



## STATE BOARD STANDING RULES

Standing Rules are defined as the general policies of HWNT (a.k.a. the Network) with details that are not included in the Bylaws. Standing Rules require approval from the State Board of Directors unlike the Bylaws that are approved by the Board and the membership of HWNT.

### STANDING RULE 1: MEMBERSHIP

#### A. Eligibility

1. To join or renew Hispanic Women's Network of Texas (HWNT) membership, prospective or renewing members must utilize the organization's website to apply and pay dues. A member must select a Chapter to link membership to a recognized entity. A member may belong to more than one Chapter if required dues are paid to those Chapters however, the member has only one vote on any matter requiring voting.
2. Annual membership in HWNT is effective as of the month and the year in which a valid application and dues are received by the Chapter Vice Chair of Membership and the State Treasurer. The annual membership dues are based on a rolling forward 365-day calendar year.
3. Dues: Annual memberships are established by the State Board of Directors and subject to change as needed. Dues are: Regular \$75, Student \$35, and Senior (age 65 and over) \$50. A life-time membership fee of \$1,000 is also available. Any changes to dues are approved by the State Board of Directors and communicated to Chapters via State Representatives, the Vision Newsletter, and the Network website. Membership dues regardless of the category will be divided sixty/forty between the State and Chapter.
4. The annual membership creates membership drives throughout the year at all Chapter events and joint community efforts.
5. Membership in the State organization is through membership in a Chapter as prescribed in Article VI of the Bylaws. Anyone who has paid the required membership fee and is in good standing as a member of a Chapter, is a member of the State organization.
6. Withdrawal of membership can be accomplished through written notice or by failure to renew membership. No refunds will be issued of any membership dues.
7. A member in good standing is defined as an individual who has paid the required Chapter and State membership 30 days prior to the State Annual Membership meeting usually held during the State Conference or the virtual Annual Membership Meeting. The status authorizes the member to attend and vote at the annual membership meeting. Members may attend the State Annual Membership meeting without having to pay the Conference registration fee. However, such members cannot attend workshops and meals provided through the conference registration fee.

**B. Membership Procedures**

1. The Chapter Chair of Membership and Chapter Treasurer are responsible for submitting the quarterly Transmittal Membership reports to the State Vice Chair of Membership and the State Treasurer. The reports ensure disbursement of dues is conducted between the Chapters and the State, and that members are in “good standing” at the State level and eligible to vote at the Annual State Membership Meeting. After reports are received and audited by the State Vice Chair of Membership and State Treasurer, disbursement of membership fees to the Chapter occurs at the quarterly State Board of Director meetings.
2. The State Vice Chair of Membership issues quarterly reports that reflect the status of membership levels to the State Board of Directors and Chapter Board Representatives. The State Vice Chair of Membership ensures the Network membership database reflects the status of membership as well. Chapter Board Representatives disseminate membership data to Chapter officers and members.

**C. Affiliations: State and National**

HWNT pursues, with State Board of Director approval, affiliation to organizations promoting the advancement of women. The Board of Director allocates, on an annual basis, the funds required to complete an application and pay for required travel and meeting expenses, as applicable. The affiliation cannot conflict with the Section 501 (c) (3) status of the organization.

**STANDING RULE 2: ORGANIZING A CHAPTER**

A Chapter may be organized under the sponsorship of an active Chapter member or any State Officer or any combination of these according to the procedures set forth below:

1. A group of not less than ten (10) people shall constitute a Chapter once membership is paid through the HWNT website. Arrangements must be made with the State Chair, State Vice Chair of Membership, State Treasurer, and Executive Director, if applicable, for the appropriate IRS and membership requirements.
2. Five of the individuals must be elected as officers to these positions: Chair, Chair-Elect, Chair of Membership, Secretary, and Treasurer. The Chapter must elect two members to serve as a representative on the State Board of Directors and an alternate. The Chapter may choose to elect all officers mirroring the State structure. Members and officers must agree to adhere to the HWNT Bylaws and Standing Rules.
3. Documentation of the election is required and submitted to the State Chair, within seven (7) days of the election, before formal recognition of the Chapter can begin.
4. The Chapter will provide the State Chair a roster of the officers and members with contact information. The State Chair and the State Vice Chair of Membership ensure the Network’s membership website is prepared for a new Chapter. The State assumes the cost for incorporation onto the website.
5. The State Chair will notify the new Officers and members when to complete a membership application on the organization’s website.
6. The State Vice Chair of Membership and the State Treasurer will reconcile the new Chapter account and membership data.
7. The Chapter must purchase a P.O. box at their own expense and provide it to the State Chair.
8. At the State’s expense, the State Chair will acquire the required Chapter’s EIN (Employers Identification Number) typically within thirty (30) days and provide it to the Chapter Chair. The

- State purchases and maintains liability insurance for a chapter.
9. The Network will provide a stipend for Chapter startup needs, i.e., banner and tablecloth. The State provides graphics of the Network logo.
  10. The State Chair or designee will provide an orientation of the Network principles and mission and the Chapter requirements.
  11. The powers, limitations, responsibilities of officers and committees, meetings, and fiduciary requirements of the Chapters are as delineated in the Bylaws.
  12. Chapters will comply with the fiscal reports to the State Treasurer, auditor(s), and the IRS.
  13. Attendance by the Chapter Board representative to the quarterly Board of Director meetings at the State Office is supported with a travel allowance of \$50 stipend or \$75 for those representatives traveling 400 miles or more to the State Office. The allowance is not provided for the Board meeting that coincides with the Annual State Conference. The Austin Chapter Board representative does not qualify for the allowance for meetings held in Austin.
  14. All Chapters chartered thirty (30) days prior to the Annual Meeting or State conference will have voting privileges.

### **STANDING RULE 3: ELECTION OF OFFICERS**

- A. **Elections:** State officers are elected to serve a two-year term and may serve no more than two (2) consecutive terms in the same position. That officer, however, may be elected to a different officer position. Only two (2) elected officers from the same chapter may serve at the same time on the State Board of Directors, except when vacancies need to be filled. Elected State officer positions include the Chair, Chair-Elect, Vice Chair of Membership, Vice Chair of Development, Vice Chair of Marketing, Vice Chair of Education, Secretary, and Treasurer. A Chapter is required to hold elections for the Chapter Chair, Chair-Elect, Vice Chair of Membership, Secretary, and Treasurer as noted in the Bylaws 12.02.
- B. The election process for State officer positions is as follows:
  1. All candidates must be a member in good standing and have demonstrated a commitment to Hispanic women's issues and leadership qualities as described in the officer qualifications and job descriptions in the Standing Rules.
  2. Officers are elected by a simple majority of the membership at the annual meeting.
  3. The Credentials and Nominations Standing Committee, led by the Immediate Past Chair, will coordinate the election sixty (60) days prior to the Annual Membership Meeting.
  4. The Immediate Past Chair will communicate the election and nomination of candidates on the HWNT website and via email communication to all members in the membership database. The communication will include the duties and responsibilities of the office. Interested members will provide a brief biographical summary, explain their HWNT and community background and interest in serving in the position. The Credentials Committee will confirm the members' qualifications.
  5. The Committee will create the slate of eligible candidates. If members do not express an interest in a position, the Immediate Past Chair and Chair may seek a qualified candidate and add the member's name to the slate if the member agrees to serve. The slate of candidates will be finalized thirty (30) days prior to the Annual Membership meeting.
  6. The slate will be communicated to members two weeks before the election via email and the Network website.
  7. Eligible members will vote at the Annual Membership Meeting. Officers are elected by a simple

majority of the membership.

8. Election results will be announced through the HWNT website, or through email.
9. When unforeseen circumstances arise, an election may be held through electronic means as close as possible to the first State Board of Directors meeting of the new calendar year. The State officers will submit and communicate via electronic means the candidate(s) for any unfilled position(s). Members will vote for the slate within five (5) days, and election results will be communicated to the membership within five (5) days. A simple majority of those voting by the deadline determines the election results. Newly elected officers will participate at the Board of Director meeting.

#### **STANDING RULE 4: OFFICER QUALIFICATIONS & JOB DESCRIPTIONS**

##### **A. STATE CHAIR**

###### **1. Qualifications:**

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated a commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of two years as a member of the Chapter's Board of Directors for a total of four years board experience. Professional management experience is desired and may substitute for the two-years of service with a community organization.
- d. Must have demonstrated the following characteristics: consensus-building and collaborative leadership style; ability to work with and manage staff and volunteers; understands community issues; awareness of Network strengths and weaknesses; ability to make decisions, communicate vision and direction for the organization, set priorities and mobilize energies; demonstrate a spirit of risk-taking, mediation and negotiation, integrity, intelligence, commitment and flexibility.
- e. Must have fundraising skills and abilities and the capacity to act as a steward for the Network's assets.

###### **2. Duties:**

Responsibilities as delineated in the Bylaws.

- a. Seek and appoint to the Board of Directors members to serve a Parliamentarian and Historian as defined in Standing Rule 5, and an Advisory Chair. The Advisory Chair is a former Chair of the Network appointed by the Network Chair as a non-voting member to the Executive Committee. The Advisory Chair provides a historical perspective of the Network's mission and assist with the accomplishments of strategic goals and operational tasks of the Standing Committees as requested by the Chair.
- b. Attends Board meetings and Board training and development sessions. Creates with the Executive Director and Immediate Past Chair a training session and manual on roles, responsibilities, and the history of the Network.
- c. Serves on the Board as a voting member when there is a vote tie.
- d. Serves as Chair of the State Board of Directors and Executive Committee.
- e. Establishes agendas for all Board and Executive Committee meetings. Chairs the annual Membership meeting.
- f. Provides Board and organizational leadership. Ensures that orders and resolutions of the Board are carried out. When a Chapter cannot resolve the concern of a paid member, the

Chair along with the appropriate officer(s) and Executive Director will address the issue and bring it to closure within seven (7) days.

- g. Focuses the Officers and State Board of Directors on the purpose of and the strategic direction of the Network. Regularly monitors progress against the strategic plan. Checks status and takes actions to close gaps to annual plan performance. Imparts to the State Board of Directors the purpose supporting the strategy.
- h. Co-chairs these Standing Committees: (1) Finance, (2) Self Development, (3) Credentials, Nominations, and Elections, (4) Marketing and Communications, (5) Education, (6) Legislation and Issues, and (7) Development. Establishes and brings closure to any Ad Hoc Committees created.
- i. Produces and posts on the Network website, the Annual Report with the Executive Director and Treasurer.
- j. Hires and evaluates staff and consultants with input from the State Board of Directors.
- k. Represents the Network in the community and affiliate activities.
- l. Ensures minutes of all State Board of Directors and Executive Committee meetings are in order.
- m. Transitions the responsibilities of the Chair and projects to her successor, including pertinent records and relevant procedures.
- n. Annually recruits new members for the organization.
- o. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.

## **B. STATE CHAIR-ELECT**

- 1. Qualifications:
  - 1. Must be a member in good standing of the Hispanic Women's Network of Texas.
  - 2. Must have demonstrated a commitment to Hispanic women's issues.
  - 3. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of two years as a member of the Chapter's Board of Directors for a total of four years board experience. Professional management experience is desired and may substitute for the two- years of service with a community organization.
  - 4. Must have demonstrated the following characteristics: consensus-building leadership style; ability to work with and manage staff and volunteers; understands community issues; awareness of Network strengths and weaknesses; ability to make decisions, communicate vision and direction for the organization, set priorities and mobilize energies; demonstrate a spirit of risk-taking, mediation and negotiation, integrity, intelligence, commitment and flexibility.
  - 5. Must demonstrate the capacity to act as a steward for the Network's assets.
- 2. Duties:
  - a. All responsibilities as delineated in the State Bylaws.
  - b. Attends Board meetings and Board training and development sessions.
  - c. Serves on the Board as a voting member
  - d. Presides at all State Board of Directors and Executive Committee meetings in the absence of the Chair.
  - e. Assists the Chair in such duties as the Chair may assign.
  - f. Co-chairs the work of the following Standing Committees: Marketing and Communications with the Vice Chair of Marketing, Education with the Chair of Education, and Bylaws with

the Parliamentarian.

- g. Serves on committees as directed by the Chair.
- h. Annually recruits new members for the organization.
- i. Provides Board and organizational leadership.
- j. Represents the Network in the community, in the absence of the State Chair, and advocates for Hispanic women's issues.
- k. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- l. Prepares for assuming the role of Chair of the Network.

**C. STATE VICE CHAIR OF MEMBERSHIP**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors with a minimum of one year on the Chapter's Board of Directors. Professional management experience is desired and may substitute for the one year of service with a community organization.
- d. Must have experience in a team environment.
- e. Must have the ability to manage the organization's membership via the organization's membership database.
- f. Must demonstrate the capacity to act as a steward for the Network's assets

2. Duties:

- a. Performs the duties of the Chair in the absence of the Chair and Chair Elect.
- b. Serves on the Board as a voting member.
- c. Coordinates the work of the membership activities of the organization: training to the Chapter Vice Chairs of Membership, addressed and resolves questions associated with the Network membership database, provides guidance on recruitment efforts at the Chapter level.
- d. Works with the Chapters' membership representatives to ensure members are renewing and are in good standing using electronic methods adopted by the organization. Ensures Chapter members are in good standing when voting efforts are required. Ensures Chapters compile quarterly membership reports required for payment by the State to the Chapters.
- e. Attends Board meetings and Board training and development sessions.
- f. Works closely with the Treasurer to provide membership reporting to the State Board; ensures Treasurer report and membership report are reconciled.
- g. Serves on committees as directed by the Chair.
- h. Annually recruits new members for the organization.
- i. Advocates for Hispanic women's issues.
- j. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**D. STATE VICE CHAIR OF DEVELOPMENT**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service as a community board of directors and a minimum of one year as a member of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the one year of service on a community organization.
- d. Must have experience in a team environment.
- e. Must have the ability to manage the fundraising activities of the organization.
- f. Must demonstrate the capacity to act as a steward for the Network's assets

2. Duties:

- a. Creates, performs, and manages fundraising activities including sponsorships and grants for the State annual meeting and conference with the Executive Committee, Executive Director, and sponsoring Chapter.
- b. Serves on the Board as a voting member.
- c. Creates, reviews, and updates the annual Development Plan.
- d. Coordinates her activities with the Executive Committee and Executive Director to ensure sustainability of the organization.
- e. Attends Board meetings and Board training and development sessions.
- f. Serves on committees as directed by the Chair.
- g. Chairs the Strategic Development Committee and co-chair by the Network Chair.
- h. Advocates for Hispanic women's issues.
- i. Annually recruits new members for the organization.
- j. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**H. STATE VICE CHAIR OF MARKETING**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership such as a minimum of two years of service on a community board of directors with a minimum of one year on the Chapter's Board of Directors. Professional management work experience is desired and may substitute for the one year with a community organization.
- d. Must have experienced in team environments.
- e. Must have the ability to manage the Organization's Marketing and Communications activities, website, and quarterly Vision newsletter.

2. Duties:

- a. Performs the duties required to publicize and market the activities of the organization and Chapters; work closely with Chapters to garner summaries of their activities.
- b. Serves on the Board as a voting member.
- c. Attends Board meetings and Board training.
- d. Chairs the Marketing and Communications Standing Committee with the Chair Elect as Co-Chair.
- e. Promotes the Network to external audiences by means of appropriate and available

medium.

- f. Produces and distributes the quarterly Vision newsletter for the Network website.
- g. Research, writes, and disseminates, with approval from the Network Chair, press releases to promote the organizations.
- h. Edits and approves marketing materials to ensure branding guidelines are being followed.
- i. Serves on committees as directed by the Chair.
- j. Advocates for Hispanic women's issues.
- k. Annually recruits new members for the organization.
- l. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- m. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**F. STATE VICE-CHAIR OF THE EDUCATION PROGRAM**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a member of a community board of directors and a minimum of one year of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must demonstrate the capacity to act as a steward for the Network's assets.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member
- c. Acts as the official representative of the State Board of Directors.
- d. Oversees the education programs of the state including any scholarship initiatives including efforts for women re-entering educational efforts.
- e. Chairs a committee that includes the Chapters' Education or Latinas in Progress (LIP) representatives to plan, organize, and evaluate all programs. Works with Chapters that wish or have initiated re-entry educational efforts and works jointly with the Chair of Development as needed for funding sources.
- f. Submits the quarterly report of educational activities to the Board.
- g. Serves on committees as directed by the Chair.
- h. Advocates for Hispanic women's issues.
- i. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- j. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**G. STATE SECRETARY**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership such as a minimum of two years of service on a community board of directors and a minimum of one year as a member of the Chapter's



Board of Directors. Professional management experience is desired and may substitute for the one year of service with a community organization.

- d. Must be organized, detail-oriented, have strong listening skills, writing and ability to summarize content, and computer and software program skills.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member.
- c. Records all proceedings of the State Board of Directors, Executive Committee, and Annual Membership Meeting meetings. Distributes the minutes of Board and Executive meetings to all Directors as drafts via email within 30 days of the meeting. Corrects and modifies documents as needed; documents final records for the archives. Disseminates the Annual Meeting minutes via email and the State website 90 days after the annual meeting. Corrects and modifies the minutes as needed at the next annual conference. Documents the final record for the archives. Maintains approved minutes on file and for archives.
- d. Maintains official attendance records.
- e. Acts as the custodian of all secretarial records.
- f. Recommends to the Board operational procedures pertaining to the office.
- g. Serves on committees as directed by the Chair.
- h. Advocates for Hispanic women's issues.
- i. Annually recruits members for the organization.
- j. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**H. STATE TREASURER**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of one year on the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must have two years of volunteer experience as a Treasurer or two years background in financial management or bookkeeping.
- e. Must understand nonprofit fiduciary reporting requirements including conveying such to a Certified Public Accountant (CPA).
- f. Must have working knowledge of financial software.
- g. Must have the ability to interpret and communicate financial information to the State Board of Directors.
- h. Must demonstrate the capacity to act as a steward for the Network's assets.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member.

- c. Serves as Ex-Officio member of the Finance Committee.
- d. Receives and takes custody of all monies of the Network and disbursement thereof.
- e. Works with the Vice Chair for Membership on the validation of members of the Network.
- f. Maintains accurate financial records for the Network.
- g. Submits quarterly financial reports to the Board.
- h. Ensures compliance with all state and federal nonprofit financial reporting requirements.
- i. Recommends to the Board appropriate financial strategies and related investments.
- j. Ensures all funds are deposited in a bank or invested as directed by the Board.
- k. Coordinates the development and implementation of the fiscal budget.
- l. Reports to the State Board of Directors regarding adherence to current budget.
- m. Communicates with and provides guidance to Chapter Treasurers; provides guidance and training as needed.
- n. Recommends financial procedures and policies to the Board.
- o. Surrenders to the Network within thirty (30) days of vacating office, all financial books, records, and papers along with a list and receipt of such items.
- p. Serves on committees as directed by the Chair.
- q. Annually recruits new members for the organization.
- r. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- s. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**I. IMMEDIATE PAST CHAIR**

- 1. Qualifications:
  - a. Must be a member in good standing of the Hispanic Women's Network of Texas who completed her term in office.
  - b. Must have demonstrated commitment to Hispanic women's issues.
- 2. Duties:
  - a. Attends Board meetings and Board training and development sessions.
  - b. Serves on the Board as a voting member.
  - c. Advises officers and members on issues regarding the Network.
  - d. Serves on committees as directed by the Chair.
  - e. Serves as the Chair of the following Standing Committees: Credentials and Nominations, Self-Development, and Legislative and Issues.
  - f. Advocates for Hispanic women's issues.
  - g. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
  - h. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedure.

**STANDING RULE 5: NON-EXECUTIVE MEMBERS OF THE BOARD JOB DESCRIPTIONS**

**A. STATE PARLIAMENTARIAN**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women’s Network of Texas.
- b. Must have demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a community board of directors and a minimum of one year as a member of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must have knowledge of parliamentary procedures and Roberts Rules of Order.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Maintains an unbiased position as a non-voting member of the Board.
- c. Ensures that Bylaws and Robert’s Rules of Order are being followed at meetings.
- d. Serves as an advisor to the board and members in matters pertaining to the interpretation of the Bylaws and to parliamentary procedures.
- e. Recommends to the Board operational procedures pertaining to the office.
- f. Chairs the Bylaws Committee with the Chair-Elect as co-chair.
- g. Serves on committees as directed by the Chair.
- h. Annually recruits new members for the organization.
- i. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- j. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**B. STATE HISTORIAN**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women’s Network of Texas.
- b. Must have demonstrated commitment to Hispanic women’s issues.
- c. Must have demonstrated leadership through a minimum of two years of service on a member of a community board of directors and a minimum of one year of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.
- d. Must be organized, detail-oriented and have strong computer skills.

2. Duties

- a. Serves as custodian of all Network records.
- b. Maintains the archives and history of the Network including those created by the Executive Director, State Board of Directors, Executive Officers, and Chapters, and submits the records to the Nettie Benson Latin American Collection of the University of Texas at Austin.
- c. Serves on the Board as a non-voting member.
- d. Serves on committees as directed by the Chair.
- e. Advocates for Hispanic women's issues.
- f. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.

- g. Transitions the responsibilities and projects to her successor, including pertinent records and relevant procedures.

**C. CHAPTER STATE REPRESENTATIVE FOR BOARD OF DIRECTORS**

1. Qualifications:

- a. Must be a member in good standing of the Hispanic Women's Network of Texas.
- b. Must have demonstrated a commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a minimum of two years of service ~~or~~ as a member of a community board of directors and a minimum of one year of the Chapter's Board of Directors. Professional management experience is desired and may substitute for the two years of service with a community organization.

2. Duties:

- a. Attends Board meetings and Board training and development sessions.
- b. Serves on the Board as a voting member.
- c. Acts as the official representative of her Chapter at the State Board of Directors meeting.
- d. Submits the quarterly report of activities on behalf of the Chapter.
- e. Communicates to her Chapter the activities, orders and resolutions of the State Board of Directors.
- f. Disseminate membership data to Chapter officers and members.
- g. Ensures that orders and resolutions are carried out.
- h. Serves on committees as directed by the Chair.
- i. Advocates for women's issues.
- j. Annually recruits new members for the organization.
- k. Demonstrates familiarity and understanding of the Network's Bylaws and Standing Rules.
- l. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures.

**STANDING RULE 6: COMMITTEES**

**A. Standing Committees:**

- a. Standing Committees are permanent committees created by the organization to deal with operational and business needs. The work and deliverables of the Standing Committees should be documented and made part of the Network's operational procedures to assist those Officers or members that follow either annually or every two years. Whenever possible templates or tools to carryout tasks should be part of the Committee's output. A Standing Committee may be given matters to handle by a specific motion from the State Board of Directors.
- b. Standing Committees are chaired by State Board Officers and members appointed by the State Chair.
- c. Committee meetings should be governed by the following procedures:
  - i. Meetings can be informal in terms of discussion, or formal according to the Bylaws.
  - ii. If formal, motions need to be seconded.
  - iii. Minutes should be documented and provided to the State Chair, State Secretary, and Executive Director.
  - iv. The quorum of any committee is a simple majority of the specified members, unless noted

otherwise by the Bylaws.

**B. Standing Committees Roles and Responsibilities**

The State Chair leads the Finance Standing Committee and coordinates the work of the Standing Committees to conduct business in an efficient and prudent manner. The Standing Committees are as follows:

1. Bylaws
2. Finance
3. Self-Development
4. Credentials, Nominations, and Elections
5. Marketing and Communications
6. Education
7. Legislative and Issues
8. Development

The charges to the Committees are as follows:

1. **Bylaws:** The Committee shall be chaired by the Parliamentarian and co-chaired by the Chair-Elect and is responsible for the constant evaluation of the Bylaws and the Standing Rules of the Network.
2. **Finance:** The State Chair leads the Finance Committee with the Treasurer as ex-officio. The Committee shall oversee the financial reporting and disclosure of all financial accounts as well as oversee the annual tax returns, the filing of the 990N e-postcards required of Chapters, and the filings performed by a qualified CPA. The Executive Director ensures the documentation is filed and maintains a copy for operational purposes. The Finance Committee will recommend to the Board a plan for the investment of the Network's funds on an annual basis or as needed.
3. **Self-Development:** The Committee is chaired by HWNT Immediate Past Chair and is responsible for creating and implementing a leadership development program and disseminating information concerning openings of boards and commissions at the Chapter and State level.
4. **Credentials, Nominations, and Elections:** The Committee shall be chaired by the Immediate Past Chair and is responsible for recommending the slate of vetted and qualified candidates for vote by the membership at the Annual Membership meeting at the State Conference and ensuring the election is carried out.
5. **Public Relations and Communications:** The Committee shall be chaired by the Vice Chair of Marketing and co-chaired by the Chair-Elect. The Committee is responsible for promoting the Network to external audiences by means of appropriate and available medium, with affiliates, and through Chapter efforts. Information garnered is utilized, as appropriate, on the Network website, in the quarterly newsletter, and for developmental purposes.
6. **Education Committee:** The Committee is led by the Chair of Education and co-chaired with the Chair-Elect to ensure implementation of the education series with college-bound students and women re-entering secondary educational efforts. The Committee ensures required reports are acquired and maintained for funding sources.
7. **Legislative and Issues Committee:** The Committee is chaired by the Immediate Past Chair and appointed members that are subject matter experts to the issue at hand. The Committee is designed to respond promptly to topical areas that align to the mission of the Network and

ensure the position and statements are free of partisan politics that risk the 501(c)(3) status. The Network may respond in conjunction with or separate of the Network’s affiliates.

8. **Development:** The Committee, chaired by the Vice Chair of Development and co- chaired by the State Chair, works closely with the Executive Director and the State Board of Directors to identify key operational and program needs, seek funding sources, and acquire funds annually.
9. **Ad Hoc or special committees:** shall be designated by the State Chair as needed for the purpose of carrying out the duties designated by the State Chair. Said committees will disband upon completion of their respective assignments.

### **Committee Operational Requirements**

All efforts undertaken by the Committees represent the Network. The State Chair or lead Officer should seek volunteers from the Chapters to accomplish the goals whenever possible. The Committees should seek to carry out the committees’ objective within a one-year span and if activities exceed one year, document the process for continuation thereafter. A status report is expected to the Board at the quarterly meetings. The following project planning elements should be reported:

1. Identified audience or stakeholders;
2. Defined goals, objectives, and deliverables;
3. Prohibited activities;
4. Project Schedule of deliverables and members assigned;
5. Issues or needs that require Board of Director assistance or approval; and
6. Method for institutionalization if applicable.

The State Board of Directors should approve the Committee efforts at the annual retreat, quarterly meeting, or as soon as possible.

### **Summary HWNT State Board of Directors**

<b>Elected (E) or Appointed (A)</b>	<b>Voting</b>	<b>Role or Standing Committee</b>	<b>Summary of Key Duties</b>
Chair (E)	Vote	Oversees all standing committees	Represents HWNT, presides over Network activities; hiring & performance evaluations with input from Board; fiduciary responsibilities
Chair-Elect (E)	Vote	Marketing & Communications, Education and Bylaws	Performs duties of Chair in the absence of Chair; ensures officers carry out duties associated with roles & assigned Standing Committees
Immediate Past Chair (E)	Vote	Credentials, Nomination & Elections, Self- Development, Legislation & Issues	Leads & ensures operational goals of Standing Committees are carried out
Vice Chair Membership (E)	Vote	Membership	Acts in absence of Chair & Chair- Elect; Membership activities at chapter & state level, confirms membership in good standing & qualifications for office; fiduciary role with Treasurer

Secretary (E)	Vote	Accurate recordkeeping	Records all meetings of the Executive Committee, the State Board of Directors and the Annual Membership meeting
Vice Chair Development (E)	Vote	Strategic Development Goals with Chair	Fundraising, sponsorship of conference & annual meeting, Development Goals & funds for sustainability of HWNT
Vice Chair Marketing (E)	Vote	Marketing & Communications with Chair-Elect	Marketing HWNT & conference including on website, quarterly newsletter, web master
Vice Chair Education (E)	Vote	Educational efforts with Chair-Elect	Education series, programs & scholarships throughout the state & funded by State Office
Treasurer (E)	Vote	Ex-Officio on Finance Committee	Fiduciary accuracy; custody of funds & disbursement; Ex-Officio on Finance Committee with State Chair
Parliamentarian (A)	No	Bylaws with Chair-Elect	Interprets bylaws & parliamentary procedures
Historian (A)	No	Archival efforts of Chapter & State activities	Custodian of records, seeks Chapter records for archives; provides records to Nettie Benson Collection
Advisory Chair (A)	No	Projects as assigned	Guides, provides historical perspective and assists with accomplishments of strategic goals and operational tasks of the Standing Committees
State Representatives (E)	Vote (Not Executive Committee Members)	Standing Committees as requested	Represent Chapters at Board meetings, submit quarterly reports of Chapter activities; communicate to Chapters the activities, orders & resolutions of the State Board of Directors

## **STANDING RULE 7: CONTRIBUTIONS BY STATE BOARD MEMBERS**

All members of the State Board of Directors shall support the Network with an annual monetary contribution at the first meeting of the calendar year. The contribution may be restricted to a particular fund or non-restricted.

Each Board Member shall sign a pledge card designating the amount of the contribution and the method of payment and provide the funds and card to the State Treasurer. The Commitment Pledge must be paid in full before the year end. Pledge tracking reports will be presented at each state board meeting. The pledges demonstrate the Chapter commitment to the grants and fundraising undertaken by the State office and reviewed by funding sources in said efforts. The pledge can be supplemented by the Chapter for the Board member when needed.

## **STANDING RULE 8: COMMUNICATION**

Communication with the membership, the HWNT Officers and the Executive Director will be conducted electronically whenever possible through the Network website and available programs.

## **STANDING RULE 9: AMENDMENTS**

Standing rules are established for the purpose of covering matters pertaining to the orderly process of business and not significant enough to be in the State Bylaws. Simple majority vote of the State Board of Directors is sufficient for the establishment and they may be amended or rescinded by two-thirds vote of the State Board of Directors at any regular scheduled board meeting.

## **STANDING RULE 10: CONTRACTS, FUNDS AND FISCAL REPORTS**

Following approval from the State Board of Directors, contracts executed will be managed by the Executive Director with oversight by the Chair, Treasurer, and other Officers determined by the Chair. The service contract with the Executive Director is managed by the Chair, Chair Elect, and Treasurer. Chapters must provide needed data for federal annual tax reporting requirements by state to remain in good standing.

## **STANDING RULE 11: BOOKS AND RECORDS**

The Network and Chapters will keep correct and complete books and records of accounts, minutes of its membership meetings, Executive Committee and State Board of Directors meetings, and committee meetings. Equally important are records of the names and contact information for ~~of~~ the members. Any member or agent or attorney may inspect all books and records of the Network for any purpose at any reasonable time by arranging with the State Chair or the State Executive Director.

The records of the Network shall be archived at Rare Books and Manuscripts Reading Room of the Nettie Lee Benson Latin American Collection of the University of Texas at Austin. The Historian maintains the archives and seeks assistance the from all Chapters to gather memorable items, minutes of membership meetings, and events that demonstrate the diversity of Network activities in the respective communities.



**STANDING RULE 12: FISCAL YEAR**

The fiscal year of the Network shall begin on the first day of January and will end on the last day of December of each year.

