

STANDING RULES

1. The dues of the Ikebana International Dallas Chapter 13 shall be \$ 80.00/year, payable by June 1; if paid before May 1, dues are \$ 75.00. Late fees may be incurred that will cover conversion to yen and postage. Friends shall pay dues of \$ 25.00 for the first year of local membership. Dual members shall pay dues of \$ 20.00/year.
2. Regular meetings shall be held on the third Thursday of the month, September through May, beginning at 9:30 a.m. for fellowship and refreshments, the business meeting to follow at 10:00 a.m., unless otherwise authorized by the Chapter Board. In an emergency or other need, the President may call a special meeting or cancel a regular meeting or a meeting of the Chapter Board.
3. Each member shall serve on a committee or assist the hospitality chairman as requested.
4. All members are requested to register at each monthly regular meeting. Guests must also register at each monthly regular meeting. Guests are welcome to attend one monthly regular meeting per year and will be asked to join the chapter at the one-year-only "Friend" level of membership to attend to or more monthly regular meetings per year.
5. Reimbursements must be submitted to the Treasurer thirty days from the date of the event or expenditure on a form provided by the Chapter and accompanied by a receipt; the final date for requesting reimbursement in a fiscal year is one week from the date of the last regular meeting of the fiscal year. Any submission after that date will be considered a donation. Unbudgeted amounts over \$ 25.00 must be approved by the Chapter Board before reimbursement.
6. The Third Vice President (Membership) shall: (a) notify members annually to submit their dues and updated membership information; (b) provide membership applications to interested individuals and maintain a supply of membership forms at all chapter activities; (c) provide new members with a copy of the chapter bylaws, current directory, and program information; (d) provide information to the Treasurer, First Vice President, and Corresponding Secretary and any other committee that requires member information to carry out its responsibilities.
7. The Budget Standing Committee shall consist of the Treasurer, Second Vice President, Fifth Vice President (Workshops), Ways and Means Standing Committee Chairman, Fourth Vice President (Hospitality), Corresponding Secretary, Publications Special Committee Chairman, and the President.
8. The chairman of the Ways and Means Standing Committee shall present to the Chapter Board at the end of the fiscal year a summary of purchases and sales and a complete inventory of items on hand.
9. The Financial Review Special Committee shall be appointed by the President; it shall review the financial records from the Treasurer at the end of the fiscal year and submit a written report to the Chapter Board at the first board meeting of the next fiscal year.
10. The Nominating Committee shall be selected at the November Chapter Board meeting and the November regular meeting. At the January regular meeting, the Nominating Committee will

present its slate of officers and accept nominations from the floor. At the February regular meeting, officers will be elected. Officers will be installed at the May regular meeting.

11. Two of the Nominating Committee members shall be chosen from the Chapter Membership and two shall be chosen from the Chapter Board. One alternate shall be chosen from the Chapter Membership and from the Chapter Board.

12. The Explorers on the Go Special Committee shall be responsible for identifying artistic or cultural sites related to ikebana or of interest to the study of ikebana and facilitating visits or "outings" to such sites.

13. The Publications Special Committee shall be responsible for procuring and/or producing, at the request of the Chapter Board, the Chapter's official publications, including the annual yearbook/directory of Members, annual program/workshop brochure, and special exhibit publications. The Publications Special Committee shall consult with the Chapter Board regarding the budget allocation for the specific publication before proceeding.

14. The e-Communications Special Committee shall be responsible for maintaining the Chapter's website, Facebook, email, and related accounts. In addition, this committee shall: (a) receive and distribute incoming emails to the appropriate Chapter Board member or committee chairman; (b) post materials to the website as directed by the Chapter Board; (c) report any website problems or issues to the Corresponding Secretary immediately; and (d) provide oversight of any contracted webmaster or other e-communication service.

15. The presidents/directors of the Ikebana International Fort Worth Chapter 38 and of Sogetsu Dallas Branch, or their designated representatives, may be non-voting members of the Chapter Board.

16. All donations of money or goods/items must be delivered to the President for acknowledgement on behalf of the Chapter; goods/items are to be valued by the Ways and Means chairman, who shall include them in the ways and means inventory, and the Treasurer. The Board shall determine the disposition of all donated goods.

UPDATED APRIL 2016