

**ABWA – Crescent City Connections
2021-2022 Standing Rules – To Be Approved By Membership**

1. Executive Board Structure
 - a. The Executive Board of the ABWA Crescent City Connections Express Network (CCCEN) consists of the seven elected officers (President, President-Elect, Vice President of Finance, Vice President of Communication, Vice President of Programs, Vice President of Membership, and Vice President of Marketing/PR) and Past President, who shall be a non-voting member, except in the event of a tie on any pending issue. A quorum of the Executive Board is defined as four members in good standing present, for purposes of calling a meeting to order and voting.

2. Monthly Membership Program and Luncheon
 - a. All attendees of the monthly Membership Program and Luncheon will be required to pay per the price structure, which is as follows:
 - b. ABWA CCCEN Registered Members: \$30.00 if register before 11:59 pm on the Monday prior to the luncheon. After that time, the price will go up to \$45.
 - c. Registered Non-members: \$40.00 if register before 11:59 pm on the Monday prior to the luncheon. After that time, the price will go up to \$45.
 - d. Walk-ins (members and non-members): \$45.
 - e. If member is bringing a guest, limit 2 lunches per member @ member price.
 - f. Online registration will close 11:59 pm on the Wednesday prior to the Thursday luncheon. Payment is required with online RSVP and is nonrefundable (unless the event is cancelled) and nontransferable.
 - g. ABWA members will need to log into their ABWA account in order to receive preferential membership pricing.
 - i. If a member has paid for a luncheon, but is not able to attend, they may request a coupon from the VP of Finance, which may be applied to their next luncheon. Coupons must be requested by 11:59 pm the night of the missed luncheon.
 - ii. The coupon will equal the value of the ticket for the missed luncheon.
 - iii. The coupon will be valid for the next scheduled luncheon only.
 - iv. Members are limited to one coupon request, per calendar year.
 - v. Coupons cannot be applied to special event registration.
 - h. The cost of the program speaker's luncheon will be paid by the CCCEN, even if the speaker is a Member of this league. Members are limited to one paid speaker luncheon, per calendar year. A guest of the speaker will get a member price coupon.

3. Local and National Dues
 - a. Annual Local Dues for the CCCEN shall be \$50 per year, which are payable on the member's anniversary date of joining the association. Additionally, National dues of \$115 shall also be payable upon the member's anniversary month. Members are not considered ABWA CCCEN registered members unless both National and Local dues are paid.

4. ABWA Code of Conduct

- a. The ABWA's Proud Code of Conduct is incorporated into the Standing Rules:
 - i. Members will serve as goodwill Ambassadors for the American Business Women's Association.
 - ii. Members will adhere to the Associations Bylaws and comply with the Association's Brand Guidelines.
 - iii. Members will not use their personal power or influence to advance their own interests.
 - iv. Members will not allow their personal beliefs and convictions to alienate other members, prospective members, and sponsors at any level of the ABWA organization (local, regional or national.)
 - v. Members will always treat member colleagues, the ABWA National Team, guests, speakers, vendors and sponsors with dignity and respect.

5. Expense Reimbursement

- a. All expenses submitted for reimbursement must be delineated in the existing budget.
- b. Requests from members for expense reimbursement must be made within sixty (60) days from the date of the expense.
- c. The VP of Finance and the President will have the authority to approve and make payments of expenses up to \$100 in the amount and for the purpose as determined and approved by both parties, without approval of the Executive Board or membership.
- d. The CCCEN Executive Board will have the authority to approve and make payment of bills up to \$500 in the amount and for the purpose as determined and approved by the unanimous vote of the Executive Board, without the approval of the membership.
- e. All reimbursements are subject to availability of funds in the League budget.

6. Standing Rules

- a. The Executive Board will review the League Standing Rules annually. Executive Board will present Board approved Standing Rules to the membership for approval at the August luncheon. Membership will need to approve the Standing Rules by October 1st.
- b. Any changes made to the Standing Rules after October 1st must be approved by the Executive Board and the general membership.

7. Stephen Bufton Memorial Education Scholarship Fund (SBMEF)

- a. The League will contribute annually to the Stephen Bufton Memorial Education Scholarship Fund (SBMEF) in the amount and for the purpose as determined and approved by the Executive Board.
- b. A \$50.00 donation by CCCEN will be sent to the Stephen Bufton Memorial Education Scholarship Fund (SBMEF) upon the death of a member's immediate family, which includes spouse, son, daughter, mother, father, sister or brother. A \$100.00 donation by CCCEN will be sent to the SBMEF Fund upon the death of a member of the League. Instructions can be found in the SBMEF section in Community Connections.

8. National and Regional Conference Reimbursements
 - a. Reimbursements are subject to availability of funds in League budget.
 - b. Woman of the Year
 - i. CCCEN will pay the travel, accommodations, and registration costs for the current League Woman of the Year to attend one of the nationally sponsored conventions within their current term. These conferences include the national conference in the fall or the Western Regional conference in the spring.
 - ii. Travel accommodations must be approved by the Executive Board, prior to booking.
 - iii. VP of Finance will register and submit payment for all conference related expenses.
 - iv. If the current WOY is unable to attend either national or regional conference, there will be no delegate sent in her place.
 - c. Executive Board
 - i. CCCEN will pay for registration for each Executive Board member to attend one nationally sponsored conference per Board year. The maximum cumulative amount to be reimbursed per Executive Board will be \$3500.
 - ii. If the total cost of registration for an Executive Board exceeds \$3500, CCCEN will hold a fundraiser to cover additional costs. Nationally sponsored conferences are defined as the ABWA National Conference and Regional conferences.
 - iii. VP of Finance will register and submit payment for all conference registrations that CCCEN is responsible for paying for.
 - d. National Top Ten Nominee
 - i. If the CCCEN TTN is chosen as a National Top Ten Nominee, CCCEN will pay the travel, accommodations, and registration costs for the current TTN to attend one of the nationally sponsored conventions within their current term. These conferences include the national conference in the fall or the Western Regional conference in the spring.
 - ii. If the CCCEN NTTN is unable to attend either national or regional conference, there will be no delegate sent in her place.
 - e. Other ABWA Members
 - i. All other current ABWA members that are current with both national and local national dues by the date of the closing of conference registration will be entitled to monetary sponsorship by the League. This amount of sponsorship will be determined by the Executive Board based on the availability of funds in the League budget.
9. District II Vice President Sponsorship
 - a. If an ABWA CCCEN member runs for a District Vice President position, they must follow all National guidelines set forth for District Vice President candidates, including:

- i. Requesting sponsorship from the ABWA CCCEN Executive Board, prior to General Membership voting.
- ii. Presenting a campaign budget and fundraising plan, specifically identifying the financial and non-financial commitments expected of ABWA CCCEN, prior to General Membership voting.
- iii. Requesting sponsorship from the ABWA CCCEN General Membership, including the financial and non-financial commitments expected of ABWA CCCEN.
- iv. Receiving a majority vote of approval from a quorum of the ABWA CCCEN General Membership.
- v. Open a checking account that is separate from the ABWA CCCEN Operating account to deposit campaign funds into. This checking account is to be managed by the VP of Finance and the President.
- vi. All funds reimbursed to the District II Vice President candidate are subject to the availability of funds in the League and Campaign Budget.

10. Awards Committee

- a. The ABWA CCCEN Executive Board will set and approve awards criteria by September 1st.
- b. The Executive Board will appoint an awards chairperson by December 1st to lead a committee of 3 – 5 members who will draft the League eligibility criteria for the Woman of the Year, Protégé, and National Top Ten Nominees for Board approval. The Awards Committee Chair will review the ABWA CCCEN Awards Handbook and follow the instructions contained in there.

11. Nominating Committee

- a. Chairman of the Nominating Committee shall have been a member of CCCEN for at least one year prior to nomination.
- b. The Nominating Committee will publish the ballot of nominations for officers as recommended by the Committee in the newsletter or via website preceding the meeting of the election of officers.

12. Auditing Committee

- a. The President will appoint 2 ABWA CCCEN members to the Auditing Committee by June 1st.
- b. The Auditing Committee will complete the financial audit of the books by July 31st.