

TULSA JUNIOR CHAMBER OF COMMERCE

STANDING RULES

Effective January 1, 2000

ARTICLE I – ELECTION PROCEDURES

SECTION 1 – ANNUAL ELECTIONS

A. Filing Fees

A nonrefundable filing fee not to exceed forty dollars (\$40.00) shall accompany all nominations. The Nominations and Elections Committee shall be responsible for setting and collecting the filing fees, which will be used to pay elections costs. Excess funds shall be retained by the Tulsa Junior Chamber of Commerce and used to defray future election costs.

B. Campaign Expenses

1. Each candidate must submit to the Nominations and Elections committee an itemized signed statement of campaign expenses, with appropriate receipts attached.
2. Donated materials or other things, which ordinarily would be paid, for must be included in said statement at their fair market value.
3. Such statement shall be submitted on the respective election night and is subject to audit.
4. Falsification of said statement should constitute grounds for nullification of the election of any candidate who falsifies their statement.

A. Candidate Certification

The Nominations & Elections Committee will certify no one as a candidate who fails to meet the applicable requirements established by this Chapter's Constitution, By-Laws and Standing Rules.

B. Certification of Ballots

The Treasurer and Elections Committee prior to receiving a ballot shall certify each Regular Member desiring to vote as a member in good standing.

C. Campaign Time

Once the allotted campaign times described herein are used, all the active campaigning shall stop subject to penalty(ies) published by the Nominations and Elections Committee.

D. Balloting

1. All balloting will be done by written secret ballot.
2. All Candidates will be voted on one (1) ballot.
3. Additional ballots will be taken when one candidate fails to carry a majority in a contested race (see L-3)

A. Nominations and Elections Committee

1. The President shall appoint the seven (7) members of the Nominations and Elections Committee by the first General Membership Meeting of the Jaycee year.
2. None of them may be a candidate for election as an Officer or Director of the Tulsa Junior Chamber of Commerce.
3. The Nominations and Elections Committee shall determine the procedures and enforce the requirements for campaigns and elections as provided by the Constitution, By-Laws and Standing Rules.
4. They shall have charge of the elections and balloting. Immediately upon conclusion of the balloting, the Nominations and Elections Committee shall withdraw to tabulate the ballots.
5. The President, if he/she so elects, may attend the tabulation session.
6. All of the members of said committee and the President will certify the results of the election, then the ballots and tally sheets will be destroyed.
7. All information other than the names of those elected shall be held in strict confidentiality.
8. The Chairman of the Elections and Nominations committee shall present the report of the results of the balloting to the President.
9. It is the duty and privilege of the President, and only the President, to notify those elected.
10. Official notice to the General Membership of the results of the elections will be made in the next publication of the Derrick.

A. Application for Nomination

1. Candidates for Executive Office must submit their Official Application form seven (7) days prior to the election date.
 2. Candidates for the Board of Directors must submit their Official Application form by noon on the day prior to the election date.
- A. Campaign Expenditure Limits
1. President - \$ 300.00
 2. Executive Officers - \$ 200.00
 3. Directors - \$ 75.00
 4. Financial Statements will be required and must include receipts showing all expenses at full market value. Receipts for donations and all items on which the candidate's name appears must be included.
 5. In the event of pooling of election funds, every candidate involved must report 100% of the total expense/donation on his/her financial statement.
- A. Pre-Election Meeting with Nominations and Elections Committee
1. All Officer and Director candidates must meet with the Nominations and Elections Committee one hour prior to their election.
 2. Those who will speak on behalf of the candidates (nominating and seconding speeches) must also attend this meeting.
 3. Statements of campaign expenditures must be turned in at this time.

A. Campaign Time Limits

Said time may be used by the candidate and/or his/her committee for speeches or demonstrations, or any combination of speeches and demonstrations.

1. President – 10 minutes
2. Executive Officers – 7 minutes
3. Directors – 4 minutes

A. Vote Required for Election

1. The vote required to elect a candidate is a majority of the certified ballots cast by Regular Members in good standing who are present and indicate a preference for a candidate.
2. Blank, void, or illegal ballots will be disregarded.
3. Successive votes will be taken if necessary until one candidate obtains a majority of the legal votes cast. (See F-3)
4. In the case of more than two candidates running for an office in which no one candidate receives a majority of the votes, the single candidate with the least number of votes shall be dropped from the ballot.

A. Officers Nomination Order

Officers will be nominated in this order: President, Management Development Vice President, Individual Development Vice President, Community Development Vice President, Membership Development Vice President, Secretary, and Treasurer.

B. Directors

1. Directors shall indicate which of the Directors slots they wish to serve.
2. Directorship shall consist of the following and any other areas deemed necessary by the governing body of this organization:

Planning & Training

Socials and Meetings

Awards

Public Relations

Communications

Chapter Fundraising

Competitions

Family Programs

New Membership

Activation

Governmental Affairs

Community Fundraising

Human Services

SECTION 2 – APPOINTED OFFICERS

A. State Director

The State Director shall be appointed by the President-Elect at the Annual board of Directors Elections and approved through a 'yes' or 'no' ballot by the General Membership.

B. Newsletter Editor

The Newsletter Editor shall be appointed by the President-Elect at the Annual board of Directors Elections and approved through a 'yes' or 'no' ballot by the General Membership.

SECTION 3 – FILLING VACANCIES IN ELECTED OFFICES

A. Duties of the Nominations and Elections Committee

Duties of the Nominations and Elections Committee for filling vacancies on the Board of Directors are as follows:

1. To accept nominations and conduct elections.
2. To check all nominees to assure eligibility.
3. To meet as a group and interview individual nominees to further assure that they are cognizant of the requirements and duties of Officers and Directors.
4. To further orient said nominees prior to election to familiarize them with the Constitution and By-Laws and other current legislation concerning the actions and duties of Officers and Directors.

A. Election procedures for Filling Vacancies on the Board of Directors

1. Application and Filing Fees

- A. A completed Official Application Form and a nonrefundable filing fee equal to the amount levied at the previous Annual Election must be submitted to a member of the Nomination and Elections Committee by noon (12:00 PM) of the day prior to election.
- B. The filing fee, less any election costs will be retained by the Tulsa Junior Chamber of Commerce and used to defray future election costs.

1. Resubmission and Filing for higher Office

- A. A candidate who has paid the filing fee either at the previous Annual Election or at an election since Annual Election must resubmit a completed Official Application form to any member of the nominating committee by noon of the day prior to election.
- B. If the filing fee for the office for which they are a candidate is greater than the fee that was paid, then the candidate will pay the difference in filing fees.

1. Directors or Officers choosing to run for a different Directorship or Executive Office shall vacate their office prior to the election and meet all other requirements of a candidate.
2. Nominees will meet with the Nominations and Elections Committee prior to the meeting time the day of the election, for orientation.
3. Ballots

- A. Counting of the ballots will be accomplished by at least three members of the Nominations and Elections Committee or as appointed by the President.
- B. All members of this Committee, and the President will certify the results of the election, and then the ballots and tally sheets will be destroyed.
- C. All information other than names of members elected will be confidential.

1. After Annual Elections, an election shall be held on the second meeting of the Jaycee year to fill vacancies using the same guidelines as Annual Elections.

ARTICLE II – PROJECT APPROVAL

SECTION 1 – PROCEDURES

A. Project Approval Questions

Single Project Entry (SPE) questions 1-9 must be completed before the presentation of a project to the Executive Committee and the Board of Directors. Each member of the Board of Directors will receive a description of the project's questions number 8 and the Budget number 9.

B. Final Project Approval Questions 10-15

1. Single Project Entry questions 10-15 must be completed and presented to the Board of Directors as a final report of a project within 45 days after its physical completion.
2. Chairmen not meeting this requirement must have Board of Directors approval to chair another project until the final SPE has been presented and approved by the Board of Directors.

A. Proper Motion Forms

All motions of projects for the Board of Directors approval must be made in writing of the official motion form stating the maximum expenditure, the anticipated net income or loss to the organization, as well as the fund through which the transactions are to be handled.

B. Ownership of Final Reports

All Final SPEs, year-end books, special reports, and other documentation with their substantiating materials prepared at the chapter's expense shall become the property of the Tulsa Junior Chamber of Commerce.

ARTICLE III – COMMUNITY SUPPORT FUND

- A. The Treasurer may establish and maintain a separate bank account to be known as the 'Community Support Fund'.
- B. The Community Support Fund shall maintain minimum assets of \$ 500.00.
- C. Such funds shall be used solely for the benefit of the community and its citizens, and shall not be expended for the use or benefit of the organization.
- D. Three percent of all net proceeds from fundraisers shall be credited to this fund.
- E. Repayable loans from this fund or expenditures from this fund shall be approved by a 2/3 vote of the Board at a regularly scheduled Board of Directors meeting with quorum present.

ARTICLE IV – CONTINGENCY RESERVE FUND

- A. The Tulsa Junior Chamber of Commerce shall maintain a Contingency Reserve Fund.
- B. The purpose of the fund is to make sure that the organization has adequate resources to cover unexpected losses and to provide a financial asset base for the Tulsa Junior Chamber of Commerce.
- C. Five percent of the net proceeds from all chapter fundraising projects shall be transferred to the Contingency Fund.
- D. Transfer of Funds
 1. All transfers from the Contingency Reserve Fund to the General Fund, not in the excess of \$ 500.00 in any fiscal year, shall be made upon recommendation of the Executive Committee and approved by a 2/3 vote of the Board of Directors.
 2. All transfers in excess of \$ 500.00 shall be made upon recommendation of the Executive Committee and approval by 2/3 of the General Membership at a regularly scheduled General Membership Meeting.

ARTICLE V – COMMITTEES

SECTION 1 – SINGLE PROJECT COMMITTEES

A. Each Project Committee:

1. Shall be advised by the Programming Vice President over their project's appropriate Single Project Category area.
2. Shall have the Director of the project's specific Single Project Category as their liaison with the Chapter Board of Directors, and all business with the Board shall be conducted through that Director.
3. Shall have a specific purpose and shall meet all requirements of Article II of these Standing Rules.
4. Shall have control over the project funds as approved in the proposed budget for said project by the Chapter Board of Directors.
5. Shall ask Board of Directors approval for project funds to cover expenses in excess of the approved amounts as soon as they become known.
6. Shall have the authority to amend the expenditures and income as approved by the Board of Directors in the proposed budget as needed, but may not intentionally exceed the maximum possible net loss without prior Board approval.
7. Shall keep accurate minutes, including sign-in sheets for all committee meetings, a copy of which is to be submitted to the chapter Secretary upon approval of the final report.

- A. Presentation of the Single Project Entry for a proposed project in excess of \$ 250.00
 - 1. The Single Project Entry for said project shall be presented at a regularly scheduled Board of directors Meeting with one copy of questions 1-9 of presented to each Officer and Director present. At that time, the project will be put on the agenda of the next regularly scheduled meeting of the Board of Directors, at which time the Single Project Entry will be taken under consideration for discussion and/or approval.
 - 2. A minimum of description, questions number 8 and 9 (budget sheet) shall be given to the Board of Directors.
 - 3. A copy of at least questions 10-15 shall be provided to the Board of Directors for final approval of a Single Project Entry.

SECTION 2 – Standing Committees

Standing Committees shall have a specific purpose that relates to the goals of the Tulsa Junior Chamber of Commerce. Standing Committees may be either Active or Honorary Committees.

- A. Active Standing Committees:
 - 1. Shall be appointed by the President.
 - 2. Shall present to the Board of Directors answers to questions number 1-9 of the single Project Entry outlining the committee’s purpose, function and schedule for approval during the first quarter of the Fiscal year.
 - 3. Shall meet the requirements of these Standing Rules, Article II, sections 2 & 3.
- A. By-Laws Committee – for the purpose of maintaining and recommending changes to the Constitution, By-Laws and Standing Rules.
- B. Plant and Site Committee – for the purpose of investigating the acquisition of additional equipment or new locations for meetings, office space, storage, etc., and maintaining all current assets of the Tulsa Junior Chamber of Commerce with an appropriate inventory listing.
- C. Library Committee – shall have the sole responsibility for the maintenance and distribution of all the chapter records including, but not limited to SPEs, MEA entries, Year-end books, Honors and Awards and other chapter memorabilia.
- D. Awards Committee – shall have the responsibility for collection of nominations and decision of recipients. The Committee shall consist of the President, an Executive Officer, the Awards Director (Chairman), and two General Members.

SECTION 3 – HONORARY STANDING COMMITTEES

- A. May maintain separate assets, place additional restrictions for membership and hold separate meetings, but shall be responsible to the Government of the Tulsa Junior Chamber of Commerce for the use of any and all assets of the Tulsa Junior Chamber of Commerce including the name of the Tulsa Junior Chamber of Commerce.
- B. Committees
 - 1. Senatorship Selection Committee – Eligibility for membership limited to JCI Senators who are/were members of the Tulsa Junior Chamber of Commerce. Purpose: to recommend candidates to receive the honor of a JCI Senatorship.
 - 2. Ambassadorship Selection Committee - Eligibility for membership limited to US Junior Chamber Ambassadors who are/were members of the Tulsa Junior Chamber of Commerce. Purpose: to recommend candidates to receive the honor of a US Junior Chamber Ambassadorship.
 - 3. Governorship Selection Committee - Eligibility for membership limited to Oklahoma Junior Chamber of Commerce Governors who are/were members of the Tulsa Junior Chamber of Commerce. Purpose: to recommend candidates to receive the honor of an Oklahoma Junior Chamber of Commerce Governorship.
- A. Chairman & Membership
 - 1. Shall have a Chairman who has received the honor from the Tulsa Junior Chamber of Commerce appointed by the President.
 - 2. Shall have all past recipients of the respective honor, plus the Tulsa Junior Chamber President constitutes its membership.
- A. Duties of the Committee
 - 1. The Senatorship and Ambassadorship Committees shall present answers to questions 1-9 of the Single Project Entry, outlining the committee’s purpose, function and schedule to the Board of Directors for approval during the first quarter of the Fiscal Year.
 - 2. The Governorship Committee shall meet the above requirements in the third quarter of the Fiscal Year.
 - 3. They shall meet the requirements of these Standing Rules, Article II-1 and II-2, and ‘Procedure for Project Approval by the Board of Directors’.
 - 4. They shall maintain a roster, including addresses and phone numbers of all past recipients of the respective honor.

5. Individual(s) proposing candidates for honor(s) shall be responsible for preparing a resume' utilizing the format in Appendix 1 which shall include documenting the following:
 - a. All specific offices local, state and national, with dates
 - b. Awards, local, state and national, with dates
 - c. Other Community Activities

A. Meetings

1. All past recipients of the respective honor, except those who have notified the Tulsa Junior Chamber that they do not wish to be invited to future meetings, shall be notified in person or in writing of the time and location of the respective honor selection meeting at least 15 days in advance.
2. The past recipients of the honor in attendance, plus the Tulsa Junior Chamber President shall constitute a quorum at any Honors Selection Committee Meeting.

A. Approval

1. The Board of Directors shall approve the maximum number of candidates who shall be honored.
2. The President, or in his/her absence, the Vice President of their choosing, shall approve or disapprove the candidates recommended by the respective Honors Selection Committee.
3. Any candidate nominated and approved by any committee but not approved by the President or his/her designee may have their name resubmitted through that committee no sooner than the following annual Committee Meeting.

A. Date for Recommendation

The responsible Honor Selection Committee must have had a meeting and made their recommendations at least 30 days prior to the appropriate deadline or said function shall revert to the Board of Directors of the Tulsa Junior Chamber of Commerce.

ARTICLE VI - AWARDS

Structure – Unless otherwise stated, any Tulsa Junior Chamber member may initiate awards; shall be approved by the Awards Committee; and presented by the President or Vice President of the President's choosing.

SECTION 1 – MONTHLY AWARDS

A. Certificate of Appreciation

1. Eligibility: Anyone is eligible.
2. Qualification: Outstanding Service to the community or the Tulsa Junior Chamber of Commerce.
3. Award: Certificate with frame.

A. Certificate of Merit

1. Eligibility: Any Tulsa Junior Chamber Member.
2. Qualification: Meritorious accomplishment. May be presented to individuals or committees.
3. Award: Certificate with frame.

A. Jaycee of the Month

1. Eligibility: Any Tulsa Junior Chamber Member except the Board of Directors or Executive Committee.
2. Qualification: Outstanding accomplishment during the award month.
3. Award: Certificate with frame.

A. Director of the Month

1. Eligibility: Any Tulsa Junior Chamber Director.

2. Qualification: Outstanding accomplishment during the award month.

1. Award: Certificate with frame.

A. Officer of the Month

1. Eligibility: Any member of the Executive Board.
2. Qualification: Outstanding accomplishment during the award month.
3. Award: Certificate with frame.

A. Project of the Month

1. Eligibility: Any Tulsa Junior Chamber Project that is completed during the award month (Projects will be considered completed on the date that the Chapter's Board of Directors approves the final Single Project Entry.)
2. Qualification: Most outstanding Project during the award month.
3. Award: Certificate with frame.

SECTION 2 – QUARTERLY AWARDS

A. Jaycee of the Quarter

1. Eligibility: Any Tulsa Junior Chamber Member except the Board of Directors or Executive Committee.
2. Qualification: Outstanding accomplishment during the award month.
3. Award: Engraved wood plaque.

B. Director of the Quarter

1. Eligibility: Any Tulsa Junior Chamber Director.
2. Qualification: Outstanding accomplishment during the award period.
3. Award: Engraved wood plaque.

C. Officer of the Quarter

1. Eligibility: Any member of the Executive Board.
2. Qualification: Outstanding accomplishment during the award period.
3. Award: Engraved wood plaque.

D. Project of the Quarter

1. Eligibility: Any Tulsa Junior Chamber Project that is completed during the award month (Projects will be considered completed on the date that the Chapter's Board of Directors approves the final Single Project Entry.)
2. Qualification: Most outstanding Project during the award month.
3. Award: Engraved wood plaque.

E. Outstanding Committee

1. Eligibility: Any Tulsa Junior Chamber Committee
2. Qualification: Successful completion of an assigned task.
3. Award: Certificate with frame.

SECTION 3 – YEAR END AWARDS

To be presented by the Outgoing President of the Tulsa Junior Chamber of Commerce at the inaugural banquet.

A. Presidential Award of Honor

1. Eligibility: Any Tulsa Junior Chamber Member.
2. Qualification: Accomplishments worthy of the highest recognition and commendation. May be presented to individuals or committees.
3. Approved by: The outgoing President.
4. Award: Certificate with frame.

Note: No individual shall receive more than one of the following 5 memorial awards (B through F) at Year End Awards

A. Jacques M. Weingarth Memorial Award – Jaycee of the Year

1. Eligibility: Any Jaycee, excluding members of the Board of Directors, who served more than 3 months during the award year, and has been a member of the Tulsa Junior Chamber of Commerce at least 12 months.
2. Qualification: Outstanding service to the chapter during the award year.
3. Award: Engraved wood plaque.

A. E. Fred Johnson Memorial Award – Director of the Year

1. Eligibility: Any Junior Chamber Director in a capacity other than Executive Officer who has served more than 3 months on the Board of Directors during the award year.
2. Qualification: Outstanding service to the chapter during the award year.

3. Award: Engraved wood plaque.
- A. Richard L. Hopper Memorial Award – Officer of the Year
 1. Eligibility: Any Tulsa Junior Chamber Executive Officer, other than the President, who has served more than 3 months on the Board of Directors during the award year.
 2. Qualification: Outstanding service to the chapter during the award year.
 3. Award: Engraved wood plaque.
 - A. C. William Brownfield Memorial Award – Outstanding First Year Junior Chamber Member
 1. Eligibility: Any Junior Chamber Member, excluding members of the Executive Committee, who has been a member of the Tulsa Junior Chamber of Commerce less than 12 months.
 2. Qualification: Outstanding service to the chapter during the award year.
 3. Award: Engraved wood plaque.
 - A. John H. Armbruster Memorial Award – Key Man Award
 1. Eligibility: Any Tulsa Junior Chamber Member
 2. Qualification: Outstanding service, leadership and dedication during the award year.
 3. Approved by: Awards Committee will present a list of six nominees to the President. The President will select the recipient for the gold, bronze, and silver from these.
 4. Award: Engraved wood plaque with key.
 5. Number of awards: Not to exceed 1 gold, 2 silver and 3 bronze.
 - A. Judy Bates Memorial Award
 1. Eligibility: Presented to any past or current member of the Tulsa Junior Chamber of Commerce or the Tulsa Jayceettes.
 2. Qualification: Exemplary lifetime service and dedication to the Tulsa Junior Chamber of Commerce and the Jaycee Movement and what it embodies as exemplified by the spirit of Judy Bates.
 3. Approved by: The President and Charles M. Bates, Jr.
 4. Presented by: A member of the family of Judy Bates, or by delegation, the President.
 5. Award: Engraved wood plaque.
 - A. Dick McCartt Memorial Award
 1. Eligibility: Presented to any past or current member of the Tulsa Junior Chamber of Commerce or the Tulsa Jayceettes.
 2. Qualification: Exemplary lifetime service and dedication to the Tulsa Junior Chamber of Commerce and the Jaycee Movement and what it embodies as exemplified by the life of Dick McCartt.
 3. Approved by: The President and past recipients of the Dick McCartt Memorial Award.
 4. Presented by: A past recipient of the award, or by delegation, the President.
 5. Award: Engraved wood plaque.

Note: No Project or Committee shall receive both the following two awards during the same award year.

- A. Project of the Year
 1. Eligibility: Any Tulsa Junior Chamber Project that is completed during the award year. Projects will be considered completed for award purposes on the date that the Board of Directors approves the final Single Project Entry.
 2. Qualification: Most outstanding project run during the year.
 3. Award: Engraved wood plaque to the Chairman and framed certificates to each member.
- A. Committee of the Year
 1. Eligibility: Any Tulsa Junior Chamber Project or Standing Committee. If a Single Project Entry was required of the Committee, then the final single Project Entry must have been approved by the Board of Directors during the award year.
 2. Qualification: Completion of an assigned task in the most exemplary manner.
 3. Award: Engraved wood plaque to the Chairman and framed certificates to each member.
- A. Certificate of Appreciation
 1. Eligibility: Any member, organization or individual.
 2. Qualification: Meritorious support of the Tulsa Junior Chamber of Commerce during the award year.
 3. Award: Certificate with frame.
- A. Exhausted Rooster

1. Eligibility: Any member of the Tulsa Junior Chamber of Commerce who reaches the age of 40 during the award year.
2. Award: Certificate with frame with appropriate lapel pin.

A. Sustaining Membership Award of Appreciation

1. Eligibility: Any sustaining member of the Tulsa Junior Chamber of Commerce as described in the By-Laws. Donations of cash and/or merchandise are acceptable for sustaining membership.
2. Qualification: As described in the By-Laws.
3. Award: Individual Bronze Certificate with frame, or Silver Certificate with frame, or Gold Engraved wood plaque or, Platinum Engraved wood plaque and two seats at the Inaugural Banquet
4. Award: Corporate Bronze Engraved wood plaque, or Silver Engraved wood plaque, or Gold Engraved wood plaque, or Platinum Engraved wood plaque and two seats at the Inaugural Banquet

ARTICLE VII – EXECUTIVE SECRETARY

SECTION 1 – PROCEDURES

- A. The Secretary of the Tulsa Junior Chamber of Commerce shall be authorized to hire and administer an Executive Secretary with approval of the Executive Committee.
- B. Upon completion of a full year of employment, an annual paid vacation of 10 days will be taken during the following 12 months. Vacation must be taken during that year and may not be rolled to the next. Vacation time must be approved the Executive Committee.

ARTICLE VIII – BONDING

The Tulsa Junior Chamber of Commerce will carry a \$ 2,000 bond on each of the following officers: President, Management Development Vice President and Treasurer.

ARTICLE IX – CHAPTER GUESTS

- A. The President of this organization and spouse or date, shall be guests of the chapter at all Tulsa Junior Chamber functions, projects, and events, including costs.
- B. The incoming President and spouse or date shall be guests of the chapter at his/her Inaugural Banquet.

ARTICLE X – EXECUTIVE EXPENSES

- A. The Executive Board may approve expenditures under emergency situations or when due to circumstances beyond the control of the Tulsa Junior Chamber Officers or Directors, there is inadequate time to obtain Board approval, such as sickness or death of a member of their immediate family. No single expenditure may be for more than \$100.00. The total expenditures for any one month shall not exceed \$200.00. Such expenses are to be fully explained at the next Board meeting by the Treasurer.
- B. In consideration for the many varied expenses encountered by this office in the execution of its duties, the President will be allowed a sum of \$75.00 per month to expend without appropriation on such significant items that he/she may deem necessary in the conducting of the office. This will be a monthly allowance and shall be confined to such items as will benefit the reputation of the office and chapter.
- C. The President may elect to expend an amount, not to exceed \$400.00 per year for the purpose of necessary travel and fees for events not located within the state of Oklahoma where such presence will be of benefit to the chapter. This travel allowance shall accrue and become available to the President at the rate of \$100.00 at the beginning of each quarter. Funds may be accumulated in the event the President chooses to do no traveling during a quarter. This shall include the National convention immediately following his/her term of office.
- D. The newly elected President may choose to expend the sum of \$300.00 for the purpose of traveling to and attending the National convention held during his/her term of office.
- E. The President must present the Board of Directors with appropriate receipts.
- F. Registrations
 1. The Chapter will pay registration to Local Officers' Training for all incoming Executive Officers, Directors and State Director.
 2. The Chapter will pay 10 registrations for members to Spring Planning.
 3. The chapter will pay full registrations for the President and State Director to State Board Meetings, plus a Chapter room for two nights.

ARTICLE XI – FISCAL YEAR

SECTION 1 – FISCAL YEAR

The fiscal year commences on January 1

ARTICLE XII – SUSPENSION, RESCINDING AND AMENDING OF STANDING RULES

- A. The Standing Rules can be suspended rescinded or amended at any meeting by 2/3 majority of the General Membership present.
- B. All approved changes to the Standing Rules shall be published in the next available issue of the Chapter newsletter.