

ACCOUNTING & FINANCIAL WOMEN'S ALLIANCE

Milwaukee Chapter, Number 41

Bylaws

ARTICLE I NAME

The name of this organization shall be Milwaukee Chapter, Number 41, of the Accounting & Financial Women's Alliance (AFWA), hereinafter referred to as "the Chapter." It is recognized that this association was founded as the Milwaukee Chapter, Number 41, of the American Society of Women Accountants (ASWA), and these bylaws shall reflect the founding name herein and to be used in conjunction with "Accounting and Financial Women's Alliance" in legal documents or tax filings, where appropriate.

ARTICLE II MISSION

The mission of this organization is to enable women in all accounting and finance fields to achieve their full potential and to contribute to their profession.

ARTICLE III MEMBERS

Section 1 There shall be six [6] classes of membership: regular, associate, affiliate, retired, honorary, and emeritus.

A. Regular

1. Qualifications:

- a. Actively engaged in accounting or finance for two [2] or more years, or
- b. Hold a valid CPA certificate, its equivalent, or other accounting or financial certifications with similar education or experience requirements as determined by the Board of Directors, or
- c. Hold a bachelor's degree with a major in accounting or finance, or its equivalent.

2. Shall have full rights of membership.

B. Associate

1. Qualifications:

a. Regularly enrolled students in post-secondary educational institutions, majoring in accounting, finance, or its equivalent, or

b. Actively engaged in accounting or finance with less than two [2] years experience.

c. Limited to two [2] years following attainment of qualifications for regular membership and a maximum of seven [7] years.

2. Shall vote and may hold elective office.

C. Affiliate

1. Qualifications:

a. Not actively engaged in accounting or finance, and

b. Have a substantial interest in accounting or finance.

2. Shall vote and may hold elective office.

D. Retired

1. Qualifications:

a. Age sixty-five [65] or older and a regular or associate member for the shorter of five [5] consecutive years or the life of the chapter; or

b. Retired from all gainful employment due to disability; or

c. Age fifty-five [55] or older and retired from all gainful employment and a regular or associate member for the shorter of ten [10] consecutive years or the life of the Chapter.

2. Shall retain the rights previously held as regular or associate members.

E. Honorary

1. Qualifications:

a. Outstanding women whose professional achievements exemplify the standards encouraged by the mission statement of the organization, and

b. Approved by a two-thirds [2/3] vote at the stated business meeting.

2. Honorary members who were members upon election to honorary membership shall retain their former rights and privileges in the organization.

3. The Chapter assumes the liability for National dues for all members it elects to honorary membership in the Chapter.

F. Emeritus

1. Qualifications:

- a. A regular member who is at least 70 years old and a member for at least 30 years.
- b. Emeritus members do not pay national dues but are responsible for chapter dues, and shall retain the rights previously held as a regular member.

Section 2 Application for membership and reclassification shall be approved by the national Board of Directors. Such approval shall be based on criteria for membership outlined in the National Bylaws.

Section 3 The Board of Directors shall establish the dues for all classes of membership limited to one increase annually. Honorary members shall pay no dues. The National Board may authorize dues credits, reinstatement fees, and initiation fees. By January 31, members will be notified of dues structure, credits, and fees in effect for the following administrative year. Dues are payable in advance on or before the member's anniversary renewal date each year.

Section 4 Termination of membership:

- A. Any member who fails to pay dues or fees within sixty [60] days of invoice date shall be automatically dropped from membership.
- B. Membership in the organization shall be terminated by a two thirds [2/3] vote of the national Board of Directors under the conditions and procedures prescribed in the organization's parliamentary authority.
- C. If a member is terminated by National Board of Directors, they are automatically terminated from the Chapter.

ARTICLE IV OFFICERS

Section 1 The officers of the Chapter shall be a president, a president-elect, a vice president, a secretary, a treasurer, the immediate past president, and up to 6 directors. The number of directors shall be determined by the president with the approval of the Board of Directors and reported to the nominating committee. These officers shall perform the duties prescribed by the bylaws, the standing rules, and the parliamentary authority adopted by the organization.

Section 2 The Nominating Committee shall consist of three members, the president-elect and two members elected by the membership no later than the January meeting of the year.

- A. The Chair of this committee shall be the president-elect. If there is no president-elect, the Chair shall be appointed by the Board of Directors.
- B. A vacancy on the committee shall be filled by the Board of Directors.

Section 3 The Nominating Committee shall report their nominations for officers and directors to the membership no later than the regular March meeting of the Chapter. Additional nominations may be made from the floor, if consent of the member has been obtained.

- A. Annual election of the officers and directors shall be held no later than the regular April meeting of the Chapter.
- B. The officers and directors shall be elected by ballot. If there is only one candidate for each office and director, the president shall declare the slate elected.
- C. Newly elected officers and directors shall take office at the beginning of the administrative year.

Section 4 To serve as president or president-elect, the member must have previously served on the Board of Directors.

Section 5 The directors shall be elected to serve for one year or until their successors are elected. The following are key areas to be covered by the directors: Public Relations, Membership, Fundraising, Scholarship, and Student Activities. Additional directors may be determined by the president with the approval of the Board of Directors. Members of the Executive Committee shall hold office for one year or until their successors are elected, with the exception of the Treasurer who shall hold office for two years or until their successor is elected. The officers' term of office shall begin at the beginning of the organization's fiscal year, July 1.

Section 6 A vacancy in the office of the president shall be filled by the president-elect who shall complete that term and the term for which elected. A vacancy in the office of president-elect shall not be filled until the next regular election. If a vacancy occurs in both the office of president and the president-elect, the office of the president shall be filled by the Board of Directors. A vacancy in all other offices shall be filled by appointment of the president with the approval of the Board of Directors.

Section 7 No officer shall be eligible to serve more than three [3] consecutive terms in the same office. An officer having served three [3] consecutive terms may serve again in the same office after the expiration of one [1] year.

Section 8 An officer may be removed from office by a two-thirds vote of the Board of Directors under the conditions and procedures prescribed in the organization's parliamentary authority.

Section 9 The Chapter shall indemnify its officers to the fullest extent permitted.

Section 10 Any member of the Board of Directors who, during a term of office, has three unexcused absences, as determined by the Board of Directors, shall automatically be removed from office.

ARTICLE V MEETINGS

Section 1 The Chapter shall hold at least six regular monthly meetings each year at a time and place fixed by the Board of Directors.

Section 2 The regular meeting, determined by the incoming president, shall be known as the annual meeting and shall be for the purpose of receiving reports of officers and committees, and any other business that may arise.

Section 3 Special meetings may be called by the president or a majority of the Board of Directors.

Section 4 A quorum shall consist of twenty-five (25) percent of the members of the Chapter.

Section 5 Procedures for conducting Board business by mail/e-mail

- A. The vote is only official if all board members participate in the board call and the vote is unanimous.
- B. If the vote is not unanimous with 100% participation, then one of the following courses of action must be taken.
 1. If the matter is not pressing, it will be postponed until the next in-person meeting.
 2. If the matter needs to be voted on before the next in-person meeting, then discussion by email must be provided. Comments received in the original call shall be distributed along with the new ballot. The vote on the new ballot shall be declared the final vote on this motion, or
 3. A vote can be made via conference call.

ARTICLE VI REPRESENTATION AND VOTING

Section 1 The Chapter shall be represented at meetings of the Accounting & Financial Women's Alliance as provided for in the National Bylaws.

Section 2 Credentials of delegates, alternates, proxies and proxy alternates shall be assigned as provided in the National Standing Rules.

Section 3 Delegates and alternatives to the National annual meeting and special meetings for the ensuing administrative year shall be elected by a majority vote of the members present at the regular August meeting or at any

other regular or special meeting of the membership providing notice of such election is sent with notice of the meeting.

ARTICLE VII BOARD OF DIRECTORS

Section 1 The officers of the Chapter shall constitute the Board of Directors.

Section 2 The Board of Directors shall have general supervision of the affairs of the Chapter between its business meetings and shall perform the duties as described by these bylaws and the standing rules. The Board shall be subject to the orders of the Chapter, and none of its acts shall conflict with action taken by the Chapter.

Section 3 Meetings:

- A. The president, with the approval of the Board of Directors, shall designate the time and place of the regular meetings.
- B. Special meetings may be called by the president and shall be called at the request of a majority of the members of the Board.
- C. A majority of the members of the Board shall constitute a quorum.
- D. Business of the board may be transacted by mail or electronic communication and vote.

ARTICLE VIII COMMITTEES

Section 1 The Executive Committee shall be composed of the president, president-elect, vice president, secretary, and treasurer.

- A. The Executive Committee shall have general supervision of the affairs of the Chapter between meetings of the Board of Directors. The Executive Committee shall be subject to the orders of the Chapter and the Board, and none of its acts shall conflict with the actions taken by the Chapter or the Board.
- B. Special meetings may be called by the president and shall be called at the request of a majority of the Executive Committee.

Section 2 The Finance Committee shall be composed of at least the chapter treasurer who will serve as the committee chair. The purpose of the committee is to prepare a budget for board approval and make investment recommendations.

Section 3 Committees may be appointed by the president with the approval of the Board of Directors whenever deemed necessary to the welfare and development of the Chapter. The president shall be the ex officio member of all committees except the Nominating Committee. The president, with the approval of the Board, shall fill any vacancies.

Section 4 Additional standing committees are listed in the chapter standing rules.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the AFWA bylaws, and any special rules of order the organization or chapter may adopt.

ARTICLE X AMENDMENT OF BYLAWS

Section 1 The bylaws may be amended at any meeting or by e-mail by a two-thirds [2/3] affirmative vote of total votes cast, provided that the number of total votes represents a quorum of the membership, and provided notice of the proposed amendment has been provided to each member in writing via e-mail or other electronic document at least thirty [30] days prior to the vote.

Section 2 All amendments adopted by this Chapter shall be submitted to the National Bylaws Chair for approval before becoming effective.

Section 3 When amendments to the National Bylaws shall have an effect on this Chapter's Bylaws, such amendments shall become automatically effective for this Chapter. Notice in writing shall be sent to the membership.

ARTICLE XI INACTIVE STATUS

Section 1 This Chapter can become inactive under the National standing rules for inactive status chapters by a two-thirds [2/3] vote of the existing board of directors.

Section 2 Within thirty [30] days from the date this Chapter has voted to become inactive, by its board of directors, it shall complete and send the inactive status election form to National headquarters, and follow the procedures set out for inactive status chapters.

ARTICLE XII DISSOLUTION

Section 1 This Chapter can be dissolved by a two-thirds [2/3] vote of the members present and voting at a membership meeting, if notice of such vote has

been submitted to each Chapter member in writing at least thirty days [30] in advance.

Section 2 Within thirty [30] days from the date this Chapter has voted to dissolve by its members, it shall provide written notice of the dissolution vote and surrender its charter and all books and records to the National Headquarters office. The Chapter will be officially dissolved acceptance of this information by the National Board.

Section 3 In the event of dissolution of the Chapter, any remaining funds will go to a nonprofit organization that is exempt under Section 501(c)(3) of the Internal Revenue Code as follows:

- A. The Foundation of Accounting & Financial Women's Alliance if it exists,
or
- B. AFWA National or another nonprofit organization working for the benefit of women in the accounting and finance profession to be chosen by the trustees of the dissolution.

**ACCOUNTING & FINANCIAL WOMEN'S ALLIANCE
MILWAUKEE CHAPTER #41
STANDING RULES**

**I. Accounting & Financial Women's Alliance ("AFWA" or "the Chapter")
Standing Rules**

- A. The purpose of the standing rules is to record the Chapter's policies and procedures. The standing rules of the chapter shall be maintained by the Bylaws Chair. These rules are meant to supplement, and not to duplicate the Bylaws.
- B. A copy of these standing rules shall be presented to each officer, board member and committee chair. Copies are available to other Chapter members who request it.
- C. The standing rules shall be read and discussed at the first Committee meeting, for every committee, each year.
- D. All activities undertaken by the Chapter will comply in every way possible with the goals and action plans set for the year.
- E. The fiscal and administrative year of the Chapter shall be July 1 through June 30.
- F. The standing rules may be amended by a majority vote of the Board of Directors. Before any changes are suggested, the Chapter Bylaws will be reviewed to make sure that said changes do not conflict with the chapter bylaws.

II. Duties of Officers

- A. The duties of the officers shall be such as implied by their respective titles or as defined in the AFWA Bylaws (Articles V and VI), and in addition as follows.
 1. President
 - Preside over all Board and Membership Meetings.
 - Preside over Board Orientation & Annual Planning Meeting.
 - Delegate & coordinate all committees.
 - Coordinate volunteers for meeting check-in duties.
 - Prepare President's Message for the chapter website or other chapter correspondence.
 - Monitor chapter progress and performance.

- Prepare summary report at end of year.
 - Acts as ex-officio to all committees except Nominating Committee.
2. President-Elect – Nominating Committee Chair
- Attend Board Orientation & Annual Planning Meeting.
 - Attend all Board and Membership Meetings.
 - Fill in when President is not available or for special assignments.
 - Send in “slate of new officers” to National after the election.
 - Chair Nominating Committee.
 - Order name badges for members requesting them. Members will be charged the estimated cost of their badges.
3. Vice-President – Program Chair
- Attend Board Orientation & Annual Planning Meeting.
 - Attend all Board and Membership Meetings.
 - There are three primary responsibilities associated with this position, which can be divided among committee members:
 - A. Coordinating topics and speakers for meetings
 - B. Hospitality for meetings (venue arrangements, reservations, meals, etc.)
 - C. Continuing professional education (CPE) compliance
- A. Topic and speaker coordination:
- Select topic and obtain speaker for meetings that will comply with CPE standards if CPE is offered.
 - Obtain all information from speaker that is required for CPE compliance, including but not limited to presentation summary, speaker bio, timed outline, copy of presentation materials. If necessary, confirm with National whether the program will qualify for CPE.
 - Coordinate speaker audio/visual needs.
 - Assist Student Activities Committee with obtaining a speaker for Student Night.
 - Provide speaker information to the Public Relations Chair at least two months in advance.
 - Prepare and maintain speaker evaluation form and distribute at meetings.

- Introduce speaker with bio.
- Obtain speaker gifts. Submit receipts to the Treasurer for reimbursement. Present speaker with thank-you note and gift immediately after their presentation.
- Maintain historical list of topics and speakers in Chapter's document storage system to assist in choosing topics for future meetings.

B. Hospitality:

- Before the annual meeting, contact venue to confirm cost of meetings and provide that information to the Treasurer who will be preparing the Budget.
- After the meeting dates are set for the year, contact the venue selected to confirm dates, menus and room setup.
- Attend to meeting arrangements (location, venue contract, menu, table setup, headcount) for all meetings including Student Night. Confirm reservation count with meeting venue prior to each meeting.
- Provide Treasurer, President and meeting check-in volunteer with list of reservations prior to each meeting.

C. CPE:

- Confirm that we have all required information from speaker needed to receive CPE approval based on list from national organization/NASBA. Contact program chair for any missing documentation.
- Pick up signed CPE list and program evaluations at the end of each meeting.
- Prepare required documentation and submit to national organization within 2 weeks of event.
- Distribute CPE certificates to attendees by e-mail after the meeting within 2 weeks of event.
- Maintain required documentation and CPE approvals in Chapter's document storage system for 5 years.

4. Secretary

- Attend Board Orientation & Annual Planning Meeting.
- Attend all Board and Membership Meetings.
- Record minutes of all Board Meetings and submit to Board for Approval.

- Record minutes of Membership Meetings and save in the Chapter's document storage system by the 10th day of the following month. Present minutes at meeting for approval. Submit Minutes to National as required.
 - Prepare and respond to correspondence locally and nationally.
5. Treasurer – Finance Chair
- Attend Board Orientation & Annual Planning Meeting.
 - Attend all Board and Membership Meetings.
 - Prepare monthly Treasurer's Report and save in the Chapter's document storage system prior to the meeting. Present Treasurer's Report at meeting.
 - Prepare budget for submission to the Board.
 - Responsible for all financial transactions for the chapter.
 - Responsible for seeking annual Financial Review and maintaining all financial records.
 - Chair Finance Committee.
6. Past-President – Bylaws Chair
- Attend Board Orientation & Annual Planning Meeting.
 - Attend all Board and Membership meetings.
 - Responsible for Bylaws and Compliance.
 - Maintain copy of current National bylaws, local bylaws and standing rules.
 - Prepare e-mail notification to members of bylaw changes at least 30 days prior to vote. Public Relations chair or committee member to send out correspondence to current Chapter members.
 - Submit approved changes to National for final approval.
 - Maintain access of members to chapter's document storage system. Remove those who should no longer have access and add access as needed.
7. Directors
- Attend Board Orientation & Annual Planning Meeting.
 - Attend all Board and Membership Meetings.
 - Oversee assigned committees and report monthly at the Membership meetings.

III. Committees

1. The standing committees shall be: Bylaws (Past-President), Finance, Fundraising, Membership, Nominating, Program (VP), Public Relations, Scholarship, Student Activities.

1. Finance Committee

- The Finance Committee shall prepare a budget which is submitted to and approved by the Board of Directors at the beginning of each fiscal year. The Treasurer and Finance Committee will be responsible for preparing the budget for the upcoming year, including in their final year as outgoing Treasurer and Finance Committee, with assistance from the incoming Treasurer.
- The Treasurer shall exercise due diligence in verifying and paying all budgeted expenditures. All other bills shall be presented to the Board of Directors for approval before payment.
- The Board of Directors, at its discretion, may refuse to approve any unauthorized and unbudgeted expenditure which has not been previously discussed with the Board. In such case, the liability shall remain with the member incurring the expense.
- The chapter shall have at a minimum two authorized signors: Treasurer and/or President, President-Elect, Secretary.
- The outgoing Treasurer shall pass the necessary files to the Audit Committee no later than July 31 and shall be available for consultation during the audit.
- The audit report shall be completed no later than August 31.

2. Fundraising Committee

- Plan, organize and execute fundraising activities for the chapter.

3. Membership Committee

- Maintain a prospective membership list and encourage prospective members as appropriate.
- Obtain and save membership lists to chapter's document storage system monthly.
- Prepare and distribute "Potential Member" packets to all guests at monthly meetings and for special events including Student Night.
- Responsible for "follow-up" calls or personalized follow-up notes to potential new members, including all non-members attending meetings.

- Orient new members to the benefits of AFWA.
 - Advise Public Relations chair to add prospective members to the chapter's General e-mail distribution list and to add new members to the Members Only distribution list.
 - Follow-up on non-renewing members (telephone call and/or survey).
4. Nominating Committee
- Meet no later than January to review positions and possible candidates. Contact current office holders and potential candidates to determine their interest in filling positions.
 - Provide updates at the February and March meetings as to the status of the "Slate of Officers".
 - Present in writing via electronic newsletter, a "Slate of Officers" at the April general membership meeting for consideration and a "call for nominations" from the floor. Public Relations chair or committee member will send out Slate of Officers to the members.
 - Update historical list of chapter leaders to reflect new officers and directors for upcoming year.
5. Public Relations
- Responsible for regularly updating email list including members, potential members and general chapter distribution list.
 - Responsible for sending monthly meeting notice to the e-mail distribution list as soon as possible after the first of the month in which the meeting is being held.
 - Responsible for sending Minutes from prior month's chapter business meeting and Treasurer's Report from the prior month end to members before the subsequent monthly chapter meeting.
 - Responsible for e-mailing other correspondence to membership or general interest e-mail distribution list.
 - Send out announcements on upcoming events and/or meetings using a variety of media outlets.
 - Plan publicity in coordination with special events including Student Night.
 - Maintain Chapter website and Social Media postings.
6. Scholarship

- A scholarship committee comprised of the trustees of the scholarship fund shall report at each meeting.
- Maintain distribution list by researching or contacting universities and colleges to obtain contact information for the appropriate persons to send scholarship information to (finance office, professors, etc.).
- Send applications to universities and colleges to obtain scholarship candidates.
- Provide the Public Relations Chair with requirements and applications for the website.
- Review and select scholarship applicants.
- Scholarships may be awarded annually from the scholarship fund. A scholarship may be given to an accounting or finance student who is a Wisconsin resident attending a school with a Wisconsin campus, including on-line attendance at such school, which offers a four (4) year bachelor's degree with a major in accounting or finance. Subject to advisement of the scholarship committee an additional scholarship may be awarded to a student with a major in accounting or finance who is a Wisconsin resident attending a school with a Wisconsin campus, including on-line attendance at such school, which offers a two (2) year associate degree with a major in accounting or finance.
- Submit Chapter student recipient to national for consideration of a scholarship at the national level.
- Notify the Treasurer by e-mail or other written correspondence as to the timing of scholarship payments to the student and school.
- Conduct the monthly scholarship raffle including raffle prizes.
- Submit raffle proceeds along with receipt for raffle prize to Treasurer at each meeting.
- As part of budget process, discuss with Officers and Directors the availability of funds for next year's scholarships.

7. Student Activities

- Chair or co-chairs are responsible for the overall coordination for Student Night, including coordination with other professional organizations if applicable.
- Work with the Program committee (hospitality) to determine night and venue.
- Obtain major corporate sponsor.

- Work with the Vice-President-Program Chair to obtain speaker.
- Obtain CPA review scholarships.
- Develop Student Night Flier.
- Contact schools to obtain names of accounting professors along with e-mail and telephone contact information.
- Send Student Night Flier to professors.
- Develop Corporate Sponsorship Flier. Ask members for assistance in distributing flier.
- Treasurer to send invoices to sponsors as requested.
- Public Relations committee to send out invitations to the event to Chapter's distribution list.
- Program committee (hospitality) to oversee venue regarding food/setup/final count. Approve final venue invoice.
- Obtain other raffle items.
- Public Relations Chair to assist by updating website and sending out information to media outlets.
- Request Treasurer to obtain additional change for use in selling raffle tickets.
- Prepare evening agenda and sponsorship brochure for the night of the event.
- Select a moderator for the event to assist in monitoring the Evening Agenda.
- Obtain blank name tags to be filled out by attendees at event. 2 members to assist with checking in attendees.
- 2 members to assist with selling raffle tickets.
- Member of the Scholarship Committee to provide information on both local and national scholarship.
- 2 members to assist with the raffle on the night of the event.
- CPA review raffles: have a member assist with gathering information from the student as the raffles are picked up, i.e. have a list of the raffles and then have each student provide their name, school and contact information to the member before they go back to their seat.
- Raffle other donated items.
- Send thank you notes to major sponsor and other corporate sponsors.

- Send thank you notes to CPA vendors along with the names of the winner.
 - Treasurer to provide an accounting of the event.
3. Committees may be appointed by the President with the approval of the Board of Directors.
 4. Any Chapter member may request the President to appoint a special committee. The member shall incorporate into the request the responsibilities and duties of that committee if appropriate. Should the President appoint the special committee, she/he shall specify in writing to that committee, at the time of appointment its responsibilities and duties.
 5. Committee Chairmen shall pass their files to their successors no later than the Annual Planning meeting.

IV. Monthly Meeting

- A. Milwaukee Chapter #41 shall meet each month. The technical program will begin after the meal and the business meeting will follow. The date, time and format of meetings may be changed at the discretion of the chapter Board and will be communicated to the members by way of the meeting notice.
- B. The price and location of meetings shall be approved by the Board of Directors.
- C. Guests of speakers shall be charged the guest rate.
- D. Student guests shall be charged the guest rate except for Student Activities.
- E. Members/guests not canceling reservations by the printed deadline shall be billed by the Treasurer. In extraordinary circumstances exception shall be determined by the Board of Directors.
- F. Remuneration may be paid to speakers for any of the programs at the discretion of the Board if provided in the budget. The speaker's meeting fee shall be paid for out of Chapter funds and a gift offered to the speaker will be paid for out of budgeted funds.

V. Business Meeting

- A. The following shall be the order of business:
 - Call to order
 - Approval of agenda
 - Reading and approval of minutes of previous meeting

- Report of the Officers (in order listed in the bylaws)
- Report of the Board
- Committee Reports (In order listed in bylaws/standing rules. Special committees last, in order formed.)
- Unfinished Business
- New Business
- Announcements
- Adjournment

Any member who has an item of business to be discussed at a regular monthly meeting shall contact the president at least 24 hours in advance to see if the same can be placed on the agenda.

- B. The Treasurer's report shall be available for review by members at the registration table at the regular monthly meeting.
- C. A motion may be made and unanimously approved that the chapter dispense with the reading of the minutes at a regular business meeting.

VI. Board Meetings

- A. Board meetings shall be held at such time as called by the President.
- B. The incoming President may call a meeting of the incoming Board of Directors to prepare for the coming year. Any action taken at the meeting will automatically become effective on July 1 after being ratified at the first meeting of the Board.
- C. Board meetings are open to all interested members.
- D. A joint meeting of the outgoing and incoming Board members shall be held in July. At this meeting, officers and committee chairs should be prepared to forward their files from the previous year(s) to their successors.

VII. Representation at National Meetings

- A. The Chapter president, if able to, will serve as delegate to the Annual Business Meeting. Other delegates may be elected in addition to or in lieu of the president. The number of votes carried by the delegate is determined in accordance with the National Bylaws. Delegates to the annual meeting generally go informed by the Chapter. Membership meeting time is set aside for discussion to attempt to reach consensus on the issues expected to arise at the Annual meeting.

- B. The Chapter shall pay the registration fee for the President at the Annual conference.
- C. The Chapter shall pay 50% of the registration fee for the President-elect at the Annual Conference.
- D. If the chapter has budgeted additional funds for the Annual Conference, the budgeted amount may be shared by conference attendees in the following order:
 - a. Officers, board members or directors other than the President or President-elect.
 - b. All other chapter members only if no officers or directors other than the President or President-elect are attending.
- E. If provided in the budget, first-time attendees to a National Conference may also be eligible for partial reimbursement.
- F. If the chapter has budgeted additional funds for a regional conference, specific criteria will be determined by the Board of Directors for distributing the funds.
- G. The representatives using the budgeted funds will furnish the Chapter with receipts for expenses to be reimbursed by the Chapter.