

Lancaster Area Express Network (LAEN) Standing Rules

2021-2022

Express Network Standing rules are designed to cover situations not covered in Association bylaws and policies. Express Network standing rules cannot conflict with the National or Express Network Bylaws, and are not bylaw amendments.

1. The Lancaster Area Express Network (LAEN) will meet at 7:15 am on the third Wednesday of the month. Members and guests must register before noon on the Friday before the meeting at www.laen-abwa.org.

a. Member Meeting Rate \$25.00 Guest Meeting Rate \$35.00. Members/Guests need to register by 12 PM on Friday prior to the meeting date. Registration will close at 12 for attendance and meals. NO changes will be able to be made after that time. Meal requirements will be listed on the website at time of registration.

b. Members/Guests who register after the closing of registration or Walk-ins will pay the rate of \$30.00.

c. For members unable to attend the meeting, to apply for reimbursement of meeting fees they must cancel their reservations by noon on Friday before the meeting by notifying the registration team. No exceptions. Board has the right to refuse if cancellations are frequent.

d. Registered members failing to cancel and/or attend the meeting for which they registered, will be invoiced for payment of meeting fees.

2. Standing rules should be approved by a majority vote of the membership at a meeting and be reviewed annually. The Express Network Standing Rules will be approved by the membership at a Fall monthly meeting. They will be distributed to the membership.

3. The newly elected board can appoint a committee to review the rules and make recommendations.

4. Changes or revisions to standing rules require a majority vote by the membership at a meeting.

5. Local dues will be \$50.00 per calendar year. Dues are to be paid in January. For members joining during the calendar year, dues will be \$50.00. For those members joining in the last quarter of the year (October-December), dues will be for the following year. Upon payment of National and Local dues, new members receive all member benefits including reduced meeting fees. National dues are paid annually on member anniversary date, in addition to these local dues.

6. The Executive Board may approve bills up to \$500.00 without the approval of the membership.

7. LAEN will annually budget monies to utilize social and other forms of marketing and communications for prospective members and/or to obtain publicity for the Express Network

8. LAEN will annually budget monies for professional development speakers/events/programs.

9. LAEN will sponsor a portion of the attendance fees for at least seven (7) primary members (in good standing) to attend and participate in training at an ABWA regional conference and/or ABWA's National Women Leadership Conference in the current award year. The budgeted amount will be split equally among those members who have paid for a complete National or District Registration. Each member will only be reimbursed for one of the two events unless there are fewer than 7 different members attending the two conferences. Requirements for reimbursement will be posted on LAEN's website and will include providing receipts and reporting on the conference experience to the membership within two months of the conference attended. All reimbursements for conference registrations will be paid within two months after the Regional Conference in the spring and after all requests are approved.

10. Should LAEN's current Woman of the Year (WOY) and/or Top Ten Candidate choose to attend the ABWA National Women's Leadership Conference, her WOY and/or Top Ten luncheon will be paid in full.

11. LAEN members will abide by the ABWA Proud Code of Conduct and will print it in each issue of the newsletter.

12. When a member is nominated by the LAEN membership to run for a National Office, LAEN will support the candidate both financially and in terms of professional endorsement. The candidate will need campaign materials and must attend the Annual Meeting. It is the responsibility of the Executive Board to determine how much they will allot monetarily into their annual budget to support their candidate. For any amount over \$500, approval must be given by the membership.