

HAPEN Standing Rules 2008/2009

1. HAPEN standing rules and budget will be approved yearly by the membership by the September monthly meeting and will be distributed to the membership and all new member affiliates.
2. The HAPEN executive board may approve bills up to \$500 and approved budget items without the approval of the membership per year. Requests for expense reimbursement must be made within sixty (60) days from the date of the expense.
3. The Network shall pay the full/complete registration fee for the current President to attend the National Conference if funds are available. In the event the President is unable to attend, then the amount of the full/complete individual registration will be divided evenly among the board members attending. The network will pay the registration fee for a board member to attend Spring Conference if funds are available.
4. Regular reservations must be made by noon on the Monday one week prior to the monthly membership meetings. Standing reservations must be canceled by noon on the Monday one week prior to the monthly membership meetings. Standing reservations may be arranged with the VP Marketing - Arrangements. Members holding reservations, of any type, and not canceling will be billed for the cost of the meeting plus \$5 (for a total of \$33 at the current location). A \$5 late fee will be applied to members who attend a meeting without a reservation. Any NSF check including the NSF check charge fee should be replaced by cash or a money order.
5. HAPEN will contribute money to the Stephen Bufton Memorial Educational Fund (SBMEF) when funds are available, with the approval of membership.
6. All HAPEN board members must be primary status. (Suspended for the 2008 - 2009 Network Year.)
7. HAPEN has the following officers with duties as stated below and must be primary members: (Suspended for 2008 - 2009 Network Year.)

President shall preside at all meetings of the Express Network and the executive board.

President-Elect shall be in charge of the application and selection process of the network awards programs.

VP Finance shall be responsible for all monies collected, for depositing monies, disbursing money as approved and for collecting local Express Network dues. Shall present a monthly financial report to the executive board.

VP Communications shall gather and disseminate Express Network news and information on the network website. The network newsletter shall be written by additional network member if needed, and published on said website.

VP Administration (referred to under network bylaws as VP Communication) shall record the minutes of each express network and executive board meeting. She shall provide one copy of the minutes to the president and send a monthly meeting report to national headquarters. She shall preserve in a permanent file all minutes and records of value to the express network. She shall handle express network correspondence as requested.

VP Programs shall be responsible for the planning, selection and scheduling of education programs/speakers for meetings and other special events as requested.

VP Marketing - Membership- Shall in conjunction with the president-elect encourage membership growth and retention. Shall assist guests and prospective members with membership information and assist in the membership application process. Shall maintain a current, accurate roster of all members and report any changes in member information to National Headquarters and shall provide this information to all members of the Board. She shall also record member attendance and provide a list of members eligible for quarterly attendance awards and yearly Protégé Awards. Shall contact prospective members, guests and absent members on a monthly basis.

VP Marketing - Arrangements - Shall be responsible for planning the time, place, reservations, food and other special arrangements needed for meetings. Shall record all standing reservations and compile complete meeting reservation list. Shall provide reservation guarantee number to the hotel and enlist members to aid her in member/guest registration at each meeting. Shall be responsible for collecting meeting fees and advising VP Finance of missed meeting fees to be billed and give VP Finance complete accounting of all meeting fees collected. Shall charge a nominal "convenience fee" when credit card is used to cover expense from bank processing.

VP Marketing - Publicity - Shall send promotional information to all appropriate media covering Express Network and member achievements as well as meeting announcements. Shall send copies of all major publicity coverage to National Headquarters. Shall list or file information about the Express Network with sources for potential member contact in the community, such as the local chamber of commerce or public libraries.

Advisory Board Position – The Executive Board of the Houston Area Professional Express Network may select two primary members of HAPEN to serve on its Advisory Council. The purpose of the creation of the position is to tap into the experiences of the member and to recognize their outstanding dedication to the mission statement of the Houston Area Professional Express Network. The position has no voting privileges within the board.

8. Any member of HAPEN can be elected to serve as a delegate to Houston Area Council of ABWA or Federation of Houston Professional Women. In the event the HAC elected delegate cannot attend the meeting and there is a vote to be taken, any board member of HAPEN who attends the quarterly meeting may serve as an alternate delegate at that meeting. In the event the FHPW elected delegates cannot attend the meeting and there is a vote to be taken, the HAPEN President must submit in written format the name of the voting delegates that will be at the meeting.
9. Delegates or alternate delegates shall submit in writing via email a report of the quarterly meeting or event within two (2) weeks of the meeting/event for publication in the newsletter and website.
10. Candidates nominated for the positions of President-Elect or Vice President of Finance must have previously served on the HAPEN Board.
11. Nominees for Network Woman of the Year, Network Top Ten candidate or FHPW Woman of Excellence must be a primary member of HAPEN. Nominees for FHPW Woman of Excellence must have attended a FHPW quarterly meeting or FHPW event prior to their nomination. The Network Woman of the Year, Top Ten candidate and FHPW Woman of Excellence will be selected by outside judges chosen by the President-Elect. No member will be eligible for more than one (1) honor in a network year.
12. The audit committee for HAPEN will consist of one board member (can be on either the incoming or outgoing board), a member who is a prospective candidate for VP Finance and a member who has not served as an officer of HAPEN.
13. HAPEN may consider any other rules governing the network, which do not conflict with ABWA National or Express Network Bylaws, nor repeat any information.
14. HAPEN will adopt and abide by ABWA's Proud Code of Conduct and will print the Code of Conduct in each newsletter issue.

Revised July 17, 2001

Revised August 27, 2002

Revised September 22, 2003

Revised May 25, 2004

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Revised August 10, 2005

Revised August 22, 2006

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