

STANDING RULES OF THE NEBRASKA WOMEN OF TODAY

(Revised 4/2025)

1. The state will invite Past Presidents of the state to honor them at the Annual Convention luncheon.
2. Local chapters will be allowed to sell items and/or promote money-making projects at state meetings.
3. All membership transactions must be submitted on chapter issued checks to the state Treasurer.
4. Chapter submitting late renewals shall be assessed a \$50.00 fee, to be paid to the Treasurer.
5. There will be a Service Charge of \$10.00 plus bank charges for all checks that are returned for insufficient funds, these MUST be paid in cash. If the state receives two insufficient checks from a member, that member will no longer be able to write checks to the Nebraska Women of Today.
6. State Officers will have one (1) week after receiving check(s) to have them in the possession of the State Treasurer. The State Treasurer will have one (1) week to deposit the check(s) into the bank Account. All checks received at State Meetings must be deposited within one (1) week of the close Of state meeting.
7. Ways and Means
 - A. Retail price for all items purchased for purposes of Ways and Means shall be set at costs plus A minimum of 30%.
 - B. The executive committee members, program managers and chairman may purchase item for Incentive purposes at cost plus 10%.
8. Campaign rules for President, Vice Presidents, Secretary and Treasurer:
 - A. Candidate must complete and return a filing form, and a chapter letter of support postmarked on or before March 1st to the Chairman of the Board.
 - B. A maximum of \$100.00 for Presidential campaign supplies and a maximum of \$50.00 for Vice President, Secretary and Treasurer Campaign supplies (excluding fliers and postage) may be spent on an individual's campaign. This includes donated items, posters, banners, gimmicks, etc. Any gimmicks with a candidate's name and/or theme and/or logo on them must be listed under campaign expense. A record of expenses must be kept and turned in to the Chairman of the Board.
 - C. Candidates may campaign only at the Annual Convention.
 - D. President candidates must mail/e-mail in a word document if e-mail is available, fliers to all State Board Members and to all local chapter presidents once Chairman of Board approves.
 - E. Vice President, Secretary and Treasurer Candidates must mail/e-mail in a word document if e-mail is available, fliers to the Chairman of the Board, President and all local chapter presidents by once Chairman of Board approves.
 - F. Hospitality rooms and individual caucuses are not allowed.
 - G. A candidate's chapter must nominate a candidate at the general business meeting. A second is not required. In the absence of the candidate's chapter, a letter of recommendation from

said chapter may be read by the election committee on behalf of the candidate.

H. A candidate failing to comply with these rules may be subject to penalty or disqualification.

9. Duties of the Elected Executive Committee are as follows:

A. President

- 1) Is responsible for the functioning of the State Board in the carrying out of their assigned duties.
- 2) Shall preside at all meetings of the General Membership, State Board, and Executive Committee.
- 3) Shall be the official representative of this organization where presence of such representative is required. In the event the President can't attend, an alternate will be selected by the President with the approval of the Executive Committee, with consideration given to the chain of command.
- 4) Train Chapter Presidents.
- 5) Is responsible for written communications with all levels of the organization, through State Board newsletters and the State newspaper.
- 6) Immediately replace the President's pin, if lost, at her/his own expense.
- 7) OLP/ROLP (Outstanding Local President and Rookie Outstanding Local President)
- 8) Shall be bonded.

B. Membership Vice President

- 1) Train Chapter Contacts
- 2) Extensions
- 3) Membership & retention
- 4) Orientation
- 5) Reactivation
- 6) STEP (Success Through Enthusiastic Participation)
- 7) Women of Today Membership Week/Month
- 8) Shall be bonded.

C. Programming Vice President

- 1) Train Chapter Contacts
- 2) Project Folder
- 3) Roadrunner
- 4) Governmental Affairs
- 5) Outstanding Woman Program
- 6) Community Connections
- 7) Today's Youth
- 8) Chapter Priority Program
- 9) Oversees Personal Development Program Manager/Chaplain

D. Secretary

- 1) Conduct all official correspondence
- 2) Keep an accurate record of all proceedings of the organization and email them too the Gavel Editor and the Executive Director
- 3) Keep a hard copy for two (2) years of minutes of each state meeting.
- 4) Send minutes of all meetings to the Executive Director electronically.
- 5) Perform other duties as assigned by President
- 6) Review one set of local chapter's minutes.
- 7) Promote Volunteer Week and Make-A-Difference Day

8) Public Relations/Press Releases

E. Treasurer

- 1) Trimester budget revisions to board members
- 2) Annual financial statement
- 3) Collect all money due the organization
- 4) Half of the budget will be paid at Fall Conference
- 5) Shall account for all transactions of her office and give Budget report of same at all state meetings, or any time called upon by the Executive Committee
- 6) Shall send Check Register and Explanations to Executive Director at the end of each trimester.
- 7) Aid to Foster Children
- 8) Review all local chapter budgets
- 9) National Program
- 10) Shall be bonded
- 11) Shall submit Membership Dues to National

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F. Chairman of the Board

- 1) Future Directions
- 2) First Timers
- 3) Coordinates Officers Training
- 4) Elections and Credentials
- 5) Constitution
- 6) Outstanding State Personnel
- 7) Budget & Finance
- 8) Promotes US Charities and Scholarships and Chapter Grants.
- 9) Works directly with the U.S. Women of Today administration to promote and coordinate the following areas:
 - a) Promotion of the National Mid-Year Meeting
 - b) Promotion of the National Annual Convention
- 10) Shall act as the On-To National Program Manager
- 11) Advisor to President

10. Additional duties of the Executive Committee are as follows:

- A. Any Executive Committee member not performing her duties shall be released from office by the President, with the approval of Executive Committee.
- B. An Executive Committee member is required to attend all State Board meetings. Any member who has two unexcused absences may be replaced with the approval of the Executive Committee.
- C. Members of the Executive Committee may appoint program managers as needed, with Approval, and oversee those program managers.
- D. Board Reports are due to the President and Secretary two weeks prior to State Board Meetings, or as requested by the President.
- E. Expense vouchers shall be submitted on the 1st of the month prior to state meetings to the Treasurer.
- F. Each Vice President, the Secretary, the Treasurer and the President are responsible for Promoting her area through such publications as the state newsletter, website and Facebook

on a regular basis.

G. Additional duties which might fall under various portfolios may be presented by the President with the approval of the Executive Committee.

H. Executive Committee members must comply with the above duties to be reimbursed for expenses.

11. Duties of appointed State Board members are as follows:

A. Presidential Assistant

- 1) Appointed by President
- 2) Assists President with U.S. Women of Today paperwork
- 3) Scrapbook/Quilt Program Manager
- 4) Courtesy - visiting dignitaries
- 5) Perform other duties as assigned by President

B. Parliamentarian

- 1) Appointed by President
- 2) Submit a Plan of Action
- 3) Oversees all parliamentary procedure
- 4) Constitution
- 5) Review and keep updated version of all local-chapter constitutions
- 6) Shall be a member of Elections and Credentials
- 7) Original motion to stay with the secretary and copies go to Parliamentarian and President folder.

C. Personal Development Program Manager/Chaplain

- 1) Submit a Plan of Action
- 2) Personal Development
 - a. Effective Speaking and Writing
 - b. Personal Development Programs
- 3) Health and Wellness
- 4) Women in General
- 5) Shall give a thought at each state meeting and a prayer before the luncheon
- 6) Spiritual development
- 7) Family life activities
- 8) Coordinate any awards with the Programming Vice President
- 9) Outstanding Local Chaplain/God in My Life Essay, Family Week Award
- 10) Shall be responsible for the Fellowship Service at Annual Convention
- 11) Oversee the e-mail prayer chain

D. Convention Chair (ex officio)

- 1) Shall present bids for Fall Conference according to the contract
- 2) Shall present bids for State Meetings not bid by chapters according to the contracts
- 3) Shall run State hosted state Meetings according to the contract
- 4) The Senior Chair will assume the lead and mentor the junior chair
- 5) Registration Fee and Business Meeting are not to be spent for convention expenses except for Meeting Rooms.
- 6) The Lunch and Banquets will pay for meals, table decorations.

E. Editor

- 1) State newsletter publication
- 2) Submit the Gavel to the Webmaster
- 3) Email the Gavel to members in an attachment

F. Chapter Priority Program Manager

- 1) Shall be a member of the sponsoring chapter and shall serve as the chapter representative at all functions
- 2) Shall prepare and present program bid
- 3) Shall distribute information on program and awards to local chapters
- 4) Sponsor chapter is responsible for expense of the state program
- 5) If the program manager is unable to attend a state meeting, she and the sponsoring chapter President shall select another chapter member to attend. The program manager shall submit a written report to the President prior to the meeting

G. Executive Director (non-Voting)

- 1) This person shall obtain Treasurers records and hold them for seven (7) years
- 2) Shall obtain all meeting minutes and compile them in a file.
- 3) Shall compile Project Folders, Community Connection and Membership and Personal Development area stats for files
- 4) Shall be responsible for sales tax filings to Nebraska Department of Revenue
- 5) Shall be responsible for three (3) year bond
- 6) Shall be responsible for corporation filing
- 7) Shall compile financial statement for fiscal year-end to be submitted to the Internal Revenue Service
- 8) Shall be responsible for Dun and Brad Street filing.
- 9) Shall be responsible for filing the 990 forms with the Internal Revenue Service
- 10) Shall be responsible for donations for Year End recognition.
- 11) Shall be responsible for officer manuals. Replacement cost for manuals not returned at year end will be \$40. If any pages are missing the cost will be \$5.00 per page.

12. Removal of Elected and/or appointed officers

Any officer failing to fulfill the obligation of their office shall be brought under the following disciplinary action:

- 1) Forewarning by the State President and give one (1) month to correct their actions.
- 2) If she/he fails to correct the problem she/he may be dismissed by a majority of the State Board at a special meeting/Zoom meeting.

13. Committees

A. Elections and Credentials Committee

- 1) Elections and Credentials Committee shall be made up of a maximum of three (3) members In addition to the Chairman of the Board and Parliamentarian.
- 2) The purpose of the committee shall be to receive, review, evaluate and recommend possible changes and improvements pertaining to elections, credentials and voting procedures of the Nebraska Women of Today
- 3) This committee oversees all voting procedures of elections of the Nebraska Women of Today includes delegate credentials.
- 4) All penalties for campaign infractions shall be set and enforced by this committee.

- 5) This committee will evaluate all campaign infractions and disqualify any candidate if there is substantiating evidence and just cause has been proven.
- 6) Once the candidates are approved, they can be announced on Facebook.

B. Budget and Finance Committee

- 1) Committee shall consist of the current Treasurer, State President, Past Treasurer, Chairman of the Board, Membership Vice President and Executive Director
- 2) The purpose of the committee shall be to oversee the finances of the organization, by reviewing, evaluating, and recommending possible changes and improvements pertaining to those finances and insuring a successful financial future of the Nebraska Women of Today via sponsorships, grants and fundraiser.
- 3) The committee shall prepare a proposed budget for approval by the general membership at the Annual Convention.

14. State Meetings

A. The Nebraska Women of Today shall hold two (2) state meetings and a board retreat per fiscal year:

- 1) If we do not have 15 registrations by Registration deadline, president, and convention Chairman will use an alternative location and duration.
- 2) Fall Conference 1st full weekend in November (Activities Saturday 10:00 am-3:00 pm)
- 3) Annual Convention 3rd full weekend in April (Always State Hosted beginning in 2025) (Activities Friday night through Saturday Banquet)
- 4) Board Retreat Date and location determined by the State President

B. A \$5.00 head tax for those attending the General Business meeting at the two state meetings shall be included in the registration and turned over to the State Treasurer immediately following the close of each state meeting

C. State Meeting dates may be changed upon the majority vote of those present at the General Membership Meeting, voting on State Meeting bids.

15. State Meeting Bidding

A. State meeting contracts are available on the website.

B. Bids for State Meetings must first be submitted to the Nebraska Executive Committee and the State Board for recommendation to the General Membership for selection by majority vote.

C. Bids must be submitted one (1) year prior to the state meeting being bid.

D. If no bids are received from open bidding for annual convention, the state meeting will be coordinated by the convention chairman appointed by the State President according to contracts.

E. All receipts and disbursements will be made through the Nebraska Women of Today treasury.

16. Competition

A. Effective Speaking competitions shall be held at the Fall and Annual Convention.

B. Effective Writing competitions shall be held at the Fall and Annual Convention.

C. God in My Life essay, Family Week Award, Outstanding Woman and Project Folder competitions shall be held at the Annual Convention.

D. All individual competition books (STEP, OSP, OLP) should follow the outline as stated on the

website for each specific competition area.

E. Local Presidents and State Board Members may compete in all areas of competition.

17. Annual Buckets of Sunshine: Hosting location of Annual Convention will decide Buckets of Sunshine Recipient.

18. Deadlines

A. New Member – 1st of each month

B. Fast Starts – August 1, December 1, April 1

C. Certifications – August 1, December 1, April 1

D. Competitions – October 1, March 15th

19. Current copies of the Nebraska Women of Today Constitution, By-Laws and Standing Rules shall be reprinted and brought to all State meetings by Chairman of the Board, Parliamentarian, State President and Executive Director.

20. Current copies of the Nebraska Women of Today Constitution, Bylaws and Standing Rules will be posted on the website.

21. The Standing Rules of this organization may be amended at any state meeting by a simple majority where there is a quorum.

22. Matching Grants – Each year we will donate \$75.00 to each organization: Food Bank of Lincoln, Inc. Food Bank of Heartland; and Year End Buckets of Sunshine.

23. Social media: Facebook postings – only the 2 administrators, current state president and Webmaster Will be able to post to the Nebraska Women of Today Facebook page.