

## MESA EAST VALLEY CHAPTER NO. 147

### STANDING RULES

#### MEETINGS

1. Twelve meetings are to be held from July through June each year. The format for such meetings can be flexible and may include educational programs, seminars, social events, or any other activity approved by the Board of Directors and/or the membership. No meeting should conflict with the Joint National Conference or the Southwest Regional Area Day.
2. The format for the meetings will be coordinated by the President or the respective committees sponsoring the meeting.
3. Members with reservations to any function who fail to cancel within the time listed in the Chapter bulletin shall be obligated to pay.
4. Name badges shall be given out to members at the start of the meeting and collected at the close of the meeting.

#### BUSINESS MEETING

1. The regular business meeting is to be held at the above scheduled membership dinner meeting.

#### REPRESENTATION

1. The Chapter shall budget funds each year to help defray costs to the Joint National Conference and Area meetings as follows:

A. The Chapter President is automatically the first delegate and chairman of the delegates selected for the Joint National Conference. If she is unable to attend, she is to appoint another to represent her with the Board's or Chapter's approval. The Chapter shall budget an amount to reimburse the cost of the hotel room reservations for the members attending the Joint National Conference. Members are encouraged to share the rooms to minimize the cost of the hotel reservations.

B. The Chapter shall budget, if possible, an amount for the cost of hotel reservations for members to attend the Southwest Regional Area Day Conferences.

#### CHAPTER REMEMBRANCES

1. Cards may be sent to Chapter members who are ill. Cards may be sent to members who have death in their immediate family.
2. The Board of Directors shall limit the amount spent for such cards by putting definite limit on the funds into the yearly budget.

## PAYMENT OF BILLS

1. All bills shall be presented to the Board of Directors and/or the membership for approval prior to payment by Treasurer, with the following exceptions:

A. Cost of meals at regular or special meetings when such bills are customarily paid on presentation at the meeting.

B. All bills provided for in the budget (with proper receipts) may be paid timely, at the discretion of the Treasurer, and reported at the next Chapter meeting or included in the newsletter.

C. Hotel bills for the Joint Annual Conference and the Southwest Regional Area Day conferences shall be paid upon presentation of the bills to the Treasurer if included in the budget.

2. The Board or Chapter, at its discretion, may refuse to approve any unauthorized and unbudgeted expenditures. In such case, the liability will remain with the member incurring the expense.

## PERFECT ATTENDANCE

Awards will be given members having perfect attendance at regular business meetings each year from July 1 through May 30; two absences from the Chapter business (membership) meetings being allowed, which must be made up at attendance at a Joint Annual Conference, an area day, or at another Chapter's business meeting. Members shall be responsible for notification to the Chapter Treasurer or assistant Treasurer of makeup to the attendance records.

## ADVERTISEMENTS

Placing of advertisements in the newsletter will be \$5.00 for a business card and \$10.00 for a half page.