



2019 STANDING RULES

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 at CityCentre, 816 Town and Country Boulevard, Suite 210, Houston, TX 77024 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...
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. All reservation payments are nonrefundable forgoing payment processing errors. A handling fee or surcharge of \$10.00 will be automatically added to late online or pay at-door reservations for any event. Attendee meal availability and/or selection will not be guaranteed same day or after reservation deadline.
7. Board meetings will be on the second Monday of each month at 6:00 pm, unless rescheduled. Board members must attend at least three quarterly events each year and a minimum of ten board meetings per year. Board meeting attendance may be in person or online via Zoom.
8. The President will appoint Directors for the Awards Gala, Education, Marketing and Media, Membership, Policies and Procedures, Programming, Reservations, Past President Advisory Council and Advisors/Coordinators. Each director may appoint committee members to serve the needs of organization. The President of the Education Foundation will be a non-voting member of the FHPW Board.

- 9 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 Board meetings.
- 10 Three women from the same organization may serve on the Board. Only one woman from the same member organization shall serve as an Officer.
- 11 Effective, proactive succession planning will leave the organization well prepared as board members transition. 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.
- 12 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.
- 13 All documents and correspondence will be uploaded to the FHPW Dropbox cloud storage server by the responsible board member.
- 14 FHPW Standing Rules shall be reviewed yearly and approved by the Board and Directors. Changes shall be published no later than the next board meeting following adoption.

STANDING RULES REVISIONS:

Approved Mar 07, 1994	Revised Feb 06, 2003	Revised Apr 23, 2012
Revised Oct 07, 1998	Revised Jan 04, 2005	Revised Nov 09, 2015
Revised Oct 25, 1999	Revised Jan 03, 2006	Revised Feb 23, 2016
Revised Jan 01, 2001	Revised Apr 10, 2007	Revised Mar 14, 2016
Revised Oct 31, 2002	Revised Oct 19, 2010	Revised Aug 08, 2016
Revised Dec 10, 2017	Revised Mar 11, 2019	