

FEDERALLY EMPLOYED WOMEN ROCKY MOUNTAIN CHAPTER STANDING RULES

Section 1 – POLICY FOR REPRESENTATION

FEW members wishing to represent FEW at any event may do so with advance approval of the President or Chapter Board.

Section 2 – DUTIES OF OFFICERS

Annually, all officers shall prepare written goals for the year and present them to the Chapter Board. Refer to the Policies and Procedures Manual for additional guidance.

If an officer will be absent from a membership or Chapter Board meeting, that officer is responsible for arranging for a replacement to conduct or report on activities appropriate to the office.

Section 3 – MEETINGS

- a. Regular Chapter meetings shall be held the second Wednesday of even numbered months at 5 p.m.
- b. Chapter Board meetings shall be convened at the discretion of the President at least four times a year.

Section 4 – FINANCES

a. Annual dues shall be \$45.00 for all General Schedule graded positions, Wage Grade positions, employees who have received a reduction-in-force (RIF) notice and retired members. Dues shall be payable to the National Organization or the Chapter no later than the member's anniversary date. Dues shall be disbursed as follows: twenty-five dollars (\$25) for the National Organization **and** twenty dollars (\$20) to the Chapter. The Chapter shall disburse **ten** dollars (\$10) of the \$20 to the Rocky Mountain Region. Dues for those who are primary members of another chapter and also members of this chapter ("dual" members) shall be assessed **an** additional \$10.00 by the Chapter. Lifetime National members pay as previously stated, minus the \$25 assessment for National dues; they are still liable for the Region and Chapter (\$20) portion. The Chapter shall assess the Region **and** Chapter dues for dual members and lifetime members.

b. The President, Vice President, and Secretary-Treasurer shall be authorized to sign checks. Two signatures shall be required to issue checks.

c. The Chapter President shall appoint an independent entity to perform an audit of the Chapter's Finances. The President may request an audit at any time. An annual audit must be initiated by the end of the fiscal year and completed promptly **except in election years when an audit** shall be done at time of turnover of **financial** records even if the Treasurer is the same person.

Section 5 – AMENDMENTS

Standing Rules may be amended by a majority vote of members present at a Chapter meeting.

Section 6 – QUORUM

Five (5) members in good standing in attendance at a general membership meeting constitute a quorum. All business of the organization can be conducted with a majority vote of the quorum.

Amended: December 17, 2008