



Operating Procedures

FINANCES AND FISCAL YEAR

1. Revenue

The revenue of this Association shall be derived from:

- a. Dues
- b. Investment of funds

Nothing in this section shall preclude the receipt of revenues from other sources that may be determined from time to time by the Executive Board.

2. Dues

- a. Annual dues for Regular members shall be \$80.00. The fee for the first year's membership shall be \$80.00. Annual dues for Affiliate members shall be \$80.00.
- b. The Houston Association shall pay the National and Region dues for lifetime members Celia Foster, Barbara Lasher and Gail Dean and shall not charge any local dues for these members annually.

3. Payment

- a. All checks, drafts, or other orders of payment of money, notes or other evidence of indebtedness issued in the name of the Association shall require one signature(s) on amounts under \$100.00. Amounts over \$100.00 require two signatures. The President, President-Elect and Treasurer shall be the three authorized signatories, or such other officers as shall be determined by the Executive Board. The National Vice President of the Region to which the Local Association belongs shall also be an authorized signatory. All expenditures/vouchers shall be determined by the Executive Board. All expenditures/vouchers shall require approval by a majority of the Executive Board.

4. Budget

- a. A proposed Budget for the Association shall be presented to the general membership for adoption at the June/July meeting.
- 5. Internal Audit
 - a. An internal audit shall be made of this Association's financial records by a qualified person, or persons appointed by the Executive Board, and shall include the newly elected Treasurer, unless Treasurer was on the Executive Board for the year being internally audited. Such internal audit shall be completed within 30 days after receipt. A written report covering the internal audit shall be submitted to the membership for adoption. The financial records shall be transferred to the incumbent Treasurer.
- 6. Financial Records
 - a. The financial records shall be submitted to the Vice President (or designee) of the respective Region for internal audit or review upon request.
- 7. Account Signatory
 - a. The current Vice President of the Region will be an authorized signatory on all accounts.

MEMBERSHIP

- 1. New Member Packet
 - a. Each new member will be presented with a copy of the Local Association Bylaws, Operating Procedures, Code of Ethics, Roster.

OFFICER DUTIES

- 1. The President shall:
 - a. Preside at all meetings.
 - b. Appoint a parliamentarian.
 - c. Enforce the Bylaws and Operating Procedures.
 - d. Appoint all committee chairmen as may be authorized by this Association or the Executive Board.

- e. Be an ex-officio member of all committees except the Nominating Committee.
 - f. Be a member of and represent this Association at Region Board Meetings.
 - g. Report to the membership the business conducted at Region Board Meetings.
 - h. Provide credentials for the National Annual Meeting.
 - i. Serve as the first delegate and represent this Association at the National Annual Meeting.
 - j. Perform such other duties as pertain to the Office of President, or as assigned or requested by the Executive Board.
2. The President-Elect shall:
- a. Automatically succeed to the Office of President at the conclusion of the term as President-Elect.
 - b. Perform the duties of the President in her/his absence.
 - c. Assist the President in performing the duties of that office as related to Local, Region, and National responsibilities
 - d. In the event of a vacancy in the Office of President, the President-Elect shall succeed to the unexpired portion of the President's term. This shall not preclude the President-Elect from serving the full term as President for which she/he was elected.
3. The Vice President shall:
- a. Perform the duties of the President in the absence of the President.
 - b. Assist the President in every way possible, and act as presidential representative when requested.
 - c. Perform such other duties as may be requested by the President.
4. The Recording Secretary shall:
- a. Record all minutes.
 - b. Keep a record of attendance.
 - c. Have a copy of the bylaws available at all meetings.

- d. Retain all ballots for a period of thirty (30) days after ballots are cast.
- e. Perform such other duties as may be requested by the President.

5. The Corresponding Secretary shall:

- a. Produce the Newsletter and conduct correspondence of this Association.
- b. Send to the National Headquarters and respective Vice Presidents of the Regions the names and addresses of Officers immediately after their election.
- c. Send the names, addresses and written credentials of the delegates and alternates to the National Annual Meeting, to the National Headquarters and the National Credentials Chairman, by the deadline set by the Credentials Chairman.
- d. Perform such other duties as may be requested by the President.

6. The Treasurer shall:

- a. Receive all monies payable to this Association.
- b. Deposit receipts in a bank approved by the Executive Board in the name of the Houston Association.
- c. Disburse funds upon authorization of the President or the Executive Board.
- d. Submit to the National Headquarters name and address changes of members within thirty (30) days of receipt.
- e. Keep accounts and financial records and report at all meetings.
- f. Submit this Association's year-end financial report and copy of completed IRS Form 990 to the Vice President of the Local's respective Region by August 1.
- g. Comply with IRS regulations.
- h. Assist Headquarters as needed in notifying members that dues are payable or are in arrears.
- i. Perform such other duties as may be requested by the President.

7. The Director shall:
 - a. Perform duties as requested by the President and this Association.
8. All Officers and Directors shall:
 - a. Attend all meetings of the Executive Board.
 - b. Deliver to respective incoming Officers and Directors, all records, books, papers and other property belonging to this Association, no later than May 31, unless an extension is granted by the President.

EXECUTIVE BOARD

1. Duties
 - a. Approve routine expenditures.
 - b. Review proposed projects.
 - c. Make recommendations to this Association.
 - d. Transact business approved by this Association.
2. Removal from Office
 - a. An Officer or Director may be removed from office for failure to attend three (3) Executive Board Meetings.
 - b. In the absence of extenuating circumstances, failure of the members of the Executive Board to attend three meetings of the Executive Board shall constitute a breach of office. In the event this breach of office occurs, a letter of inquiry shall be sent to the absent Board member, with a provision to respond within 10 days as to their future interest. If no response is received within 10 days, the Executive Board may expel the absent Board member for cause.
3. Executive Board Meetings
 - a. The Executive Board meeting shall be held on second Tuesday of each month. The time and place will be decided at the discretion of the President, with the consent of the Executive Board. All Executive Board meetings are open to the general membership.
4. Reports

- a. Copies of reports and minutes of Region Meetings/Conferences are to be made a part of the Recording Secretary's records. The Recording Secretary is to index all completed motions. Copies of the minutes of each Board meeting will be sent by mail to all members of the Executive Board immediately following the meeting, in no more than 10 days. A copy of the Treasurer's report shall be made available to the general membership along with the general meeting minutes.

MEETINGS

1. Date

- a. This Association shall meet the second Tuesday of each month.

2. Location

- a. The Arrangements Chairman shall designate the Association's monthly meeting place which shall continue regularly so long as the place, meals and prices are satisfactory to the majority of the members. Any change in the regular meeting place is to be made only after consultation with the Executive Board.

3. Reservations/Payment

- a. Each member is obligated to pay for dinner unless cancelled by noon Friday preceding the meeting. No refunds will be given if cancelled after the deadline. Reservations made after noon Friday will not be guaranteed dinner.
- b. The fee for future members to attend the meeting will be \$5.00 greater than the member fee.
- c. The Association shall pay for the dinners of the Association's speakers.

4. Programs

- a. Planned activities during the general meetings may include, but are not limited to the following:

June - National Annual Meeting Reports
February - Nomination of Officers and Delegates
March - Elections
May - Installation of new Officers
August - Social Night
October - VIP Night
December - Holiday Party

- b. A "Member of the Year" award will be made annually on VIP night or on Installation Night. A Committee will be appointed by the President to select the winner from candidates whose names are recommended from the general membership. This person shall be deemed to have made the greatest contribution to the Association during the year.

NOMINATING COMMITTEE

1. Composition

- a. The Nominating Committee shall consist of at least three (3) members for the purpose of selecting a slate of Officers, Directors, delegates and alternates.
- b. The Nominating Committee, for the next fiscal year, shall be elected by the Executive Board. Members of the Nominating Committee are not barred from becoming nominees for office themselves. [To make such a requirement would mean, first, that service on the Nominating Committee carries a penalty by depriving its members of one of their privileges; and second, that appointment to the Nominating Committee could be used to prevent a member from becoming a candidate (in accordance with *Robert's Rules of Order, Newly Revised, 10th Edition*). It is recommended, however, that the interested Nominee step aside during the Committee discussion of the particular office he/she might be interested in.]

NOMINATIONS, ELECTIONS AND BALLOTING

1. Balloting

- a. The ballots shall be prepared by the Teller/Nominating Committee.
- b. The ballots used shall contain the names of the candidates, listed in alphabetical order by Officer, with an equal number of blank spaces for use in the event of nominations from the floor. Delegates and alternate delegates will be included. Incoming/ outgoing President are automatic first two delegates – clearly marked on the ballot.
- c. No member shall have more than one vote.
- d. All ballots shall be retained by the Recording Secretary for a period of thirty (30) days after ballots are cast.

REPRESENTATION AT NATIONAL ANNUAL MEETING

1. Delegate Determination

- a. The incoming/outgoing President will be a delegate to the National Annual Meeting. Additional delegates and alternates are to be elected by the general membership.
- b. In the event the incoming/outgoing President is unable to be present or attend the National Annual Meeting, an alternate delegate may represent the absent President with full voting power.
- c. Each delegate shall be entitled to an alternate, however, the membership may choose to elect only one alternate, who in the absence of one delegate from any session of the National Annual Meeting shall have the same powers as that delegate only.
- d. Credentials signed by the outgoing President shall be sent on or before the credentials deadline to the National Headquarters and National Credentials Chairman for each delegate and alternate authorized to carry the vote of this Association.

2. Duties

- a. It shall be the duty of the delegates and alternates (if any) to attend all sessions. The delegates shall vote on issues as instructed by this Association. A report shall be made at the first regular meeting following such Annual Meeting.

3. Expenses

- a. The expenses of the delegate(s), including the alternate(s) of the Association to such Annual Meeting will be provided for in the Annual Budget, and as approved by the Association, dependent upon the financial condition of the Association. All expenses of the President to attend the Annual meeting shall be paid by the Association, dependent upon the financial condition of the Association.

4. Non-voting Delegates

- a. Funds, as available, may be allocated to members that do not carry a vote to the Annual Meeting, providing they are acting on behalf of the membership. Such a member is a non-voting delegate and is required to submit a written report to be available to the general membership at the June meeting.

SCHOLARSHIPS AND AWARDS

1. Scholarships
 - a. A scholarship may be awarded annually, provided funds are available, to the APMW Foundation.
 - b. Scholarship may be presented as memorial scholarships of Theresa Eshelman and Pat Cundiff.
 - c. No funds may be donated to a member or a person related to a member for any other type of scholarship.
2. Awards
 - a. A President's gavel pin may be presented to the incoming/outgoing President as a part of the installation ceremonies.

COMMITTEES

1. Duties
 - a. All committee chairmen shall be responsible to the Executive Board, and shall submit all major plans for approval, prior to execution.

REGION MEETING

1. Expenses
 - a. Funds, as available, may be allocated to members that do not carry a vote to the Region meeting. The member must go to the executive board for approval at least one month prior to the meeting. Those attending the region meeting will receive a \$25.00 per diem and is required to submit a written report to be available to the general membership next monthly meeting.