

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 full 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. A person completes an application, attaches a resume, and pays a \$50.00 application fee.**
- 7. A person 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 person becoming a member, then notifies the membership if approved.**
- 9. The general membership notifies the Executive Committee within 10 days of any objections to the person joining.**
- 10. The new person pays her 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 cannot miss more than 4 meetings in a fiscal year.**
- 13. A member may bring a guest to a designated guest meeting only.**
- 14. A member may not substitute another person in her place to attend a meeting.**
- 15. If a member must bring a guest to a non-guest meeting, she will be charged \$25.00.**

- 16. There is no general luncheon meeting in August, no board meeting and no newsletter.**
- 17. There are no excused absences.**
- 18. Each member shall be required to provide as many business cards as needed to facilitate the ongoing business of the Forum.**
- 19. Each member shall have a name badge.**
- 20. Each member may market their business by providing door prizes for the meetings.**
- 21. Each year the Forum will elect a “Woman of Excellence” to represent the group at the Federation of Houston Professional Women Gala.**
- 22. The Forum’s Federation delegate is in charge of the election of the Woman of Excellence.**
- 23. Each year the board shall prepare the calendar of general luncheon meetings and board meetings for the following calendar year.**
- 24. Each year the Forum will be involved in a special project for the community.**
- 25. If a member is unable to attend a guest meeting, she is not to send a guest alone to the luncheon meeting.**
- 26. Each member will receive a business card holder with the cards of each member inserted.**
- 27. Any member may petition the Board for approval to have an extended leave of absence.**
- 28. Any member granted an extended leave must timely pay her dues.**
- 29. The President shall appoint a Nominating Committee composed of a minimum of four (4) members.**
- 30. 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.**

31. **The Nominating Committee shall meet in February of each year to review the current membership list and make recommendations for the new slate of officers to be voted on at the March luncheon meeting.**
32. **The Executive Board may make available to the membership a copy of the minutes of the Executive Board meetings.**
33. **The Forum shall publish a newsletter to all its members.**
34. **The annual installation luncheon of officers shall be at the April meeting.**
35. **The Executive Board may determine the dues of the Forum.**

**Adopted By Executive Board
on October 27, 2005:**

**Lynda F. Burke
President**

