

# **Executive Women International Calgary Chapter**

**2014/2015**

## **Standing Rules**

**Revised: November 19, 2014**

## **1. MEMBERSHIP MEETINGS**

Monthly membership meetings will be held on the THIRD WEDNESDAY of the month at a time and place determined by the Board. Any change in meeting day will require approval by the Board at least ten (10) days notice to the Membership. July membership meetings will not be held due to lack of attendance. (Bylaws: Article VI I, Section 1)

## **2. BOARD MEETINGS**

Monthly Board meetings will be held at a minimum of once per month prior to the membership meeting. The meeting day may be changed by resolution passed by a majority of the Board. (Bylaws: Article III, Section 7)

## **3. MEMORIAL TRIBUTE**

A memorial tribute, not to exceed \$75.00 plus delivery and tax, will be sent in the event of the death of any member or executive; a memorial tribute, not to exceed \$50.00 plus delivery and tax, may be sent in the event of the death of a close family member of any representative, sustaining, life member, or executive. The form of tribute, whether flowers or a donation, shall be left to the discretion of the Board.

## **4. REMEMBRANCES**

A card may be sent or delivered by the Vice President/President Elect to any representative or executive who is ill and/or hospitalized. Exceptions may be made at the discretion of the Board in cases of serious illness.

## **5. INTERNATIONAL DIRECTORY**

Access to the online International Directory is limited to member firms of EWI and their designated representatives that are registered with EWI.

## **6. CHAPTER ROSTER**

The online-roster and any hard copies thereof remain the property of the Chapter. The roster is confidential and privileged information and is for the exclusive use of the representatives and member firms of Executive Women International. Disclosure of all or part of the roster information to non-members is strictly prohibited. Misuse of the roster or any mailing list by a member is a violation of EWI policy. Any misuse should be reported to the Chapter President for appropriate action.

## **7. PINS**

The incoming President shall be presented with the Chapter President's Pin, which shall be relinquished at the end of his or her term. It shall be the responsibility of the Vice-President/President Elect to order a Past President's pin of equivalent quality to the former past presidents' pins, which shall be presented to the retiring President at the Annual Installation of Officers.

## **8. ATTENDANCE AT MEETINGS**

Invites to all EWI events will be sent to the membership via email and/or the Connect with an immediate call to action. Notification of events and membership meetings are also on our website [www.ewicalgary.com](http://www.ewicalgary.com). If the member wishes to attend then registration and payment must be made online. Each event will have a deadline for registration and payment listed on the individual invitation sent. Please note that EWI will only confirm enough meals for each event to correspond with the number of attendees registered and paid to attend. The registration process for guests will be the same as listed above.

Representative attendance is important in maintaining the success of the Chapter. A Representative must attend a minimum of seven (7) meetings during the calendar year. Therefore, an active Representative must not miss more than four (4) meetings in a calendar year for the Member Firm to remain in good standing. After a Firm Representative fails to attend three (3) meetings, the Sergeant-at-Arms will contact the Representative, by written communication, reminding her/him that with another absence, she/he will be in violation of the attendance requirements as stated in the Chapter Standing Rules. The Firm will be given the option to appoint an alternative member Representative at that time in order for their membership to remain in good standing.

Following this communication from the Sergeant-at-Arms and should a subsequent fourth (4th) absence by the Member Firm occur, the Board will be notified to review the appropriate next steps to ensure EWI of Calgary has active membership within the applicable industry classification.

## **9. NOMINATING COMMITTEE**

The Nominating Committee of the Calgary Chapter shall consist of three (3) members, as designated in the Standard Chapter Bylaws. (Bylaws: Article VIII, Section 1 A)

## **10. ANNUAL MEETING – SELECTION OF DELEGATES**

The Nominating Committee shall present nominees to the membership for selection of delegates and alternates to the Corporate Annual Meeting in addition to the current President and Vice-President/President-Elect, who shall be automatic delegates. (Bylaws: Article VIII, Section 1 B)

This rule is subject only to the provision that no active representative may be a convention alternate delegate more than two (2) times in any five (5) year period.

Alternate delegate will be preferentially chosen from members already preregistered for convention.

## **11. ANNUAL MEETING/CONVENTION REPORT**

It shall be the responsibility of the Vice-President/President Elect to submit a report to the Membership of the Annual Meeting/Convention. She/he may solicit the help of attendees and assign events to them at her discretion.

## **12. ETHICS**

Whereas it is the duty of the Fundraising Committee to raise money for special events and projects, including the Chapters Business/Career/Development Program (B/C/DP), with amounts expended determined by the financial condition of the Chapter, funds raised specifically for charitable purposes and represented to the public as such, must be used for that purpose.

**13. CHAPTER DUES – The following fees are payable by the membership:**

\$50.00USD	One time Corporate Firm admission fee
\$60.00	One time Chapter Firm admission fee
\$180.00USD	Per annum Corporate fee for 1 <sup>st</sup> Member Representative
\$130.00USD	Per annum Corporate fee for 2 <sup>nd</sup> Member Representative
\$105.00USD	Per annum Corporate fee for 3 <sup>rd</sup> Member Representative
\$125.00	Per annum Chapter fee for each Member Firm Representative
\$40.00	Chapter Business Career Development Plan (B/C/DP)
\$35.00	Per annum Corporate fee Sustaining member
\$50.00	Per annum Sustaining member
\$100.00	Per annum Transitional member
\$nil	Life Recognition member

[Fees changes per Membership Vote at the Annual General Meeting of the membership September 21, 2013.] These fees are due on the firm's annual anniversary date and become delinquent 30 days after annual anniversary date.

**14. DINNER FEES**

The monthly representative and executive and members in transition dinner fee will be \$50.00, inclusive of Goods and Services Tax. Guest dinner fees will be \$55.00 inclusive of Goods and Services Tax. Exceptions may be made for the Firm Appreciation Event and other chapter special events when fees may be set at the discretion of the board.

**15. DINNER FEES – SUSTAINING MEMBERS**

The monthly dinner fee for Sustaining Members will be \$45.00 inclusive of Goods & Services Tax. Exceptions may be made for the Firm Appreciation Event and other chapter special events when fees may be set at the discretion of the Board.

**16. GUESTS MAY BE INVITED...**

- a. To Monthly Membership Meetings
- b. To the Firm Appreciation Event
- c. To Chapter Special Events

Periodically, invitations may be limited to representatives and/or executives at the discretion of the Board. Any one guest is limited to two visits per year to regular monthly meetings.

**17. OPTIONAL 10<sup>TH</sup> DIRECTOR (i.e. DIRECTOR AT LARGE)**

The existence of this position and its respective committee is determined on an annual basis. The responsibilities will change depending on the designation of the Directorship. The Vice-President/President Elect will convey this information to the Board and advise the Nominating Committee prior to the circulation of the Straw Ballot. (Bylaws: Article III, Section 3)

**18. STRATEGIC PLANNING COMMITTEE**

The Calgary Chapter will hold an annual Strategic Planning Session at the board retreat with the mandate to recommend to the Calgary Chapter Board and Membership, a Strategic Plan which will ensure continued success in meeting members needs. Session participants would be the members of both the Incoming and exiting boards as well as board advisors.

**19. GEOGRAPHIC BOUNDARIES**

The geographical boundaries for the Calgary Chapter shall be the Legal Limits of the City of Calgary, and surrounding areas up to a 200km radius.

## **20. CHARTER – CALGARY CHAPTER**

A photocopy of Official Charter of Affiliation of Calgary Chapter is attached to these Standing Rules for information purposes only. The original Chartering document is to be held by each incumbent Secretary.

## **21. ALBERTA EXTRA-PROVINCIAL REGISTRATION**

Pursuant to the Business Corporations Act (of Alberta) EWI Calgary Chapter has been registered in Alberta as an extra-provincial Not For Profit Society. Following installation of the new board a chapter Representative will be appointed to select an Attorney for Service on behalf of the Calgary Chapter.(Relevant documentation attached to Standing Rules.) This will be reviewed on an annual basis.

## **22. NOTICE OF CHANGE OF OFFICERS & DIRECTORS, REGISTERED OFFICE & ANNUAL RETURN**

The chapter Representative, appointed as per section 22 above, will be coordinate with the Attorney for Service, who will be responsible for filing the annual Notice of Change of Officers & Directors, Registered Office, & Annual Return for the chapter.

## **23. ARCHIVES – CHAPTER RECORDS**

At year-end, the under noted items must be passed to the incoming Historian for inclusion in the permanent files of the Chapter.

**Treasurer:** All audited financial records from more than 2 years prior including the General Ledger, Cash Book, or comparable Receipts and Disbursements Financial Reports. The Treasurer may hold the last 2 years financial records for reference purposes.

**Secretary:** All important papers and letters written by the Secretary, the Chapter minute Book and all documents executed by the Secretary.

**Membership:** Originals of approved and processed Membership Applications for all classes of membership.

**Historian:** The History Book for the preceding year.

**Other Committee Records:** It is NOT a requirement to keep Committee Binders or Files (with the exception of the above noted) from previous years in permanent storage. To eliminate creating new Binders every year, Board Members should adopt a “Traveling Binder” format. The binder should contain proforma and sample letter/forms and report layouts. The travelling binder must be well maintained and culled annually to ensure the contents are of value and importance to the incoming Director.

## **24. CHAPTER LIFE MEMBER RECOGNITION AWARD**

Nominees for Chapter Life Recognition are recommended to the Board of Directors by the Awards & Recognition Committee; nominations may also be put forth by any member of the Chapter.

A Chapter Life Member Recognition Award is bestowed on a Recipient whose name the Chapter desires to enroll because of meritorious service above and beyond the call of duty to the Chapter. The Recipient will be an individual not otherwise qualified for membership who has been a Representative in good standing for at least ten years. A Chapter Life member will have no voting rights and may not serve as an Officer or Director. A Chapter Life Member may attend all membership meetings and functions. Eligibility of the prospective Chapter Life member will be determined by the Chapter board, subject to the approval of the Chapter. Chapter Life members will be subject to such assessments as the Chapter Board may set.

## **25. MEMBERSHIP CRITERIA**

Membership in EWI will have the following classifications:

- A. Member Firm. A member firm shall be a business, governmental agency, non-profit enterprise or association actively engaged in the conduct of business and admitted to membership by the Chapter. Member firms shall be classified in accordance with the standardized classification system outlined in the Corporation's procedures.
  - 1. Each member firm shall appoint a minimum of one (1) representative and may appoint up to two (2) additional representatives upon the payment of the appropriate dues for each additional representative.
  - 2. No individual shall serve as a representative for more than one (1) member firm. The representative may not transfer representative status to another firm. Representative status shall cease immediately and without action of the Chapter upon termination of employment with a member firm.
- B. Individual Member. The Chapter shall have the option of including the Individual Member class of membership. An Individual Member shall be an employee of a business which is not a Member Firm of the Chapter.
- C. Sustaining Member. A sustaining Member shall be an individual who has been a Representative in good standing immediately prior to retirement from a Member Firm. A Sustaining Member shall have no voting rights and may not serve as an Officer or Director. A Sustaining Member may attend all membership meetings and functions. A Sustaining Member may transfer from one Chapter to another should the Sustaining Member move within the boundaries of another Chapter. A Sustaining Member shall be subject to Corporate and Chapter assessments for this membership classification. Should a Sustaining Member return to full-time employment, as full-time is defined by the employer, said Sustaining Member shall no longer meet the qualifications of a Sustaining Member.
- D. Chapter Life Members. A Chapter Life Member shall be a current Sustaining Member in good standing or a current Representative in good standing for at least ten (10) years, and to whom the Chapter desires to bestow this title due to special meritorious service above and beyond the call of duty to the Chapter. "Chapter Life Member" is an honorary title only and does not carry with it any rights and privileges or obligations.

As with any guideline, Membership Committee can solicit the Board to waive this rule should a prospective firm falling outside of these guidelines be considered a valuable asset to the membership roster.

The Membership Committee should equally solicit firms of Local, Regional, National, and International status to ensure a balance in membership structure.

## **AMENDMENTS**

These rules may be amended at any business meeting of the membership by a majority vote of the members present in good standing, providing a copy of the proposed amendments shall be sent to each member at least ten (10) business days prior to the meeting at which they are to be acted upon. (Bylaws: Article X)

A Board representative will bring proposed amendments to the Membership body for approval and shall have responsibility for maintaining, updating, and distributing the revised copy of the Rules to each Representative.

## **TRAVEL POLICY**

1. Approved travel is on the basis of reimbursement for the actual and necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all expenditures with the exception of miscellaneous gratuities.
2. Travel must be by the most direct route possible and any individual traveling by an indirect route must assume extra expense incurred thereby.
3. Anyone traveling on behalf of EWI is expected to be as economical in means of travel lodging and meals as circumstances permit. If care is exercised the suggested reimbursement rates established herein should be adequate to meet expenses.
4. The Calgary Chapter Expense Report Form will be used for all claims for travel expenses. These forms must show movement and detail of expenses day by day. Receipts must accompany these forms and a separate claim for expenses must be filed by each claimant for each individual trip.
5. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual travel expenses should not be made a part of the travel claim.
6. Transportation for persons traveling by air must be at the most economical fare. A receipt must accompany the expense claim. Reservations will be made by the person traveling.
7. Taxi Fares: If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation. It is expected that bus or airport shuttle services will be used where available and practical.
8. Hotel Rates: A standard room rate, based on double occupancy will be allowed, unless they mutually agree to pay the difference between a single and half double room rates each. Under certain circumstances and on approval of the Board, a double room suite may be obtained and used as a hospitality suite. All personal charges must be paid by the occupant.
9. Meals: A meal allowance not to exceed \$100.00 Canadian per day (including tax, gratuities and beverages) is suggested for out-of-town travel.
10. All alcoholic beverages will be considered a personal expense, as will entertainment, laundry, valet service, theatre, etc.
11. Registration Fees for board approved EWI seminars will be allowed.
12. Excess baggage charged by an airline shall be considered a personal expense unless it is necessary for EWI materials and literature.
13. Gratuities:
  - Airport – Suggest \$2.00 per bag.
  - Taxi/limo/bus – 15% of the total fare is suggested
  - Doorman – Maximum \$2.00 unless the doorman actually loads/unloads for ground transportation.
  - Bellman – \$2.00 per bag.
  - Housekeeping – Considered a personal expense and will not be reimbursable.
  - Restaurant – Fifteen percent is suggested.
  - Room Service – May be used with discretion. The hotel automatically adds the gratuity, usually 18%.

## **Supplemental Information to the EWI Calgary Chapter Standing Rules**

Please see next page for copy of the Official Charter of Affiliation of the Calgary Chapter.  
For the 2014/2015 term the Attorney for Service will be retained when and as needed.

# Charter

To Whom It May Concern, Greetings:

WHEREAS, an application has been received from

- |   |                      |
|---|----------------------|
| Alberta Wheat Pool                                    | Flora C. Riley       |
| Allen, MacKimmie, Matthews,<br>Wood, Phillips & Smith | Rhoda E. Fenton      |
| ATCO Industries Ltd.                                  | Kay Gold             |
| Bank of Montreal                                      | Erna N. MacDonald    |
| Broadcasting Station CFAC                             | Lillian M. Reid      |
| Calgary Brewing & Malting Co. Ltd.                    | Florence E. Bentley  |
| Calgary Exhibition & Stampede Ltd.                    | Mary M. Trudel       |
| Calgary Stationery Co. Ltd.                           | Lorraine Soley       |
| Calgary Suburban Developments Ltd.                    | Joan Begbie          |
| Campbell Floral Seeds and Nurseries Ltd.              | Emma Befus           |
| Canada Safeway Ltd.                                   | Patricia B. Hodgins  |
| J. H. Cook and Associates                             | Joyce E. Webb        |
| Thos. Cook & Son                                      | Charlotte Budeicky   |
| E. M. Evans Building Products Ltd.                    | Florence Hamilton    |
| Hotel Palliser<br>(Canadian Pacific Railway Co.)      | Catherine Denison    |
| Hudson's Bay Company                                  | Flora McCutcheon     |
| Jacques Funeral Home Limited                          | Doris McDougall      |
| Mannix Co. Ltd.                                       | Dorothy Stevenson    |
| Marsh & McLennan Limited                              | Agnes McCarthy       |
| Mount Royal College                                   | Antonia Greenwood    |
| Sun Oil Company                                       | Constance M. MacBeth |
| Western Airlines Inc.                                 | Gloria Vivian Groves |

for a Charter of affiliation of the Executives' Secretaries, Inc. to be issued to a Chapter to be known as the . . . . . CALGARY Chapter located in the State of PROVINCE OF ALBERTA, CANADA

NOW, THEREFORE, acting under and in pursuance of the authority vested in us by the Articles of Incorporation and By-Laws of the Corporation, we issue this Charter to the applicants and to their legally elected successors to institute and constitute a Chapter of Executives' Secretaries, provided always that said Chapter conforms to the Articles of Incorporation, By-Laws, and Rules and Regulations of Executives' Secretaries, Inc.

EXECUTIVES' SECRETARIES, INC. retains and reserves the right to alter, amend, rescind, suspend and/or revoke this Charter in accordance with the Articles of Incorporation and By-Laws.

IN WITNESS WHEREOF, we have subscribed our names and affixed the seal of the Corporation, this Seventeenth day of August, 19 64

National President Max Helen Harrison

National Secretary Genevieve Reily

