

**WOMEN'S BUSINESS FORUM
STANDING RULES**

- 1. A member must for at least one year own her own business or have management decision-making capabilities.**
- 2. A member's business classification cannot conflict with another member, unless waived by the other member and approved by the Board.**
- 3. A member must be fully licensed and in good standing in her appropriate profession.**
- 4. A member must have a good reputation in the community.**
- 5. A person is proposed for membership by another member of the Women's Business Forum.**
- 6. An applicant completes an application, attaches a resume', and pays a \$50.00 application fee which is refundable if membership is declined.**
- 7. An applicant is invited to a luncheon of Women's Business Forum and does a brief introduction of herself.**
- 8. The Executive Committee meets and votes on the application for membership, then if approved makes recommendation to membership at large.**
- 9. The general membership at large notifies the Executive Committee within 10 days from notification of any objections to the proposed applicant joining.**
- 10. The new member pays her quarterly dues and becomes a member of the Women's Business Forum.**
- 11. The fiscal year for the Forum is April 1 through March 31.**
- 12. A member may not substitute another person in her place to attend a meeting.**
- 13. If a member must bring a guest to a non-guest meeting, she will be charged \$35.00. A prospective guest that may be eligible for membership must be preapproved to attend a given meeting.**
- 14. There is no general luncheon meeting in August, no board meeting and no newsletter.**

- 15. There are no excused absences.**
- 16. Each member shall be required to provide as many business cards as needed to facilitate the ongoing business of the Forum.**
- 17. Each member shall have a name badge.**
- 18. Each member may market their business by providing door prizes for the meetings.**
- 19. Each year the Forum will elect a “Woman of Excellence” to represent the group at the Federation of Houston Professional Women Gala.**
- 20. The Forum’s Federation delegate and previous year’s honoree are in charge of the election of the FHPW Woman of Excellence.**
- 21. The Forum’s delegates to the Federation of Houston Professional Women shall be reimbursed their cost to attend the quarterly meetings.**
- 22. Each year the board shall prepare the calendar of general luncheon meetings and board meetings for the following calendar year.**
- 23. Each year the Forum may be involved in a special project for the community.**
- 24. Each guest attending our luncheon will receive a business card holder with the cards of each member inserted.**
- 25. Any member may petition the Board for approval to have an extended leave of absence.**
- 26. A member cannot miss more than 4 meetings in a fiscal year.**
- 27. Any member granted an extended leave must timely pay her dues.**
- 28. The President shall appoint a Nominating Committee composed of a minimum of four (4) members.**
- 29. The Nominating Committee shall include but is not limited to the current President, a Past President, the President Elect and at least one member at large not currently serving on the Board and the committee chair shall be appointed by the current President.**
- 30. The Nominating Committee shall meet no later than January 31st of each year to review the current membership list and make recommendations**

for the proposed slate of officers for the coming year which shall be presented at the February luncheon meeting with the vote and election to follow at the March luncheon meeting.

- 31. The Executive Board may make available to the membership a copy of the minutes of the Executive Board meetings.**
- 32. The Forum shall publish a newsletter to all its members.**
- 33. The annual installation luncheon of officers shall be at the April meeting.**
- 34. The Executive Board may determine the dues of the Forum.**
- 35. Dues are paid quarterly in the amount of \$100 and are considered late if not paid by the 15th day of the first month in that quarter.**
- 36. For dues not received by the 15th day of the new calendar quarter, a \$10 late charge will be assessed.**
- 37. Members are not in good standing if dues and related late charge are delinquent by 30 days and attendance to meetings is not acceptable unless dues are current.**
- 38. For return items including but not limited to NSF checks that result in additional bank fees, the member shall reimburse Women's Business Forum for that respective charge and any related fees resulting from that return item.**
- 39. An annual membership assessment of \$45 will be assessed in January of each year. Any waiver of the annual assessment must be board approved each year.**

**Adopted By Executive Board
March 25, 2010:**

**Linda S. V. McAdams
2009 – 2010 President**