

**NAIW Dallas, Inc.  
Standing Rules**

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1. Local association annual dues:
  - i. For active members shall be \$30.00,
  - ii. For retired members shall be \$20.00,
  - iii. For student members shall be \$30.00,
  - iv. For retired life time members shall be \$70.00

plus NAIW national dues. Dues for active and student members joining January 1 to June 30 shall be \$15.00, plus one-half NAIW dues. (Refer to Article III, Section 3. F. of the National Bylaws.)
2. Fee for luncheon or dinner will be paid by the Association for the President whenever representing the Association at any civic meeting or meeting of any other organization. Reimbursement will only be made if the Association has the funds to do so.
3. The Association voting delegate, which shall be the President of the Association, or the Vice-president, if the President is unable to attend, shall be reimbursed for expenses associated with attendance of the Annual Council Meeting, the Regional Conference and the National Convention. Reimbursement is restricted to:
  - a. Registration fee. The Association will not be responsible for any "late fees" or other penalties if the delegate fails to submit the registration form by the registration deadline. It is expected that the delegate will take advantage of all "early bird" registration fees.
  - b. Transportation costs. The Association will reimburse the delegate for the most economical means of transportation, coach airfare or personal car mileage. Personal car mileage will be based on the rate as used by NAIW International. It is expected the delegate to take advantage of early bookings to secure the best airfare, if applicable.
  - c. Accommodations. The Association will reimburse the delegate for the cost of one half (1/2) double room rate at the meeting hotel.
  - d. The delegate must submit all expenses on the official NAIW expense account form before reimbursement can be considered.

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- e. Reimbursement will only be made if the association has the funds to do so.
  
- 4. The Association voting delegate, which shall be the President of the Association, or the Vice President, if the President is unable to attend, shall be reimbursed for personal expenses not otherwise provided for, not to exceed \$150.00 annually. An NAIW expense account form will be submitted to the Executive Board no later than end of fiscal year for consideration of reimbursement. Reimbursement will only be made if the association has the funds to do so.
  
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- 5. Permanent records of The Association shall include:
  - Charter
  - Yearbook
  - President's report and history
  - Audit Committee's report
  - Minutes
  
- 6. The Association will present the President a NAIW pin upon completion of a year as President.
  
- 7. Reservation(s) for a meeting must be paid by the member unless cancellation is made by the established deadline by contacting the Communications Chairman unless directed otherwise by the Communications Chairman.
  
- 8. Any member in good standing of another association affiliated with NAIW, having moved to this area and having transferred their membership to the Association, shall be entitled to all the privileges of membership in the Association.
  
- 9. Members wishing to run for any elected position for the Texas State Council, or office on the Regional and/or National level must first be approved by the membership of the Association.
  
- 10. Qualifications for nominating committee:
  - a. Must have been a member of an NAIW Association for at least the previous five years.

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b. Only one committee member eligible from any one-business office. Retired members shall be considered employees of their last business office.

11. Qualifications for officers and directors:
  - a. The office of President shall be filled by a member who has served at least one term as an elected officer of a NAIW Association.
  - b. Elected Directors must have completed one full term as an elected officer of a NAIW Association.
  - c. Not more than one elected officer and one elected director shall be from any one-business office.
12. A written updated outline of committee procedures and functions shall be transferred from the outgoing committee chairman to the incoming committee chairman with a copy to the President for a permanent committee procedure file.
13. The NAIW Dallas, Inc. yearbook is to be kept in the sole possession of the member. Any other distribution will require approval of the Executive Board.
14. Any committee chairman missing more than 2 unexcused Board meetings annually shall be replaced by the President. If a chairman is unable to attend a board meeting, a committee person shall attend in the chairman's place and shall have voting rights of that committee. Excused absences will be at the discretion of the board.
15. These standing rules may be amended at any regular meeting by a two-thirds (2/3) vote provided that the amendment has been submitted in writing at the previous regular meeting or has been mailed or sent by electronic communication to the entire membership at least ten (10) days prior to the meeting at which it will be considered. Any amendment of the standing rules shall become effective immediately upon its adoption by the membership.