



**Executive Women International®  
Columbus Chapter  
CHAPTER STANDING RULES**

(Adopted – October 8, 1979)  
(Revised – September 12, 1983)  
(Revised – April 11, 1988)  
(Revised – September 11, 1989)  
(Revised – August 14, 2000)  
(Revised – September 10, 2001)  
(Revised – July 11, 2003)  
(Revised – March 8, 2004)  
(Revised – March 14, 2005)  
(Revised – September 12, 2005)  
(Revised – November 14, 2006)  
(Revised – June 12, 2007)  
(Revised – July 8, 2008)  
(Revised – June 15, 2010)  
(Revised – April 12, 2011)

- 1.** The regular meeting date of the Columbus Chapter shall be the second Tuesday of each month unless otherwise established by the Board. All Representatives are required to pay a monthly meeting fee for attendance. Potential new members will have one complimentary visit. All other guests, with the exception of principal presenters/speakers, shall pay the meeting fee.
- 2.** All chapter meeting reservations require a mandatory RSVP (yes or no) by the RSVP date as stated in each month's *EWIConnect*. The Program Director must receive any cancellations by the RSVP deadline or the member firm will be billed.
- 3.** Monthly Board meetings will be held the week following the monthly Chapter meeting, unless other established by the Board. The date, time and place for the Board meetings will be set by the President and approved by the Board.
- 4.** Installation of the Board of Directors will be held at the September Chapter meeting with the term of the office commencing on October 1. The incoming Officers, Directors and Appointive Post Chairmen may request assistance from their predecessors.
- 5. CHAPTER ROSTER:**
  - a. A Chapter Roster will be presented to all Representatives upon installation. Sustaining Members may retain their Chapter Roster upon retirement. The cost of the directories will be absorbed by the Chapter.
  - b. Replacement of Chapter Roster will be available upon request for a fee of \$5.00 for a hard copy. An electronic version is sent periodically.

- 6.** Our membership directories and rosters are confidential and are not to be released to any individual or organization outside Executive Women International.
- 7.** Upon termination of membership in Executive Women International, all EWI records and property (including Chapter Roster, etc.) will be relinquished as directed by the Membership Committee.

**8. RECORDS RETENTION:**

- a. The Columbus Chapter's Records Retention policy will mirror the policy of EWI Corporate as found in the EWI Corporate Procedure Manual under Chapter Operations. All records will be stored at a location provided for the purpose of record retention.
  - b. The files of the Standing Committees, which are to be retained for three (3) years, will be immediately passed on to the new incoming Standing Committee Chairmen in September of each year.
  - c. All Officers, Directors and Committee Chairmen are REQUIRED to maintain pertinent records during the year. At the completion of their terms of office, these records will be immediately passed on to the appropriate successor. See also (a.) above.
  - d. Annual inventory of records will be kept with Chapter Secretary. Destruction of Chapter records shall be approved by the Board.
- 9.** The Historian's Scrapbook shall be presented to the outgoing President in September of each year, who will share the scrapbook with the Chapter in October, November and December of each year. (This position will be filled each year at the discretion of the Chapter President.)
- 10.** The EWI logo may be used only with prior approval of the Corporate and Chapter Board.
- 11.** In the case of an emergency, membership will be contacted by telephone or electronic mail to communicate information necessary to Chapter business. Prior approval from the Chapter President must be obtained for all such communications.
- 12.** Get well cards, floral arrangements, and donations will be sent as follows:
- a. Illness (not hospitalization) of a Representative: An appropriate greeting card will be sent
  - b. Hospitalization of a Representative: A get-well card and floral arrangement not to exceed the cost of \$40.00 plus tax and delivery
  - c. Illness or hospitalization of a Representative's husband, children, mother or father: An appropriate greeting card will be sent
  - d. Illness or hospitalization of a Representative's Executive, his/her spouse or children: An appropriate greeting card will be sent

- e. In the event of death of a Representative, Sustaining Member, his/her husband, children, mother, or father, a Representative's Executive, his/her spouse or children: A sum of \$50.00 (plus tax and delivery for floral arrangements) shall be allowed. The manner in which the sum is spent, i.e., floral arrangement, memorial to a church or a charity, shall be left to the discretion of the Chapter Board, as may seem appropriate at that time.
13. Outgoing Presidents shall be presented with a gift honoring their service to the Chapter which is arranged by the Vice-President/President-Elect in accordance with the Procedure Manual. The cost of the gift is subject to amount set forth in the annual Chapter budget.
  14. The Convention Coordinator shall be the immediate Past President, if feasible. If this succession is not possible, a knowledgeable Representative, who has attended two or more conventions, shall be appointed by the President to the position to allow for maximum continuity.
  15. The Director-at-Large is an optional directorate. The Columbus Chapter Board shall determine annually the addition and designation of this position, considering the wishes of the incumbent Vice President as President-Elect. This determination shall be made prior to and included on, the Straw Ballot when it is sent to the membership.
  16. At the completion of five full years of membership and at each five-year increment after that mark, a Member Firm will be recognized during their anniversary year at the Annual Firm Recognition Night or in another manner as deemed appropriate by the Chapter Board.
  17. These Standing Rules, as proposed by the Bylaws Committee, may be amended at any business meeting of the membership by a majority vote of Representatives present in good standing; provided, however, that a copy of the proposed amendments were sent to each Representative, in good standing, at least 10 (ten) days prior to the business meeting.
  18. The membership fees for the Columbus, Ohio Chapter of Executive Women International as of January 1, 2009, are as follows:

**New Member**

Admission fee per firm	\$100.00	
Membership dues	\$290.00	
Corporate		\$130.00
Chapter		\$160.00
B/C/DP Assessment per firm	\$ 40.00	
Total Due:	<u>\$430.00</u>	

**Renewals**

First representative	\$290.00	
Corporate		\$130.00
Chapter		\$160.00
B/C/DP Assessment	\$ 40.00	
Total Due:	<u>\$330.00</u>	
Second Representative	\$290.00	
Corporate		\$130.00
Chapter		\$160.00

B/C/DP Assessment \$ 40.00  
Total Due: \$330.00

**Sustaining Member**

Corporate dues \$ 30.00  
Corporate Life Member \$ .00  
Columbus Chapter Life Member \$ 30.00 (Paid by the Chapter)

**19. STATE REGISTERED AGENTS.** The Corporate Office has taken on the responsibility for ensuring that EWI is licensed to conduct business in each state where a Chapter is located and has designated a Registered Agent. The fees, which vary from state to state, are paid by the Corporate Office. Each Chapter is sent an invoice for the appropriate fee. When a EWI registered agent receives any communications from their state, they will forward the communications immediately to the Corporate Office, where they will be addressed.

**20. STATE OF OHIO ATTORNEY GENERAL'S OFFICE REGISTRATION.** In the State of Ohio, any organization wishing to solicit funds from anyone in the State of Ohio must file annually with the Ohio Attorney General's Office under the Ohio Charitable Solicitation Act. This filing is due by May 15 of each year, and must be completed for both the General [501(c)(6)] and the B/C/DP [501(c)(3)] accounts. It is the responsibility of the Treasurer to ensure that these filings are kept up to date.

**21. ATTENDANCE.**

Each Representative is encouraged to attend all Chapter meetings. It is understood that this may not always be possible, but attendance at Chapter meetings is important for the well being of the Chapter and promotes growth opportunities for the Representatives.