

1. To join or renew Hispanic Women's Network of Texas (HWNT) membership, prospective or renewing members must utilize the organization's website to apply and pay dues. A member must select a Chapter to link membership to a recognized entity. A member may belong to more than one Chapter if required dues are paid to those Chapters however, the member has only one vote on any matter requiring voting.
2. Annual membership in HWNT is effective as of the month and the year in which a valid application and dues are received by the Chapter Vice Chair of Membership and the State Treasurer. The annual membership dues are based on a rolling forward 365-day calendar year.
3. Dues: Annual memberships are established by the State Board of Directors and subject to change as needed. Dues are: Regular \$75, Student \$35, and Senior (age 65 and over) \$50. A life-time membership fee of \$1,000 is also available. Any changes to dues are approved by the State Board of Directors and communicated to Chapters via State Representatives, the Newsletter, and the State website. Membership dues regardless of the category will be divided sixty/fifty between the State and Chapter.
4. The annual membership creates membership drives throughout the year at all Chapter events and joint community efforts.
5. Membership in the State organization is through membership in a Chapter as prescribed in Article VI of the Bylaws. Anyone who has paid the required membership fee and is in good standing as a member of a Chapter is a member of the State organization.
6. Withdrawal of membership can be accomplished through written notice or by failure to renew membership. No refunds will be issued of any membership dues.
7. A member in good standing is defined as an individual who has paid the required Chapter and State membership 30 days prior to the State Annual Membership Meeting usually held during the State Conference or the virtual Annual Membership Meeting. The status authorizes the member to attend and vote at the Annual Membership Meeting. Members may attend the State Annual Membership Meeting without having to pay the State Conference registration fee. However, members cannot attend workshops and meals provided through the conference registration fee.

Membership Procedures

1. The Chapter Chair of Membership and Chapter Treasurer are responsible for submitting the quarterly Transmittal Membership reports to the State Vice Chair of Membership and the State Treasurer. The reports ensure disbursement of dues is conducted between the Chapters and the State, and that members are in “Good Standing” at the State level and eligible to vote at the State Annual Membership Meeting. After reports are received and audited by the State Vice Chair of Membership and State Treasurer, disbursement of membership fees to the Chapter occurs at the quarterly State Board of Director meetings.
2. The State Vice Chair of Membership issues quarterly reports that reflect the status of membership levels to the State Board of Directors and Chapter Board Representatives. The State Vice Chair of Membership ensures the Network membership database reflects the status of membership as well. Chapter Board Representatives disseminate membership data to Chapter officers and members.

B. Affiliations: State and National

HWNT pursues, with State Board of Director approval, affiliation to organizations promoting the advancement of women. The Board of Director allocates on an annual basis, the funds required to complete an application and pay for required travel and meeting expenses, as applicable. The affiliation cannot conflict with the Section 501 (c) (3) status of the organization.

STANDING RULE 2: ORGANIZING A CHAPTER

A Chapter may be organized under the sponsorship of an active Chapter member or State Officer or any combination of these according to the procedures set forth below:

1. A group of not less than ten (10) people shall constitute a Chapter once membership is paid through the HWNT website. Arrangements must be made with the State Chair, State Vice Chair of Membership, State Treasurer, and the Executive Director, (if applicable) for the appropriate IRS and membership requirements.
2. Five of the individuals must be elected as officers to these positions: Chair, Chair-Elect, Chair of Membership, Secretary, and Treasurer. The Chapter must elect a member to serve as a representative on the State Board of Directors; an alternate must be identified as well. The Chapter may choose to elect all officers mirroring the State structure. Members and officers must agree to adhere to the HWNT Bylaws to be considered in good standing.
3. Documentation of the election is required and submitted to the State Chair, within seven (7) days of the election, before formal recognition of the Chapter can begin.
4. The Chapter will provide the State Chair with a roster of the officers and members with contact information. The State Chair and the State Vice Chair of Membership ensure the Network’s membership website is prepared for a new Chapter. The State assumes the cost for incorporation onto the website.
5. The State Chair will notify the new Officers and members when to complete a membership application on the organization’s website.
6. The State Vice Chair of Membership and the State Treasurer will reconcile the new Chapter account and membership data.
7. The Chapter must purchase a P.O. box at their own expense and provide it to the

State Chair.

8. At the State's expense, the State Chair will acquire the required Chapter's EIN (Employers Identification Number) typically within thirty (30) days and provide it to the Chapter Chair. The State purchases and maintains liability insurance for a chapter.
9. The Network will provide a stipend for Chapter startup needs, i.e., banner and tablecloth. The State provides graphics of the Network logo.
10. The State Chair or designee will provide an orientation of the Network principles and mission and the Chapter requirements.
11. The powers, limitations, responsibilities of officers and committees, meetings, and fiduciary requirements of the Chapters are as delineated in Standing Rule 4: Officer Qualifications & Job Descriptions.
12. Chapters will comply with the fiscal reports to the State Treasurer, auditor(s), and the IRS.
13. Attendance by the Chapter Board representative to the quarterly Board of Director meetings at the State Office is supported with a travel allowance of \$50 stipend or \$75 for those representatives traveling 400 miles or more to the State Office. The allowance is not provided for the Board meeting that coincides with the Annual State Conference. The Austin Chapter Board representative does not qualify for the allowance for meetings held in Austin.
14. All Chapters chartered thirty (30) days prior to the Annual Meeting or State conference will have voting privileges.

STANDING RULE 3: ELECTION OF OFFICERS

- A. **Elections:** Chapter officers are elected to serve a two-year term and may serve no more than two (2) consecutive terms in the same position. That officer, however, may be elected to a different officer position. Only two (2) elected officers from the same chapter may serve at the same time on the State Board of Directors, except when vacancies need to be filled. Elected officer positions include the Chair, Chair-Elect, Chair of Membership, Chair of Development, Chair of Marketing, Secretary, and Treasurer. Other officer positions can be created by the Chapter as needed. A Chapter is required to hold elections for their officers as noted in Bylaws 12.02.
- B. The election process for Chapter officer positions is as follows:
 1. All candidates must be members in good standing and have demonstrated a commitment to Hispanic women's issues and leadership qualities as described in the officer qualifications and job descriptions in the Standing Rules.
 2. Officers are elected by a simple majority of the membership at the Chapter's election meeting.
 3. The Nominations Standing Committee, led by the Immediate Past Chair, will coordinate the election sixty (60) days prior to the Chapter's elections meeting.
 4. The Immediate Past Chair will communicate the election and nomination of candidates on the HWNT website and via email communication to all qualified members in the Chapter's membership database. The communication will include the duties and responsibilities of the office. Interested members will provide a brief biographical summary, explain their HWNT and community background and interest in serving in the position. The Nominations Committee will confirm the members'

- qualifications.
5. The Committee will create the slate of eligible candidates. If members do not express an interest in a position, the Immediate Past Chair and Chair may seek a qualified candidate and add the member's name to the slate if the member agrees to serve. The slate of candidates will be finalized thirty (30) days prior to the December Membership meeting.
 6. The slate will be communicated to members two weeks before the election via email and the Chapter website.
 7. Eligible members will vote at the December Membership Meeting. Officers are elected by a simple majority of the membership.
 8. Election results will be announced immediately after elections through the Chapter website and through email.
 9. When unforeseen circumstances arise, an election may be held through electronic means as close as possible to the first Board of Directors meeting of the new calendar year. The State officers will submit and communicate via electronic means the candidate(s) for any unfilled position(s). Members will vote for the slate within five (5) days, and election results will be communicated to the membership within five (5) days. A simple majority of those voting by the deadline determines the election results. Newly elected officers will participate in the Board of Directors meeting.

STANDING RULE 4: OFFICER QUALIFICATIONS & JOB DESCRIPTIONS

A. CHAIR

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated a commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of two years as a member of the Chapter's Board of Directors for a total of four years board experience. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must have demonstrated the following characteristics: consensus-building and collaborative leadership style; ability to work with and manage staff and volunteers; understands community issues; awareness of Network strengths and weaknesses; ability to make decisions, communicate vision and direction for the organization, set priorities and mobilize energies; demonstrate a spirit of risk-taking, mediation and negotiation, integrity, intelligence, commitment and flexibility.
- e. Must have fundraising skills and abilities and the capacity to act as a steward for the Network's assets.

2. Duties:

- a. Seek and appoint to the Board of Directors a member to serve as a Parliamentarian and a Historian as defined in Standing Rule 5.
- b. Attends Board meetings and Board training and development sessions. Creates with the Executive Director and Immediate Past Chair a training session and manual on roles and responsibilities and the history of the Network. Serves on the Board as a voting member when there is a vote tie.

- c. Serves as Chair of the Chapter Board of Directors and Executive Committee.
- d. Establishes agendas for all Board and Executive Committee meetings. Chairs the Membership meetings.
- e. Provides Board and organizational leadership. Ensures that orders and resolutions of the Board are carried out. When a Chapter cannot resolve the concern of a paid member, the Chair along with the appropriate officer(s) will address the issue and bring it to closure within seven (7) days.
- f. Focuses the Officers and Board of Directors on the purpose of and the strategic direction of the Chapter. Regularly monitors progress against the strategic plan. Checks status and takes actions to close gaps to annual plan performance.
- g. Co-chairs these Standing Committees: Finance, and Development. Establishes and brings closure to any Ad Hoc Committees created.
- h. Represents the Chapter in the community and affiliate activities.
- i. Ensures minutes of all Chapter Board of Directors and Executive Committee meetings are in order.
- j. Transitions the responsibilities of the Chair and projects to her successor, including pertinent records and relevant procedures.
- k. Annually recruits new members for the organization.
- l. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.

B. CHAIR-ELECT

1. Qualifications:

- 1. Must be a member in good standing of the Hispanic Women's Network of Texas.
- 2. Must have demonstrated a commitment to Hispanic women's issues.
- 3. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of two years as a member of the Chapter's Board of Directors for a total of four years board experience. Professional management experience is desired and may substitute for the two-years of service with a community organization.
- 4. Must have demonstrated the following characteristics: consensus-building leadership style; ability to work with and manage staff and volunteers; understands community issues; awareness of the Chapter strengths and weaknesses; ability to make decisions, communicate vision and direction for the organization, set priorities and mobilize energies; demonstrate a spirit of risk-taking, mediation and negotiation, integrity, intelligence, commitment and flexibility.
- 5. Must have demonstrated the capacity to act as a steward for the Chapter's assets.

2. Duties:

- a. All responsibilities as delineated in the Bylaws.
- b. Attends Board meetings and Board training and development sessions.
- c. Serves on the Board as a voting member.
- d. Presides at all Chapter Board of Directors and Executive Committee meetings in the absence of the Chair.

- e. Assists the Chair in such duties as the Chair may assign.
- f. Co-chairs the work of the following Standing Committees: Marketing and Communications with the Chair of Marketing, and Bylaws with the Parliamentarian.
- g. Serves on committees as directed by the Chair.
- h. Annually recruits new members for the organization.
- i. Provides Board and organizational leadership.
- j. Represents the Chapter in the community, in the absence of the Chair, and advocates for Hispanic women's issues.
- k. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- l. Prepares for assuming the role of Chair of the Network.

C. CHAIR OF MEMBERSHIP

1. Qualifications:

- a. Be a member in good standing of the Hispanic Women's Network of Texas.
- b. Demonstrated commitment to Hispanic women's issues.
- c. Demonstrated leadership through a minimum of two years of service on a community board of directors with a minimum of one year on the Chapter's Board of Directors. Professional management experience is desired and may substitute for one year of service with a community organization.
- d. Experience in a team environment.
- e. Ability to manage the organization's membership via the organization's membership database.
- f. Demonstrates the capacity to act as a steward for the Chapter's assets.

2. Duties:

- a. Performs 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, addresses and resolves questions associated with the Chapter's membership database, provides guidance on recruitment efforts at the Chapter level.
- d. Works to ensure members are renewing and are in good standing using electronic methods adopted by the organization. Ensures Chapter members are in good standing when voting required. Ensures Chapters compile quarterly membership reports required for payment by the State are submitted.
- e. Attends Board meetings and Board training and development sessions.
- f. Works closely with the Treasurer to provide membership reporting to the State Board; ensures the Treasurer report and membership report are reconciled.
- g. Serves on committees as directed by the Chair.
- h. Annually recruits new members for the organization.
- i. Advocates for Hispanic women's issues.
- j. Demonstrates familiarity and understanding of the Chapter's Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

D. CHAIR OF DEVELOPMENT

1. Qualifications:

- a. A member in good standing of the Hispanic Women's Network of Texas.
- b. Demonstrated commitment to Hispanic women's issues.
- c. Demonstrated leadership through a minimum of two years of service as a community board of directors and a minimum of one year as a member of the Chapter's Board of Directors. Professional management experience is desired and may substitute for one year of service in a community organization.
- d. Experience in a team environment.
- e. Ability to manage the fundraising activities of the organization.
- f. Demonstrates the capacity to act as a steward for the Chapter's assets.

2. Duties:

- a. Creates, performs, and manages fundraising activities.
- b. Serves on the Board as a voting member.
- c. Creates, reviews, and updates the annual Development Plan.
- d. Coordinates her activities with the Executive Committee to ensure sustainability of the Chapter.
- e. Attends Board meetings and Board training and development sessions.
- f. Serves on committees as directed by the Chair.
- g. Chairs the Development Committee co-chaired by the Chapter's Chair.
- h. Advocates for Hispanic women's issues.
- i. Annually recruits new members for the organization.
- j. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

E. CHAIR OF MARKETING

1. Qualifications:

- a. A member in good standing of the Hispanic Women's Network of Texas.
- b. Demonstrated commitment to Hispanic women's issues.
- c. Demonstrated leadership such as a minimum of two years of service on a community board of directors with a minimum of one year on the Chapter's Board of Directors. Professional management work experience is desired and may substitute for the one year with a community organization.
- d. Experienced in team environments.
- e. Ability to manage the Organization's Marketing and Communications activities, website, and quarterly newsletter.

2. Duties:

- a. Performs the duties required to publicize and market the activities of the Chapter.
- b. Serves on the Board as a voting member.
- c. Attends Board meetings and Board training.

- d. Chairs the Marketing and Communications Standing Committee with the Chair-Elect.
- e. Promotes the Chapter to external audiences by means of appropriate and available medium.
- f. Produces and distributes the newsletter. Research, writes, and disseminates, with approval from the Chapter Chair, press releases to promote the organization.
- g. Edits and approves marketing materials to ensure branding guidelines are being followed, manages all social media platforms, and oversees approval process for all content posted on social media.
- h. Serves on committees as directed by the Chair.
- i. Advocates for Hispanic women's issues.
- j. Annually recruits new members for the organization.
- k. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules. -
- l. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

F. CHAIR OF THE EDUCATION PROGRAM – LATINAS IN PROGRESS (LIP)

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service as a member of a community board of directors and a minimum of one year of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Demonstrates the capacity to act as a steward for the Chapter's assets.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member.
- c. Oversees the education programs of the Chapter, including any scholarship initiatives including efforts for women re-entering educational efforts.
- d. Chairs the Latinas in Progress (LIP) program and oversees the planning, organizing, and evaluation of the program.
- e. Works jointly with the Chair of Development as needed to secure funding sources.
- f. Submits the report of LIP activities to the Board.
- g. Serves on committees as directed by the Chair.
- h. Advocates for Hispanic women's issues.
- i. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- j. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

G. SECRETARY

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership such as a minimum of two years of service on a community board of directors and a minimum of one year as a member of the Chapter's Board of Directors. Professional management experience is desired and may substitute for one year of service with a community organization.
- d. Organized, detail-oriented, strong listening skills, writing and ability to summarize content, and computer and software program 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 and Executive Committee. Distributes the minutes of Board and Executive meetings to all Directors as drafts via email within 30 days of the meeting. Corrects and modifies documents as needed and documents final records for the archives.
- d. Maintains approved minutes on file and for archives.
- e. Maintains official attendance records.
- f. Acts as the custodian of all secretarial records.
- g. Serves on committees as directed by the Chair.
- h. Advocates for Hispanic women's issues.
- i. Annually recruits members for the organization.
- j. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

H. **TREASURER**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of one year on the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must have two years of volunteer experience as a Treasurer or two years background in finance or bookkeeping.
- e. Must understand nonprofit fiduciary reporting requirements including conveying such to a Certified Public Accountant (CPA).
- f. Must have working knowledge of financial software.
- g. Must have the ability to interpret and communicate financial information to the Board of Directors.
- h. Must demonstrate the capacity to act as a steward for the Chapter's assets.

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. Receives and takes custody of all monies of the Chapter and disbursement thereof.
- e. Works with the Chair of Membership on the validation of members of the Chapter.
- f. Maintains accurate financial records for the Network.
- g. Submits quarterly financial reports to the Board.
- h. Ensures compliance with all state and federal nonprofit financial reporting requirements.
- i. Recommends to the Board appropriate financial strategies and related investments.
- j. Ensures 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. Recommends financial procedures and policies to the Board.
- m. Surrenders to the Chapter within thirty (30) days of vacating office, all financial books, records, and papers along with a list and receipt of such items.
- n. Serves on committees as directed by the Chair.
- o. Annually recruits new members for the organization.
- p. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- q. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

I. IMMEDIATE PAST CHAIR

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas who completed her term in office.
- b. Must have demonstrated commitment to Hispanic women's issues.

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 Chapter.
- d. Serves on committees as directed by the Chair.
- e. Serves as the Chair of the Nominations and Self-Development Standing Committees
- f. Advocates for Hispanic women's issues.
- g. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- h. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedure.

STANDING RULE 5: NON-EXECUTIVE MEMBERS OF THE BOARD JOB DESCRIPTIONS

A. PARLIAMENTARIAN

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of one year as a member of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must have knowledge of parliamentary procedures and Roberts Rules of Order.

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. Ensures that Bylaws and Robert's Rules of Order are being followed at meetings and in the Chapter's operations.
- d. Serves as an advisor to the board and members in matters pertaining to the interpretation of the Bylaws and to parliamentary procedures.
- e. Recommends operational procedures to the Board of Directors
- f. Chairs the Bylaws Committee with the Chair-Elect as co-chair.
- g. Serves on committees as directed by the Chair.
- h. Annually recruits new members for the organization.
- i. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- j. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

B. HISTORIAN

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service as a member of a community board of directors and a minimum of one year on the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Organized, detail-oriented, and strong computer skills.

2. Duties

- a. Serves as custodian of all Chapter records.
- b. Maintains the archives and history of the Chapter.
- c. Serves on the Board as a non-voting member.

- d. Serves on committees as directed by the Chair.
- e. Advocates for Hispanic women's issues.
- f. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- g. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

C. CHAPTER STATE REPRESENTATIVE FOR BOARD OF DIRECTORS

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated a commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service as a member of a community board of directors and a minimum of one year of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.

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 Chapter at the State Board of Directors meeting.
- d. Submits the quarterly report of activities on behalf of the Chapter to the State Board.
- e. Communicates to her Chapter the activities, orders and resolutions of the State Board of Directors.
- f. Disseminate membership data to Chapter officers and members.
- g. Ensures that orders and resolutions are carried out.
- h. Serves on committees as directed by the Chair.
- i. Advocates for women's issues.
- j. Annually recruits new members for the organization.
- k. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- l. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures.

STANDING RULE 6: COMMITTEES

A. Standing Committees:

- a. Standing Committees are permanent committees created by the organization to deal with operational and business needs. Whenever possible, templates or tools to carry out tasks should be part of the Committee's output. A Standing Committee may be given matters to handle by a specific motion from the State Board of Directors.
- b. Standing Committees are chaired by Board Officers and members appointed by the Chair.
- c. Committee meetings should be governed by the following procedures:
 - (1) Meetings can be informal in terms of discussion or formal according to the Bylaws.

- (2) If formal, motions need to be seconded.
- (3) Minutes should be documented and provided to the Chair and the Secretary.
- (4) The quorum of any committee is a simple majority of the specified members, unless noted otherwise by the Bylaws.

B. Standing Committees Roles and Responsibilities

The Chair leads the Finance Standing Committee and coordinates the work of the Standing Committees to conduct business in an efficient and prudent manner. The Standing Committees are as follows:

1. Bylaws
2. Finance
3. Self-Development
4. Nominations
5. Marketing and Communications
6. Education/LIP
7. Strategic Development

The charges to the Committees are as follows:

1. **Bylaws:** The Committee shall be chaired by the Parliamentarian and co-chaired by the Chair-Elect and is responsible for the constant evaluation of the Bylaws and the Standing Rules of the Chapter.
2. **Finance:** The Chair leads the Finance Committee with the Treasurer as ex-officio. The Committee shall oversee the financial reporting and disclosure of all financial accounts as well as oversee the annual tax returns, the filing of the 990N e-postcards required of Chapters, and the filings performed by a qualified CPA. The Treasurer ensures the documentation is filed and maintains a copy for operational purposes. The Finance Committee will recommend to the Board a plan for the investment of the Chapter's funds on an annual basis or as needed.
3. **Self-Development:** The Committee is chaired by Chapter's Immediate Past Chair and is responsible for creating and implementing a leadership development program and disseminating information concerning openings on boards and commissions at the Chapter level.
4. **Nominations:** The Committee shall be chaired by the Immediate Past Chair and is responsible for recommending the slate of qualified candidates for vote by the membership at the December Membership meeting and ensuring the election is carried out.
5. **Marketing and Communications:** The Committee shall be chaired by the Vice Chair of Marketing and co-chaired by the Chair-Elect. The Committee is responsible for promoting the Chapter to external audiences by means of appropriate and available medium. Information garnered is utilized, as appropriate, on the Chapter's website, in the newsletter, and for developmental purposes.
6. **Education Committee/LIP:** The Committee is led by the Chair of Education to ensure implementation of the education series with college-bound students and women re-

entering secondary educational efforts. The Committee ensures the required reports are acquired and maintained for funding sources.

7. **Strategic Development:** The Committee, chaired by the Chair of Development and co-chaired by the Chair, works closely with the Board of Directors to identify key operational and program needs, seek funding sources, and acquire funds annually.
8. **Ad Hoc or special committees:** shall be designated by the Chair as needed for the purpose of carrying out the duties designated by the Chair. Said committees will disband upon completion of their respective assignments.

Committee Operational Requirements

All efforts undertaken by the Committees represent the Chapter. The Committee should seek to carry out the committee objective within a one-year span and if activities exceed one year, document the process for continuation thereafter. A status report is expected to the Board at the monthly meetings. The following project planning elements should be reported:

1. Identified audience or stakeholders;
2. Defined goals, objectives, and deliverables;
3. Prohibited activities;
4. Project Schedule of deliverables and members assigned;
5. Issues or Needs that require Board of Director assistance or approval; and
6. Method for institutionalization if applicable.

The Board of Directors should approve the Committee efforts at the annual retreat, quarterly meeting, or as soon as possible.

Summary HWNT Chapter Board of Directors

Elected (E) or Appointed (A)	Voting	Role or Standing Committees	Summary of Key Duties
Chair (E)	Vote	Oversees all standing committees	Represents HWNT, presides over Network activities; hiring & performance evaluations with input from Board; fiduciary responsibilities
Chair-Elect (E)	Vote	Marketing & Communications, and Bylaws	Performs duties of Chair in the absence of Chair; ensures officers carry out duties associated with roles & assigned Standing Committees
Immediate Past Chair (E)	Vote	Nominations, Self-Development	Leads & ensures operational goals of Standing Committees are carried out

Chair Membership (E)	Vote	Membership	Acts in absence of Chair & Chair- Elect; Membership activities at chapter level, confirms membership in good standing & qualifications for office; fiduciary role with Treasurer
Secretary (E)	Vote	Accurate recordkeeping	Record all meetings of the Executive Committee and the Board of Directors.
Chair Development (E)	Vote	Strategic Development with Chair	Fundraising, Development Goals & funds for sustainability of the Chapter
Chair Marketing (E)	Vote	Marketing & Communications with Chair-Elect	Marketing of Chapter activities and communication among members
Chair Latinas in Progress (LIP) (E)	Vote	Manages the activities of the LIP program	Education series, programs & scholarships
Treasurer (E)	Vote	Ex-Officio on Finance Committee	Fiduciary accuracy; custody of funds & disbursement; Ex-Officio on Finance Committee with Chair
Parliamentarian (A)	No	Bylaws with Chair-Elect	Interprets bylaws & parliamentary procedures
Historian (A)	No	Archival efforts of Chapter activities	Custodian of records, seeks Chapter records for archives; provides records to Nettie Benson Collection
State Representatives (E)	Vote Not members of Executive Committee	Standing Committees as requested	Represent Chapter at State Board meetings, submit quarterly reports of Chapter activities; communicate to Chapters the activities, orders & resolutions of the State Board of Directors

STANDING RULE 7: CONTRIBUTIONS BY CHAPTER BOARD MEMBERS

All members of the Board of Directors shall support the Chapter with an annual monetary contribution at the first meeting of the calendar year. The contribution may be restricted to a particular fund or non-restricted.

Each Board Member shall sign a pledge card designating the amount of the contribution and the method of payment and provide the funds and card to the Treasurer. The Commitment Pledge

must be paid in full before the year end. Pledge tracking reports will be presented at each board meeting. The pledges demonstrate the Chapter commitment to the grants and fundraising undertaken by the Development Committee and reviewed by funding sources in said efforts. The pledge can be supplemented by the Chapter for the Board member when needed.

STANDING RULE 8: COMMUNICATION

Communication with the membership from the Chapter's Board will be conducted electronically whenever possible through the Chapter website and available programs.

STANDING RULE 9: 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. A simple majority vote of the Board of Directors is sufficient for the establishment and they may be amended or rescinded by two-thirds vote of the Board of Directors at any regular scheduled board meeting.

STANDING RULE 10: CONTRACTS, FUNDS AND FISCAL REPORTS

Following approval from the Board of Directors, contracts executed will be managed by the Chair, Treasurer, and other Officers as determined by the Chair.

The chapters must provide needed data for federal annual tax reporting requirements by state.

STANDING RULE 11: BOOKS AND RECORDS

The Chapter will keep correct and complete books and records of accounts, minutes of its membership meetings, Executive Committee, Board of Directors, and committee meetings. Equally important are records of the names and contact information of the members. Any member or agent or attorney may inspect all books and records of the Chapter for any purpose at any reasonable time by request to the Chair.

The records of the Chapter shall be archived at Rare Books and Manuscripts Reading Room of the Nettie Lee Benson Latin American Collection of the University of Texas at Austin. The Chapter's Historian maintains the archives and seeks assistance from members and the Board of Directors to gather memorable items, minutes of membership meetings, and events that demonstrate the diversity of the Chapter activities in the community.

STANDING RULE 12: FISCAL YEAR

The fiscal year of the Chapter shall begin on the first day of January and will end on the last day of December of each year.

