



Standing Rules for 2017

1. FHPW membership may be comprised of Standard Member Organizations and Student Member Organizations. Student Member Organizations are defined as student organizations affiliated with an accredited college or university. All other member organizations are classified as Standard Member Organizations. Both Standard and Student organizations must qualify for membership as outlined in the Bylaws.
2. New member organizations shall receive immediate membership benefits upon receipt of a completed qualifying application and dues payment. New member organizations dues shall be prorated the first year in whole dollars per quarter. If a member organization is not approved by voting members at the next scheduled quarterly event after submission, any monies received will be refunded.
3. Annual dues shall be \$125 per Standard and \$95 per Student member organization effective January 1 - December 31st. If a member organization renewal payment is not received by January 31st, a late payment penalty of \$25.00 per month will be imposed unless waived by the President and Treasurer based on reasonable circumstances preventing timely payment. Members not in good standing will forfeit membership benefits and awards until dues are brought current.
4. Quarterly event dates shall be the 4th Monday of January, April, July, and October (the first month of each quarter) unless other notice is given. Quarterly events will be at the Norris Conference Centers @ CityCentre unless published at least 30 days prior to the event.
5. Members' Presidents and Delegates shall identify themselves as the member organization's current representative(s) via online or upon check-in at FHPW quarterly events. If a delegate is not identified or present, a representative from that organization is eligible to vote on behalf of the membership. Member Organizations with over 100 members shall have two delegates.
6. All event reservations and payments will be made online using the FHPW reservation system. Electronic payments (credit card, debit card, and e-checks) will be processed via FHPW PayPal Account. This processing system minimizes costs and ensures members and guests may choose a payment method that meets their needs. An individual PayPal account is not required for electronic payments. All reservation payments are nonrefundable forgoing payment processing errors. A handling fee or surcharge will be automatically added to late online or pay at-door reservations for any event. Attendee meal availability and/or selection will not be guarantee same day or after reservation deadline.
7. The Membership Director shall notify the Board when any member organization is unrepresented for two consecutive meetings.
8. Board meetings will be on the second Monday of each month, unless rescheduled. The Board may remove any director from her position who is absent from three board meetings. The President may remove any officer after two board absences and appoint a member to fill the vacant position, in accordance with Bylaws Articles 5.19 and 5.20. Board members are expected to attend at minimum three quarterly events each year.
9. The President will appoint Directors for the Awards Gala, Education, Marketing, Membership, Policies and Procedures, Programs, Reservations, and Media. Each director may appoint committee members to serve the needs of organization.

- 10 Advisors and Coordinators will be assigned as needed to serve the interests and grow the organization. The President will appoint at minimum a Past Presidents' Advisory Council, Technology Advisor, and Travel Coordinator. Advisors and Coordinators serve during the calendar year and may elect to serve multiple years. Advisors and Coordinators may participate, but not vote, at meetings of the Board.
- 11 The Immediate Past President will support the Past Presidents' Advisory Council and help to maintain and coordinate communications with past presidents of FHPW. The Membership Director will help to maintain the membership roster contact information. A mid-year contact information request will be sent to member organizations. Additionally, the Membership Director will coordinate communications with member organizations working closely with the President and Administrative Secretary.
- 12 An Ad Hoc committee (Special Committee or Taskforce) is authorized by Bylaws Article VII and may be assigned specific duties with a specific timetable. Special Committee Chairs may participate, but not vote, at meetings of the Board.
- 13 Two individuals from the same organization may serve on the Board. Only one individual from the same organization shall serve as an Officer.
- 14 To ensure candidates are recruited and developed to fill key roles on the Board in succession of current elected or appointed positions, the President, President-Elect, and Awards Gala Director will work closely to provide opportunities for current members to shadow roles as they plan to rotate in the upcoming year. Key roles would include President-Elect, Treasurer, Awards Gala Director, and Policies and Procedures Director, and preferably the candidates will have served at least one full year (12 months) on the Board. Effective, proactive succession planning will leave the organization well prepared as board members transition.
- 15 The Board will not recognize Women of Excellence honoree(s) if (a) the member organization is not in good standing with FHPW and (b) the honoree violates any FHPW published values. The Board may elect not to recognize a Woman of Excellence honoree if she does not adhere to published Gala guidelines and deadlines. In the event a Women of Excellence commitment is received after published deadlines and FHPW elects to honor the recipient, the honoree or member organization may be charged for all costs associated with the acceptance of any late submissions.
- 16 FHPW Standing Rules shall be reviewed yearly and approved by the Executive Board and Directors. Changes shall be published no later than the next board meeting following adoption.

Standing Rules:

Approved March 7, 1994
 Revised October 7, 1998
 Revised October 25, 1999
 Revised January 1, 2001
 Revised October 2002

Revised February 6, 2003
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