



HWNT STATE & CHAPTER BOARD STANDING RULES

(Approved by the HWNT State Board on September 19, 2024)

Standing Rules are defined as the procedures the Hispanic Women’s Network of Texas (a.k.a. the Network) with additional details that are not included in the State and Chapter Bylaws. Standing Rules require approval from the State Executive Board followed by the State Board of Directors, unlike the Bylaws that are approved by the State Board of Directors and the membership of HWNT.

STANDING RULE 1: MEMBERSHIP, DUES & GOOD STANDING

A. Eligibility

1. The Network welcomes into its membership any person who is in accord with its purposes and who will cooperate in carrying out its programs and stated activities. To join or renew 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 the appropriate Chapter a. A member may belong to more than one Chapter if required dues are paid to those Chapters. A member has only one vote on any matter requiring voting.
2. Annual membership in HWNT is effective as of the day, month and the year in which a valid application and dues are received and verified by the Chapter Vice Chair of Membership and the State Treasurer or State Co-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 are subject to change as needed. Dues: Regular \$75, Student \$35, and Senior (age 65 and over) \$50. A lifetime membership fee of \$1,000 is also available and may be paid in quarterly payments over the course of one year. Any changes to dues are approved by the State Board of Directors and communicated to the Chapters via the State Chair and State Representatives, the Newsletter, and on the Network website. Membership dues, regardless of the category, are divided sixty (60) percent to the State and forty (40) percent to the Chapter.
4. The State Vice Chair of Membership and Chapter Vice Chairs of Membership are encouraged to create membership drives throughout the year at all Chapter and State events and joint community efforts. Members are encouraged to bring

potential members to the four required Chapter Membership Meetings and provide technology for immediate membership enrollment. The State and Chapter Vice Chairs of Memberships may create communication, activities or drives to reach individuals with lapsed membership status in the Network membership portal.

5. Standing Membership in the State organization is through membership in a Chapter as noted in Article VI of the Bylaws. A member is defined as being in good standing when membership dues are paid to the Network through the Network's membership portal and reflect an active status in the membership portal.
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 either at the State Conference or as a virtual meeting. The new member may vote on State matters during the State Conference without paying the Conference registration fee but cannot attend the workshops and meals provided through the conference registration fee.

B. Tracking and Reporting Membership

1. The Chapter Vice Chairs of Membership are responsible for monitoring and confirming membership enrollment in the membership portal twice a month. The Chapter Officers create and submit the Quarterly Transmittal Membership reports to the State Chair and State Vice Chair of Membership. A State Google folder provides instructions on how to use the Network membership portal and how to create the Quarterly Transmittal Membership reports, including where and how to download the reports into the appropriate State Google folder. The Transmittal Membership reports ensure disbursement of dues is conducted between the Chapters and the State. Further, the Quarterly Transmittal Membership reports confirm that members are in "good standing" at the State level and eligible to vote on matters of the State.
2. The State Vice Chair of Membership monitors statewide membership on a weekly basis and responds to Chapter questions within 48 hours of the request. The State Vice Chair of Membership ensures the Network membership portal reflects an accurate status of membership.
3. Quarterly Transmittal Membership reports are received and audited by the State Chair, State Vice Chair of Membership and State Co-Treasurer. Disbursement of membership fees to the Chapters, occurs at the quarterly State Board of Director meetings.
4. Chapters are advised to deposit the checks immediately upon receipt.
5. The State Chair and State Treasurer will contact the Chapter if funds have not been deposited into the Chapter account. Such delays can lead to expiration of the checks.

6. The State Vice Chair of Membership issues quarterly reports that reflect the status of membership levels to the State Executive Board and State Board of Directors which includes the State Representatives.
7. The State Representatives and Chapter Chairs should disseminate the membership data reports to the Chapter Board Officers during the required six Board of Directors meetings and to the membership during the required four membership meetings.

C. Affiliations: State and National

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

seeking to promote the Network are implemented when the Network's database can accommodate the function. Affiliate and corporate memberships require approval from the State Board of Directors.

STANDING RULE 2: ORGANIZING A CHAPTER

The Network performs and carries out activities that qualify as exempt from federal tax under Section 501 (c) (3) of the Internal Revenue Code of 1954. A Chapter is an affiliated unit of the Network. The Chapter operates within a community under authority of a charter granted by the State Board of Directors upon approval of an application for Chapter charter. A Chapter may be organized under the sponsorship of a Network member or State Officer or Director **in good standing**. A Chapter is officially organized when an IRS Employer Identification Number (EIN) is received by the State Chair and Certified Public Accountant (CPA), contracted by the Network. The process for Chapter affiliation may take 30 to 90 days. Below are the required procedures.

1. A written request must be submitted to the State Chair for review and approval by the State Executive Board and State Board of Directors. Approval of the Chapter occurs when documented elections and membership data, as noted below, is provided to the State Chair, and required documents are acquired.
2. A group of no less than 20 people constitutes a Chapter once elections are held and membership is paid through the membership portal of the Network website.
3. Six of the individuals must be elected as Directors to these positions: Chair, Chair- Elect, Vice Chair of Membership, Secretary, Treasurer and State Representative. The State Representative serves on the State Board of Directors. An Alternative State Representative may serve in the absence of the State Representative. The Chapter may choose to elect all Directors mirroring

- the State structure. Members and Directors must agree to adhere to the HWNT State and Chapter Bylaws and Standing Rules.
4. Chapter minutes, indicating the results of the election, must be submitted to the State Chair, within seven (7) days of the election, before formal recognition of the Chapter can begin.
 5. The Chapter will provide the State Chair with a roster of the Directors, Officers and members with contact information, including phone number and email addresses. The State Chair and the State Vice Chair of Membership ensure the Network's membership website is configured for a new Chapter and is notified by the State Chair. The State assumes the cost for incorporation onto the website. The State Chair will notify the new Officers and members when to complete a membership application on the organization's website. The State Chair announces the formation of the new Chapter to the Statewide membership through the website and email.
 6. The approved Chapter must purchase a P.O. Box at its expense and provide it to the State Chair. This acquisition usually takes a week and should be provided to the State Chair as soon as possible. The P.O. Box is provided to the contracted CPA used by the Network for filing State of Texas and IRS required information.
 7. The State Vice Chair of Membership, State Treasurer and State Co-Treasurer will reconcile the new Chapter account and membership data.
 8. At the State's expense, the State Chair will acquire the required Chapter's EIN, typically within ninety (90) days, and provide it to the Chapter Chair. The State purchases and maintains liability insurance for a Chapter.
 9. The State Executive Board provides a banner and tablecloth, membership pins, HWNT and Chapter logo and the HWNT Communications and Marketing Brand, Logo and Social Media Procedures and Guidelines. Chapter specific items will be purchased at the Chapter's expense.
 10. The State Chair or designee provide a virtual orientation of the Network history, mission and principles, State and Chapter Bylaws and Standing Rules and the Chapter requirements. The orientation includes parliamentary training and financial obligations.
 11. The State and Chapter Bylaws define Prohibited Activities in Article III and Chapter powers, limitations and responsibilities in Article VIII.
 12. Chapters will comply with the fiscal reports to the State Treasurer, auditor(s), and the IRS within the required deadline of April 15 or as set forth by the State Chair. Attendance by the State Representatives at the State Quarterly Board Meetings may be supported with a travel allowance, if held in person. For State Representatives traveling 399 or fewer miles may receive a \$50 stipend. Those traveling 400 miles or more may receive a \$75 stipend. The State Representative, living in the city where the in-person meeting is held, is not eligible for a travel stipend.
 13. A Chapter is officially chartered when an IRS EIN is received by the State Chair and contracted CPA. A Chapter chartered thirty (30) days prior to the Annual

Membership meeting provides the members with voting privileges at such meeting and any matter of the State.

STANDING RULE 3: STATE & CHAPTER BOARD OF DIRECTORS & OFFICERS

All elected and appointed Officers and Directors must be members in good standing with the Network, demonstrated a commitment to women's issues, and have completed service either to the Network or a community organization for a specific number of years as noted in the qualifications. A member in good standing requires paid membership through the Network website for an active status in the membership portal.

State Officers

The **elected** members of the **State Executive Board** and members of the **State Board of Directors** include the Chair, Chair-Elect, Vice Chair of Membership, Vice Chair of Development, Vice Chair of Marketing and Communications, Vice Chair of Education, Secretary, and Treasurer. These officers have **voting rights** on the Executive Board and State Board of Directors.

A Co-Treasurer is appointed by the State Chair to support the Treasurer and Vice Chair of Membership with statewide membership and fiduciary tasks. The Co-Treasurer has **voting rights** on the Executive Board and State Board of Directors in the **absence** of the Treasurer.

The State Past Chair serves on the Executive Board through succession of service in the position and has voting rights on the State Board of Directors. The Historian is **appointed** by the Chair and has **voting rights** on the Executive Board and State Board of Directors. Lastly, **appointed** to the Executive Board and State Board of Directors by the State Chair are the Parliamentarian and State Advisory Chair(s); these State Officers **do not** have voting rights on the Executive Board or State Board of Directors.

Chapter Directors

A Chapter must elect, **at a minimum**, these six (6) positions for the Chapter Board of Directors: Chair, Chair-Elect, Vice Chair of Membership, Secretary, Treasurer, and State Representative. The State Representative serves on the State Board of Directors with **voting rights**. An Alternate State Representative must attend the State Board of Director meetings in the absence of the State Representative. When attending the State Board of Directors meeting, only **one vote** is allowed to the State Representative.

The Chapter Directors may appoint the Chapter Chair-Elect or Chapter Chair as the Alternate Representative. Doing so provides training and exposure to the Network and increases leadership succession development within the Chapter and the State.

A Chapter **may choose** to use **all** State positions and elect **or** appoint the Chapter Vice Chair of Development, Chapter Vice Chair of Marketing and Communications, Chapter

Vice Chair of Education, Chapter Historian, Chapter Parliamentarian, and a Chapter Co-Treasurer. **Service in the positions is optional**, however allows members to apply and learn skills and expertise and create succession development for the various Officer and Director roles needed for a successful chapter and statewide organization.

STANDING RULE 4: ELECTION OF STATE & CHAPTER OFFICERS & DIRECTORS

- A. **State Elections:** State Officers are elected to serve a one-year term. An Officer in a one-year term position may serve **no more** than four (4) consecutive terms in the same State position. The State Chair and Chair-Elect serve a one-year term and ~~can serve no more than two (2) consecutive one-year terms, and may serve no~~ more than two (2) consecutive terms in the same position. Only two (2) Officers from the same Chapter may serve simultaneously on the State Board of Directors **except for** the appointment of an Officer to fill a vacancy. The State Chair may appoint a State Officer when the Nominations and Elections procedure does not secure a member for the position.

Elected State Officer positions include the Chair, Chair-Elect, Vice Chair of Membership, Vice Chair of Development, Vice Chair of Marketing and Communications, Vice Chair of Education, Secretary, and Treasurer. If elected to State Chair-Elect, the role follows a **succession order** from State Chair-Elect, followed by State Chair and to the State Immediate Past Chair. By virtue of the succession, the entirety of the order is an **elected position**.

State Officers are elected by a simple majority of the membership voting virtually 30 days prior to before the expiration of terms but **not before** October 31.

- B. **Chapter Elections:** A Chapter is required to hold elections for the Chair, Chair-Elect, Vice Chair of Membership, Secretary, Treasurer and State Representative as noted in the Bylaws 12.01. A Chapter may choose to utilize the additional State positions and one year term limits **or utilize two-year term** limits including for the State Representative. The Chapter Directors may serve no more than two (2) consecutive two-year terms or four (4) consecutive one-year terms in the same Chapter position. If elected to Chapter Chair-Elect, the role follows a **succession order** from Chapter Chair-Elect, followed by Chapter Chair and to the Chapter Immediate Past Chair. By virtue of the succession, the entirety of the order is an **elected position**.

Chapter elections may be conducted virtually or in person, 30 days before the expiration of terms but **not before** October 31. A simple majority of the Chapter membership voting applies.

- C. **Election Procedure:** The election for State and Chapter Officer and Director positions is as follows:

1. All candidates **must** be members in **good standing** and have demonstrated a commitment to Hispanic women's issues and leadership service and qualities as described in the qualifications and job descriptions in the State and Chapter Bylaws and Standing Rules.
2. State and Chapter Officers are elected by a simple majority of the membership.
3. A Credentials and Nominations Standing Committee is created at both the State and Chapter levels. Outgoing State and Chapter Officers are encouraged to reach out to Network members who have demonstrated the qualifications and service to the Network. The Officers should forward names of interested members to the respective Credentials and Nominations Standing Committee. The Committee is led by the Past Chair of the respective Board.
4. Both the State and Chapter Committee will coordinate the election 30 days prior to the expiration of terms but **not before** October 31.
5. The applicable Past Chair will communicate the respective State and Chapter elections, Officer and Director positions that are open and the deadline for members to submit their nomination for consideration. The applicable Past Chair will use the HWNT website and via email communication to all members in good standing in the membership database. The communication will include the duties and responsibilities of the position.
6. Interested members will submit a brief biographical summary, explain their HWNT and community service and interest in serving in the position.
7. The respective Credentials Committee will confirm the members' qualifications and conduct interviews with all candidates to confirm interest and an understanding of the responsibilities required for the position.
8. During the interviews, the respective Credentials Committee will provide feedback on whether the member is a fit for the position of interest, and if applicable, recommend another open or appropriate position.
9. In positions lacking candidates, the respective Credentials and Nominations Committee may recruit former Officers, Directors, and members from State and Chapter Working or Standing Committees that meet the qualifications. The Credentials and Nominations Committee must confirm qualifications and conduct interviews as required in the Standing Rules.
10. The respective State and Chapter Credentials and Nominations Committee will create and present the slate of eligible candidates. If a member on the slate is unable to fulfill the position responsibility or and no longer has an interest in a position, the Immediate Past 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 forty-five (45) days prior to the end of the year.
11. The slate will be communicated to members two weeks before the election via email and the Network website.
12. Eligible members will vote either electronically or in person. Officers are elected by a simple majority of the voting membership.

13. Election results will be announced through State and Chapter resources including email, social media, the Network website, within five (5) business days.
14. When unforeseen circumstances arise, an election may be held through electronic means as close as possible to the first Board of Directors meeting of the new calendar year. The Nominations and Credentials Committee will submit and communicate via electronic means the candidate(s) for any unfilled position(s). Members will vote for the slate within five business (5) days of receipt. Election results will be communicated to the membership within five (5) business days. A simple majority of those voting by the deadline determines the election results. Newly elected Officer will participate at the next Board of Directors meeting.

STANDING RULE 5: STATE & CHAPTER 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 HWNT Chapter's Board of Directors for a total of four years. Professional management experience is desired and may substitute for the two-years of service with a community board.
- d. Must have demonstrated the following characteristics: consensus-building and collaborative leadership style; ability to work with and manage staff and volunteers; understand community issues; awareness of the Network strengths and weaknesses; ability to make decisions and communicate vision and direction for the organization; set priorities and mobilize energies; and 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.
- f. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- b. Appoints to the Board of Directors 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. The Chair may choose to appoint several Advisory Chairs for specific needs and projects during the Chair's tenure. The Chair appoints members to serve on the Technology and Marketing Communications Committees, as soon as possible, to ensure continuity of essential annual State services.

- c. Attends Board meetings and Board training and development sessions. Creates and maintains with the employed staff training materials and sessions addressing the responsibilities of Network State and Chapter Officers, the history of the Network, State and Chapter Bylaws and Standing Rules, and fiduciary and parliamentary requirements. Ensures training is provided to newly elected State and Chapter Officers.
- d. Serves on the Board as a voting member when there is a vote tie.
- e. Serves as Chair of the State Board of Directors and Executive Committee.
- f. Establishes agendas for all Board, Executive Committee meetings and Chapter Chair meetings. Chairs the annual Membership meeting.
- g. 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 employed staff will address the issue and bring it to closure within seven (7) days.
- h. 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.
- i. Co-chairs these State Standing Committees: (1) Finance and Development. Establishes, facilitates and brings closure to any assignments of the Ad Hoc Committees created.
- j. Produces and posts on the Network website, the Annual Report with the employed staff and Treasurer.
- k. Hires and evaluates staff and consultants with input from the State Board of Directors.
- l. Represents the Network in the community and affiliate activities.
- m. Ensures minutes of all State Board of Directors and Executive Committee meetings are in order.
- n. Transitions the responsibilities of the Chair and projects to the successor, including pertinent records and relevant procedures no later than 30 days prior to the termination of the term.
- o. Maintains a procedure manual which details the State Chair's daily, weekly, monthly, quarterly and annual duties.
- p. Annually recruits new members for the organization.

- q. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- r. Serves as the point of contact with our Membership Portal Provider Digital Cheetah, effective 2024. Works closely with the service provider to ensure all issues are resolved in a timely manner.
- s. The State Chair, along with the Technology Committees, ensures the HWNT Website is current.
- t. Oversees the official State Chair email provided through Google Suite Workplace. In addition to maintaining the HWNT State Chair email address, the Chair ensures the HWNT State Google drive is current and removes access to individuals who no longer serve on the State Board. Responds to Network emails within 48 hours of receipt.
- u. Transitions the responsibilities and projects to the successor, including pertinent records, passwords and relevant procedures.
- v. Terminates access to financial accounts and establishes access for the successor, including a newly elected Treasurer when applicable. Surrenders any credit cards, checks and documentation.
- w. Responds to Network emails within 48 hours of receipt.

B. STATE CHAIR-ELECT

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 and a minimum of two years on the HWNT Chapter 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 board.
- d) 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.
- e) Must have demonstrated the capacity to act as an ethical steward for the Network’s assets and implement fiduciary duties.

1. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- 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 State Standing Committees: Marketing and Communications with the Vice Chair of Marketing, Education with the Vice Chair of Education, and Bylaws and Standing Rules with the Parliamentarian and Advocacy with the State Chair.
- 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 State and Chapter Bylaws and Standing Rules.
- l. Prepares for assuming the role of Chair of the Network.
- m. Responds to Network emails within 48 hours of receipt.

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Vice Chair of Membership is preferred.
- d. Must have demonstrated the following characteristics: consensus building leadership style; ability to work with and manage staff and volunteers; understand community issues; awareness of Network strengths and weaknesses; ability to make decisions, communicate vision and direction for the organization; set priorities and mobilize energies; and demonstrate a spirit of risk-taking, mediation, negotiation, integrity, intelligence, commitment and flexibility.
- e. Must have the ability to manage the organization's membership via the Network's membership database.
- f. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- b. Performs the duties of the Chair in the absence of the Chair and Chair-Elect.
- c. Serves on the Board as a voting member.
- d. Attends Board meetings and Board training and development sessions. e. Serves on the Board as a voting member.
- f. Provides training to the Chapters on the membership portal and essential components of the Network website.
- g. Coordinates membership activities of the Network jointly with the Chapter Board of Directors including essential training to the Chapter Vice Chairs of Membership.
- h. Addresses and resolves questions associated with the Network membership database and provides guidance on recruitment efforts at the Chapter level.
- i. Work with the Chapters' membership representatives to ensure members are renewing and are in good standing using electronic methods adopted by the Network 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.
- j. Attends Board meetings and Board training and development sessions.
- k. Works closely with the Co-Treasurer to provide membership reporting to the State Board; ensures the Treasurer report and membership report are reconciled.
- l. Serves on committees as directed by the Chair.
- m. Annually recruits new members for the organization.
- n. Advocates for Hispanic women's issues.
- o. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- p. Transitions the responsibilities and projects to her the successor, including pertinent records and relevant procedures.
- q. Works closely with the Chair and Chair Elect to master an understanding of the Network membership portal and essential components of the Network website. Assist with troubleshooting issues. Oversees the official State Chair email provided through Google Suite Workplace.
- r. Responds to Network emails within 48 hours of receipt.

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as the Chapter Vice Chair of Development is preferred.
- d. Must have experience in a team environment.
- e. Must have the ability to research, write and manage grants and the fundraising activities of the organization.
- f. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- b. Works closely with the State Chair, Chair-Elect and Treasurer to develop an annual budget. Researches funding opportunities and writes proposals for grant monies. Ensures, along with the Board of Directors, accurate use of funds and completion of required documentation.
- c. Creates, reviews, and updates an annual Development Plan with the Executive Board to ensure sustainability. Creates, performs, and manages fundraising activities including sponsorships and grants for the State operational needs, State-wide programs, the annual meeting and conference, if held that calendar year.
- d. Serves on the Board as a voting member.
- 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.
- k. Annually recruits new members for the organization.
- l. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- m. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures.
- n. Responds to Network emails within 48 hours of receipt.

E. STATE VICE CHAIR OF MARKETING AND COMMUNICATIONS

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Vice Chair of Marketing and Communications is preferred.
 - d. Must have experience in team environments.
 - e. Must have the ability to manage the Network's marketing and communications activities including the website, social media platforms and quarterly newsletter.
 - f. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.

2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
 - b. Oversees and leads volunteers and teams to publicize and market the activities of the Network and Chapters to internal and external audiences. Leads the State Marketing and Communications Committee and the Technology Standing Committee. Adds the annual State calendar to the Network website.
 - c. Works closely with Chapters to garner summaries of their activities. Ensures content is accurate and appropriate.
 - d. Serves on the Board as a voting member.
 - e. Attends Board meetings and Board training and development sessions.
 - f. Chairs the Marketing and Communications Standing Committee with the Chair-Elect as Co- Chair.
 - g. Promotes the Network to external audiences using Network communications channels and other external communications channels.
 - h. Produces and distributes the quarterly newsletter.
 - i. Research, writes, and disseminates, with approval from the Network Chair, press releases to promote the organization.
 - j. Monitors and ensures appropriate use of the Network trademark. Edits and approves State and Chapter marketing materials to ensure branding guidelines are being followed.
 - k. Monitors and ensures the Network and Chapter website compliance.
 - l. Monitors the Network
 - m. Serves on committees as directed by the Chair.

- n. Advocates for Hispanic women's issues.
- o. Annually recruits new members for the organization.
- p. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- q. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures.
- r. Responds to Network emails within 48 hours of receipt.

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Vice Chair of Education is preferred.
- d. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- b. Attends Board meetings and Board training and development sessions.
- c. Serves on the Board as a voting member
- 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 State and Chapter Bylaws and Standing Rules.
- j. Transitions the responsibilities and projects to her the successor, including pertinent records and relevant.
- k. Responds to the dual language needs of the students, their parents, and the Hispanic community with appropriate medium.

- l. Responds to Network emails within 48 hours of receipt.

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 through a required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Secretary is preferred.
 - d. Must be organized, detail-oriented, have strong listening skills, writing and ability to summarize content, and computer and software program skills.
 - e. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.
2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
 - b. Attends Board meetings and Board training and development sessions.
 - c. Serves on the Board as a voting member.
 - d. Records all proceedings of the State Board of Directors, Executive Committee and Annual Membership Meeting meetings. Distributes the minutes of Executive Board meetings to all Directors as drafts via email within 10 to 15 days prior to of the meeting. Corrects and modifies documents as needed. Distributes the minutes of the State Board meetings as drafts via email 30 days prior to the meeting. 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 records of all meetings for the archives. Maintains approved minutes on file and for archives.
 - e. Maintains official attendance records.
 - f. Acts as the custodian of all secretarial records.
 - g. Recommends to the Board operational procedures pertaining to the office.
 - h. Serves on committees as directed by the Chair.
 - i. Advocates for Hispanic women's issues.
 - j. Annually recruits members for the organization.
 - k. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
 - l. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures.
 - m. Posts Quarterly and Annual minutes on the membership portal.

- n. Responds to Network emails within 48 hours of receipt.

H. STATE TREASURER & CO-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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Treasurer is preferred.
- d. Additional preferred experience is two years of as a Chapter Treasurer or a minimum of two years experience in financial management, as a financial analyst, accounting or bookkeeping. Proficiency or skills in accounting software such as Quick Books and Excel along with knowledge of Stripe and Digital Cheeta.
- e. Must understand nonprofit fiduciary reporting requirements including conveying such to a Certified Public Accountant (CPA).
- f. Must have the ability to interpret and communicate financial information to the State Board of Directors, Chapter Board of Directors and the Network membership.
- g. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.

1. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- b. The **role of the Co-Treasurer** is to **support the State Treasurer** and State Vice Chair of Membership with statewide membership tasks and fiduciary responsibilities. The Co- Treasurer performs the duties that follow including voting at the State Board of Director meeting **in the absence** of the Treasurer.
- c. Attends Board meetings and Board training and development sessions.
- d. Serves on the Board as a voting member.
- e. Serves as Ex-Officio member of the Finance Committee.
- f. Working in tandem with the State Chair, receives and takes custody of all monies of the Network and disbursement to the Chapters as required.
- g. Works with the Vice Chair for Membership on the validation of members of the Network.
- h. Maintains accurate finances for the Network: monthly and quarterly reports for transactions from the following: Wells Fargo (deposits,

withdrawals and daily and monthly balances); Stripe (transactions and balances for membership dues, donations, pledges and conference registrations, vendors, exhibitors and sponsors) and Quickbooks (confirmation of deposits and withdrawals of activities from Stripe and Wells Fargo) financial reports.

- i. Submits quarterly financial reports to the Board.
- j. Ensures compliance with all state and federal nonprofit financial reporting requirements including those of the Chapters.
- k. Recommends to the Board appropriate financial strategies and related investments.
- l. Ensures all funds are deposited in a bank or invested as directed by the Board.
- m. Coordinates the development and implementation of the fiscal budget with input from the State Chair and Vice Chair of Development and approval of the State Executive Board and State Board of Directors.
- n. Reports to the State Board of Directors regarding adherence to the current budget.
- o. Communicates with and provides guidance to Chapter Treasurers; provides guidance and training as needed.
- p. Recommends financial procedures and policies to the Board.
- q. Coordinates with the State Chair, Chair-Elect and an appointed committee the compilation of financial records and tax filings. The documents will be reviewed by an external third party qualified Certified Public Accountant (CPA).
- r. Surrenders to the Network within thirty (30) days of vacating office, all financial books, records, checks, credit cards, passwords and papers along with a list and receipt of such items.
- s. Serves on committees as directed by the Chair.
- t. Annually recruits new members for the organization.
- u. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- v. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures.
- w. Responds to Network emails within 48 hours of receipt.

I. IMMEDIATE PAST CHAIR

1. Qualifications:
 - a. Must be a member in good standing of the Hispanic Women’s Network of Texas who completed the term in office.
 - b. Must have demonstrated commitment to Hispanic women’s issues.
 - c. Must have demonstrated the capacity to act as an ethical steward for the Network’s assets and implement fiduciary duties.

2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
 - b. Attends Board meetings and Board training and development sessions.
 - c. Serves on the Board as a voting member.
 - d. Advises Officers and members on issues regarding the Network.
 - e. Serves on committees as directed by the Chair.
 - f. Serves as the Chair of the following Standing Committees: Credentials and Nominations and Self-Development Inventory.
 - g. Advocates for Hispanic women's issues.
 - h. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
 - i. Transitions the responsibilities and projects to her the successor including pertinent records and relevant procedures.
 - j. Responds to Network emails within 48 hours of receipt.

J. 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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Parliamentarian is preferred.
 - d. Must have knowledge of parliamentary procedures and Roberts Rules of Order.
 - e. Must have demonstrated the capacity to act as an ethical steward for the Network's assets and implement fiduciary duties.
2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
 - b. Attends Board meetings and Board training and development sessions.
 - c. Maintains an unbiased position as a **non-voting** member of the Board.
 - d. Ensures that Bylaws and Robert's Rules of Order are utilized at meetings.
 - e. Serves as an advisor to the Board and members in matters pertaining to the interpretation of the State and Chapter Bylaws and to parliamentary procedures.

- f. Recommends to the Board operational procedures pertaining to the office.
- g. Chairs the Bylaws Committee with the Chair-Elect as co-chair.
- h. Serves on committees as directed by the Chair.
- i. Annually recruits new members for the organization.
- j. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- k. Transitions the responsibilities and projects to her the successor, including pertinent records and relevant procedures.
- l. Maintains and provides parliamentary training to the State and Chapter Board of Directors and Network membership.
- m. Responds to Network emails within 48 hours of receipt.

K. 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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Service as Chapter Historian is preferred.
- d. Must be organized, detail-oriented and have strong computer skills.
- e. Must have demonstrated the capacity to act as an ethical steward for the Network’s assets and implement fiduciary duties.

2. Duties

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules including a Quarterly Report of Activities provided to the Board of Directors and archived in the Network Google drive.
- b. Serves as custodian of all Network records for the one-year appointment.
- c. 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.
- d. Serves on the Board as a **voting** member.
- e. Serves on Marketing committee as well as other committees as directed by the Chair.
- f. Advocates for Hispanic women's issues.
- g. Demonstrates familiarity and understanding of the State and Chapter Bylaws and Standing Rules.
- h. Transitions the responsibilities and projects to the successor, including pertinent records and relevant procedures

- i. Coordinate with the Chapter Chairs an annual outreach for significant documents for submission to the UT Nettie Benson collection.
- j. Responds to Network emails within 48 hours of receipt.

NON-EXECUTIVE MEMBERS OF THE BOARD JOB DESCRIPTIONS

L. ADVISORY CHAIR

1. Qualifications:
 - a. Former State Chair and a Network member in good standing with the Network.
 - b. Demonstrates a commitment to HWNT by volunteering for Network assignments.
 - c. Must have demonstrated the capacity to act as an ethical steward for the Network’s assets and implement fiduciary duties.

2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules. b. Attends Executive Board, Board of Directors and assigned meetings as required.
 - b. Does not vote at any of the meetings.
 - c. Provides guidance and perspectives for needs, issues, and projects. e. Completes the assignment within the required deadlines.
 - d. Responds to Network emails within 48 hours of receipt.

CHAPTER OFFICERS: QUALIFICATIONS & JOB DESCRIPTIONS

A Chapter must elect, **at minimum**, these **six (6) positions** for the Chapter Board of Directors: Chair, Chair- Elect, Vice Chair of Membership, Secretary, Treasurer, and State Representative. If elected to the position of Chapter Chair-Elect, the role follows a **succession of order** from Chair-Elect, followed by Chapter Chair and to Immediate Past Chair. By virtue of the succession, the **entirety of the order is an elected position**.

A Chapter may choose to use **all** State positions and **elect or appoint** the Chapter Vice Chair of Development, Chapter Vice Chair of Marketing and Communications, Chapter Vice Chair of Education, Chapter Historian, Chapter Parliamentarian, and a Chapter Co-Treasurer. Service by Chapter members in all the positions, utilized by the State, allows the members to apply and learn skills and expertise and creates succession development for the various Officer and Director roles needed for a successful Chapter and statewide organization. As reflected in the State and Chapter Bylaws, the descriptions below will **indicate when the title is optional** at the Chapter-level.

A. CHAPTER 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 and a minimum of two years on the HWNT Chapter Board of Directors for a total of four years. Professional management experience is desired and may substitute for two years of service on a community board.
 - 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 the Network strengths and weaknesses; ability to make decisions, communicate vision and direction for the organization; set priorities and mobilize energies; and demonstrate a spirit of risk-taking, mediation, negotiation, integrity, intelligence, commitment and flexibility.
 - e. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.
2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Works with the Chapter membership and Past Chair to elect the minimum required six positions for the Chapter Board of Directors. These include the Chair-Elect, Vice Chair of Membership, Secretary, Treasurer and State Representative that serves as a State Representative on the Network State Board of Directors. Serves on the Board of Directors and votes when a tie occurs.
 - d. Determines with the newly elected Board Officers and Chapter members whether to utilize the optional State Officer positions which include the Vice Chair of Development, Vice Chair of Marketing and Communications, Chapter Vice Chair of Education and Co- Treasurer. The Chapter Officers may choose to elect or appoint members to these positions. Determines whether to appoint to the Board of Directors a member to serve as a Parliamentarian and a Historian as defined in Standing Rule 5.
 - e. Attends State meetings, training and development sessions as requested. Creates with other Board Officers the Executive Director and Immediate Past Chair a Chapter specific training and a manual on roles and responsibilities and the history of the Network as an orientation for the

Officers. Participates with Chapter Officers in training provided by the State Officers.

- f. Serves as Chair of the Chapter Board of Directors and the Executive Committee. Serves on the Board as a voting member when there is a vote tie.
- g. Establishes agendas for the required six (6) Board of Director meetings and four (4) required Membership meetings.
- h. Works with the Officers and members to establish annual projects and activities for the Chapter Strategic Plan.
- i. Ensures that orders of the Board are carried out. Chapter Officers and members should seek to resolve internal issues among themselves with guidance from the State and Chapter Bylaws and Standing Rules and the overarching mission of the Network. When Chapter Officers cannot resolve an issue or concern with a member or among themselves, the State Chair and Chair-Elect may provide guidance.
- j. Focuses the Officers and members on the purpose of and the strategic direction of the Chapter. Regularly monitors the progress of the Officers and projects against the strategic plan. Checks status and takes actions to close gaps to annual plan performance.
- k. If adopted co-chairs these Standing Committees: Finance and Development. Works jointly with the Chapter Officers to seek grants and sponsorships for Chapter projects. Ensures ethical use and reporting of finances including required reporting to sponsors and the IRS. If adopted, establishes and brings closure to any Ad Hoc Committees created including any committees led by Advisory Past Chapter Chairs.
- l. Represents the Chapter in the community and affiliate activities.
- m. Ensures minutes of all Chapter Board of Directors and Executive Committee meetings are in order.
- n. Transitions the responsibilities of the Chair and projects to the successor, including pertinent records, relevant procedures and passwords for established technology accounts, no later than 30 days prior to the termination of the term.
- o. Maintains a procedural manual that details the Chair's daily, weekly, monthly, quarterly and annual duties and provides it to the successor.
- p. Annually recruits new members for the organization.
- q. Serves as the point of contact for the Chapter's web page and interface with the Network's website.
- r. Transitions the responsibilities and projects to the Chapter successor, including pertinent records, passwords and relevant procedures. Terminates access to financial accounts and establishes access for the successor, including a newly elected Treasurer when applicable. Surrenders any credit cards, checks and documentation.
- s. Responds to Network emails within 48 hours of receipt.

B. CHAPTER CHAIR-ELECT

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 and a minimum of two years on the HWNT Chapter Board of Directors for a total of four years. Professional management experience is desired and may substitute for two years of service on a community board.
 - d. Must have demonstrated the following characteristics: consensus-building leadership style; ability to work with and manage staff and volunteers; understands community issues; awareness of the Chapter's 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, and mediation and negotiation, integrity, intelligence, commitment and flexibility.
 - e. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.

2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Attends Board meetings and Board training and development sessions.
 - d. Serves on the Board as a voting member.
 - e. Presides at all Chapter Board of Directors and Executive Committee meetings in the absence of the Chair.
 - f. Assists the Chair in such duties as the Chair may assign; serves on committees as directed by the Chair.
 - g. If additional State positions are adopted for use, co-chairs the work of the following Standing Committees: Marketing and Communications with the Chapter Vice Chair of Marketing and Communications and educational efforts and the Latinas in Progress (LIP) program with the Chapter Vice Chair of Education. If the titles are not used, leads efforts associated with marketing and communicating Chapter efforts and activities among the Chapter members and to the State. Organizes and leads Chapter educational efforts, including LIP. Works with the State to ensure the State Representative receives an organizational email at the beginning of the term and ensures closure upon completion of the term.
 - h. Annually recruits new members for the organization.

- i. Represents the Chapter in the community, in the absence of the Chair, and advocates for Hispanic women's issues.
- j. Prepares for assuming the role of Chapter Chair
- k. Transitions the responsibilities and projects to the Chapter successor, including pertinent records, passwords and relevant procedures.
- l. Responds to Network emails within 48 hours of receipt.

C. CHAPTER VICE CHAIR OF MEMBERSHIP

1. Qualifications:
 - a. Be a member in good standing of the Hispanic Women's Network of Texas.
 - b. Demonstrated commitment to Hispanic women's issues.
 - c. Must have demonstrated leadership through a required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
 - d. Experience in a team environment.
 - e. Ability to manage the Chapter's membership via the Network's membership database.
 - f. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.

2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Performs the duties of the Chapter Chair in the absence of the Chair and Chair-Elect.
 - d. Serves on the Chapter Board of Directors as a voting member.
 - e. Audits new members to the Chapter on a bi-weekly basis to ensure accuracy of data.
 - f. Works closely with the State Vice Chair of Membership to understand the Network membership portal and essential components of the Network website. Assists with troubleshooting issues as requested by the State.
 - g. Coordinates the Chapter membership activities of the, addresses and resolves questions associated with the Chapter's membership database. Provides guidance on membership recruitment efforts at the Chapter level.
 - h. Works to ensure members are renewing and are in good standing using electronic methods adopted by the Network.
 - i. Ensures Chapter members are in good standing when voting is required.

- j. Ensures with the State Representative compiles and submits the quarterly membership report presented at the State Board of Director.
- k. Attends Board meetings and training and development sessions.
- l. Works closely with the Treasurer and the Chair to provide quarterly membership reporting to the State Board; ensures the Treasurer report and membership report are reconciled for membership remittance by the State.
- m. Serves on committees as directed by the Chair.
- n. Annually recruits new members for the organization.
- o. Advocates for Hispanic women's issues.
- p. Transitions the responsibilities and projects to the Chapter successor, including pertinent records, passwords and relevant procedures.
- q. Responds to Network emails within 48 hours of receipt.

D. CHAPTER 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 through a required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
 - d. Organized, detail-oriented, strong listening, and writing skills, the ability to summarize content and skilled use of computer and software programs.
 - e. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.
2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Attends Board meetings and Board training and development sessions.
 - d. Serves on the Board as a voting member.
 - e. Records all proceedings of the Chapter Board of Directors and Executive Committee. Distributes the minutes of Board and Executive meetings to all Directors as **drafts** via email within **5** days of the meeting and seeks corrections. Disseminates **finalized** minutes **20** days after the meetings to the Board and **membership** as determined by the Chapter Board of

Directors. Corrects and modifies documents as needed and documents final records for the archives.

- f. Maintains approved minutes on file and for the Chapter archives.
- g. Maintains official attendance records at the six (6) required Board of Director meetings and four (4) Chapter membership meetings.
- h. Acts as the custodian of all secretarial records.
- i. Serves on committees as directed by the Chair.
- j. Advocates for Hispanic women's issues.
- k. Annually recruits members for the organization.
- l. Transitions the responsibilities and projects to the successor, including pertinent records, passwords and relevant procedures.
- m. Responds to Network emails within 48 hours of receipt.

E. CHAPTER TREASURER & OPTIONAL CO-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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board. Two years of volunteer service as a Treasurer or two years in finance or bookkeeping are preferred.
- d. Must understand nonprofit fiduciary reporting requirements including conveying such to a Certified Public Accountant (CPA).
- e. Must have working knowledge of financial software.
- f. Must have the ability to interpret and communicate financial information to the Board of Directors.
- g. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.

2. Duties:

- a. The role of the **Co-Treasurer** is an optional Chapter position. The major responsibility of the Co-Treasurer is to **support the Chapter Treasurer** and Chapter Vice Chair of Membership with membership tasks and fiduciary responsibilities. The Co-Treasurer performs the duties listed below including voting at the Chapter Board of Director meeting **in the absence** of the Treasurer.
- b. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.

Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.

- c. Attends Board meetings and Board training and development sessions.
- d. Serves on the Board as a voting member.
- e. Serves as Ex-Officio member of the Finance Committee, **if adopted** by the Chapter.
- f. Works in tandem with the Chapter Chair to take custody of all monies of the Chapter and disbursement as appropriate. Establishes accurate daily, monthly and quarterly financial statement of activity for dissemination to the Board and membership.
- g. Maintains accurate financial records for the Chapter. Compiles the annual IRS reports as requested. Ensures compliance with all state and federal nonprofit financial reporting requirements.
- h. Works with the Vice Chair of Membership on the validation of members of the Chapter.
- i. Submits to the State Representative the quarterly financial reports to the State Board of Directors.
- j. Recommends to the Board appropriate financial strategies and related investments.
- k. Ensures all funds are deposited in a bank or invested as directed by the Board.
- l. Coordinates, with the Chapter Chair, the development and implementation of the annual fiscal budget.
- m. Reports to the Board of Directors regarding adherence to the annual current budget. Recommends financial procedures and policies procedures to the Board.
- n. Surrenders to the Chapter within thirty (30) days of vacating office, all financial books, records, and papers. Creates and provides an itemized along with a list and receipt of such items.
- o. Serves on committees as directed by the Chair.
- p. Annually recruits new members for the organization.
- q. Transitions the responsibilities and projects to her the successor, including pertinent records, passwords and relevant procedures.
- r. Terminates access to financial accounts and establishes access for the successor. Surrenders any credit cards, checks and documentation.
- s. Responds to Network emails within 48 hours of receipt.

F. STATE REPRESENTATIVE FOR THE 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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
 - d. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.
2. Duties:
- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Attends State and Chapter Board meetings and Board training and development sessions. c. Serves on the State and Chapter Board as a voting member. Reports the information and outcomes of the State Board of Director meetings to the Chapter Board and membership.
 - d. Acts as the official representative of her the Chapter at the State Board of Directors meetings.
 - e. Submits the quarterly report of activities on behalf of the Chapter to the State Board.
 - f. Communicates to her the Chapter the activities and projects to the State Board of Directors.
 - g. Disseminate membership data to the State Board of Directors and the Chapter Officers and members.
 - h. Serves on committees as directed by the Chair.
 - i. Advocates for women's issues.
 - j. Annually recruits new members for the organization.
 - k. Transitions the responsibilities and projects to the successor, including pertinent records, passwords and relevant procedures.
 - l. Responds to Network emails within 48 hours of receipt.

G. CHAPTER VICE CHAIR OF DEVELOPMENT – optional position for the Chapter

1. Qualifications:
- a. A member in good standing of the Hispanic Women's Network of Texas.
 - b. Demonstrated commitment to Hispanic women's issues.
 - c. Must have demonstrated leadership through a required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
 - d. Experience in a team environment.

- e. Must have the ability to research, write and manage grants and the fundraising activities of the organization.
- f. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
- b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
- c. Researches funding opportunities and writes Chapter-specific proposals for grant monies. Ensures, along with the Chapter Chair and Board of Directors, accurate use of funds and completion of required documentation.
- d. Creates, performs, and manages fundraising activities.
- e. Serves on the Board as a voting member.
- f. Creates, reviews, and updates the annual Development Plan with the Board of Directors with emphasis on annual operational and budgetary needs. Coordinates her fundraising and grants activities with the Executive Committee to ensure sustainability of the Chapter.
- g. Attends Board meetings and Board training and development sessions.
- h. Serves on committees as directed by the Chair.
- i. Chairs the Development Committee co-chaired by the Chapter's Chair.
- j. Advocates for Hispanic women's issues.
- k. Annually recruits new members for the organization.
- l. Transitions the responsibilities and projects to her the Chapter successor, including pertinent records, passwords and relevant procedures.
- m. Responds to Network emails within 48 hours of receipt.

H. CHAPTER VICE CHAIR OF MARKETING & COMMUNICATIONS – optional position for the Chapter

1. Qualifications:

- a. A member in good standing of the Hispanic Women's Network of Texas.
- b. Demonstrated commitment to Hispanic women's issues.
- c. Must have demonstrated leadership through a required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
- d. Experienced in team environments.
- e. Ability to manage the Chapter's marketing and communications activities, website and newsletter.

- f. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
- b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
- c. Performs the duties required to publicize and market the activities of the Chapter.
- d. Serves on the Board as a voting member.
- e. Attends Board meetings and Board training.
- f. Chairs the Marketing and Communications Standing Committee with the Chair- Elect.
- g. Promotes the Chapter to external audiences by means of appropriate and available medium.
- h. Produces and distributes the newsletter. Research, writes, and disseminates, with approval from the Chapter Chair, press releases to promote the organization.
- i. Edits and approves marketing materials to ensure branding guidelines are being followed, manages all social media platforms, and oversees approval process for all content posted on social media.
- j. Serves on committees as directed by the Chair.
- k. Advocates for Hispanic women's issues.
- l. Annually recruits new members for the organization.
- m. Transitions the responsibilities and projects to her the successor, including pertinent records, passwords and relevant procedures.
- n. Responds to Network emails within 48 hours of receipt.

I. CHAPTER VICE CHAIR OF EDUCATION– optional position for the Chapter

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
- d. Must have demonstrated the capacity to act as an ethical steward for the Chapter's assets and implement fiduciary duties.

2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Attends Board meetings and Board training and development sessions.
 - d. Serves on the Board as a voting member.
 - e. Oversees the education programs of the Chapter, including any scholarship initiatives including efforts for women re-entering educational efforts.
 - f. Chairs and implements the Latinas in Progress (LIP) program. and oversees Manages the planning, organizing and evaluation of the program.
 - g. Works jointly with the Chair of Development as needed to secure funding sources.
 - h. Submits the report of LIP activities to the Chapter Board and to the State Chair and State Vice Chair of Education. Provides the State with any State grant reporting requirements along with the Chapter Chair and Treasurer.
 - i. Serves on committees as directed by the Chair.
 - j. Advocates for Hispanic women’s issues.
 - k. Transitions the responsibilities and projects to her the successor, including pertinent records, passwords and relevant procedures.
 - l. Responds to Network emails within 48 hours of receipt.

J. CHAPTER IMMEDIATE PAST CHAIR – optional position for the Chapter

1. Qualifications:
 - a. Must be a member in good standing of the Hispanic Women’s Network of Texas **who completed** the term in office.
 - b. Must have demonstrated commitment to Hispanic women’s issues.
 - c. Must have demonstrated the capacity to act as an ethical steward for the Chapter’s assets and implement fiduciary duties.
2. Duties:
 - a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
 - b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
 - c. Attends Board meetings and Board training and development sessions.
 - d. Serves on the Board as a voting member.
 - e. Advises Officers and members on issues regarding the Chapter.
 - f. Serves on committees as directed by the Chair.

- g. Chairs the Credentials and Nominations Committee. Provides data to the State Self-Development Inventory
- h. Advocates for Hispanic women's issues.
- i. Transitions the responsibilities and projects to her the successor, including pertinent records, passwords and relevant procedure.
- j. Responds to Network emails within 48 hours of receipt.

K. CHAPTER PARLIAMENTARIAN – optional position for the Chapter

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
- d. Must have knowledge of parliamentary procedures and Roberts Rules of Order.
- e. Must have demonstrated the capacity to act as an ethical steward for the Chapter’s assets and implement fiduciary duties.

2. Duties:

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
- b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
- c. Attends Board meetings and Board training and development sessions.
- d. Maintains an unbiased position as a non-voting member of the Board.
- e. Ensures that Bylaws and Robert’s Rules of Order are being followed at meetings and in the Chapter’s operations.
- f. Serves as an advisor to the Board and members in matters pertaining to the interpretation of the Bylaws and to parliamentary procedures.
- g. Recommends operational procedures to the Board of Directors
- h. Chairs the Bylaws Committee with the Chair-Elect as co-chair.
- i. Serves on committees as directed by the Chair.
- 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 her successor, including pertinent records, passwords and relevant procedures.

- m. Responds to Network emails within 48 hours of receipt.

L. CHAPTER HISTORIAN – optional position for the Chapter

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 required two years of service on a community board and one year on the HWNT Chapter Board of Directors or a State or Chapter Committee for a total of three years. Professional management experience is desired and may substitute for one year of service on a community board.
- d. Organized, detail-oriented, and strong computer skills.
- e. Must have demonstrated the capacity to act as an ethical steward for the Chapter’s
- f. assets and implement fiduciary duties.

2. Duties

- a. Responsibilities as delineated in the State and Chapter Bylaws and Standing Rules.
- b. Demonstrates familiarity and understanding of the Network State and Chapter Bylaws and Standing Rules. Provides organizational leadership to the Chapter Board and membership.
- c. Serves as custodian of all Chapter records.
- d. Maintains the archives and history of the Chapter including minutes of Board and membership meetings, quarterly activity reports created by the Board members and State Representative, budgetary records and documents created by the Board Officers. Works with the State Historian to provide significant documents to the UT Nettie Benson collection.
- e. Serves on the Board as a voting member.
- f. Serves on committees as directed by the Chair.
- g. Advocates for Hispanic women's issues.
- h. Transitions the responsibilities and projects to her successor, including pertinent records, passwords and relevant procedures.
- i. Responds to Network emails within 48 hours of receipt.

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 carry

out 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 noted below. The descriptions denotes when the purpose of the committee is **applicable to the Chapter**.

- 1. State and Chapter Bylaws
- 2. Finance
- 3. State Self-Development
- 4. State Credentials, Nominations, and Elections
- 5. State Marketing and Communications
- 6. State Education
- 7. State Advocacy
- 8. State Development
- 9. State Technology

The charges to the Committees are as follows:

- 1. **State Bylaws:** The Committee shall be chaired by the State Parliamentarian and co-chaired by the State Chair-Elect and is responsible for the constant evaluation of the Bylaws and the Standing Rules of the Network. This Committee is not applicable at the Chapter level. The State Chair establishes a diverse committee with representation from the Chapters and leadership roles.
- 2. **State Finance:** The State Chair leads the Finance Committee with the State 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 Chair and Treasurer 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. Adoption by the Chapter is **recommended**.

3. **State Self-Development:** The Committee is chaired by HWNT Immediate Past Chair and is responsible for creating an Inventory of Leadership Programs for women. The Inventory is a resource for the membership and will reside on the Network website under resources. The inventory includes national, state and Chapter-specific leadership programs. The Past Chair recruits Chapter members to compile the inventory. Members may volunteer to create and maintain the inventory. A Chapter may choose to **adopt** the Chapter Self Development Committee to create leadership sessions in their respective cities. Like in any project, planning, approval, and duties are the responsibilities of numerous Board Officers and members.
4. **State Credentials, Nominations, and Elections:** The Committee, shall be chaired by the Immediate Past Chair, recommends the slate of vetted and qualified candidates for State Board of Director positions and ensures the election is carried out. Adoption by the Chapter is **recommended**.
5. **State Marketing and Communications:** The Committee is chaired by the Vice Chair of Marketing and Communications 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. Adoption by the Chapter is recommended.
6. **State Education Committee:** The Committee is led by the Vice Chair of Education and co- chaired with the Chair-Elect. The State Vice Chair of Education collaborates with Chapter members and Chapter Vice Chair of Education leading educational activities through the Committee. The Committee seeks to implement the Network Latinas in Progress (LIP) program in Network Chapters, share best practices and resources, coordinate mutual learning sessions and provide the State with data of students participating in educational series for college-bound students and women re- entering secondary educational efforts. The Chapters coordinate and participate in the Annual Virtual Statewide Education Fair and ensures reports are acquired and maintained for funding sources. Adoption by the Chapter is **recommended**.
7. **State Advocacy Committee:** The State Chair and Chair-Elect lead the Committee 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 from the Network's affiliates. Chapter members should complete the Membership Profile in the Network Membership Portal. The information provides the State with a cadre of expertise and knowledge that can be used to respond to advocacy issues. Chapter Chairs and Board members should communicate or notify the State

Chair, Chair-Elect and State Board of Directors when advocacy needs surface. The State Executive Board provides guidance and determines when a response from the State is needed. This Committee is **not** applicable at the Chapter-level.

8. **State 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. The Committee seeks to establish long-term relationships with funding sources and demonstrate appropriate use of monies. **Adoption by the Chapter is recommended.**
9. **State Technology:** The Committee consists for volunteer members versed in website management skills recruited by the State Chair and Officers. The Committee works closely with the State Chair of Marketing and Communications to ensure information on the Network website is maintained. The members work with the Network service provider on updates and functionality for specific Network projects and needs. The Committee works with the Chapters and Board to establish email accounts appropriately with the implementation of new terms. Lastly, the Committee assists with upgrading technology for the Network. **Adoption by the Chapter is recommended.**
10. **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. **Adoption by the Chapter is recommended.**

COMMITTEE OPERATIONAL REQUIREMENTS

All efforts undertaken by the Committees represent the Network. The State or Chapter Chair or lead State or Chapter Board 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.

STANDING RULE 7: NOMINATIONS, ELECTIONS & FILLING A VACANCY

The Immediate Past State and Chapter Chairs are responsible for the Election and Nomination procedure and committees when established. The Past Chair carries out elections with a committee of volunteers of former Officers and Network members. The Committees ensures candidates meet the qualifications as stated in the Bylaws and Standing Rules.

Elected State Officer positions include the Chair, Chair-Elect, Vice Chair of Membership, Vice Chair of Development, Vice Chair of Marketing and Communications, Vice Chair of Education, Secretary, and Treasurer. State Officers are elected to serve a **one-year term**. An Officer in a one-year position may serve **no more** than four (4) consecutive terms in the same State position. The State Chair and State Chair-Elect serve a one-year term and can serve **no more** than two (2) consecutive one-year terms. The State Representative is elected to serve a term on the State Board of Directors as determined by the respective Chapter.

Elected State Officer positions include the Chair, Chair-Elect, Vice Chair of Membership, Vice Chair of Development, Vice Chair of Marketing and Communications, Vice Chair of Education, Secretary, and Treasurer. State Officers are elected to serve a **one-year term**. An Officer in a one-year position may serve **no more** than four (4) consecutive terms in the same State position. The State Chair and State Chair-Elect serve a one-year term and can serve **no more** than two (2) consecutive one-year terms. The State Representative is elected to serve a term on the State Board of Directors as determined by the respective Chapter.

A Chapter elects the Chapter Board of Directors which includes these six (6) positions: Chair, Chair-Elect, Vice Chair of Membership, Secretary, Treasurer, and State Representative. The length of term is determined by the Chapter. A Chapter may choose to utilize the additional State positions and one-year term limits or utilize two-year term limits including for the State Representative. The Chapter Directors may serve no more than two (2) consecutive two-year terms or four consecutive one-year terms, in the same Chapter position.

State Directors are elected by a simple majority of the membership voting virtually 30 days before the expiration of terms but **not before** October 31. Chapter elections should be held in a similar manner: 30 days before the expiration of terms but not before October 31. A simple majority of the Chapter membership voting applies. A **proactive** practice for both State and Chapter leadership teams is to engage in continuous communications with members, review profiles in the Membership profiles and determine whether current Officers are ready for different and challenging roles.

The State and Chapter Elections and Nominations Committee is created when a Director resigns or is removed or a position becomes vacant. An election may be held through electronic means immediately or as close as possible to the first State and Chapter Board of Directors meeting of the new calendar year. The State and Chapter Directors will submit and communicate via electronic means the candidate(s) for any unfilled position(s). Members will vote within five (5) business days, and election results will be communicated to the membership five (5) business

days thereafter. A simple majority of those voting by the deadline determines the election results. After the elections, newly elected Director(s) will participate in the upcoming State or Chapter Board of Director meeting and assume the duties of the position. As noted prior if a qualified member is not recruited for a position on the State or Chapter Board of Directors, the State or Chapter may appoint the Director for the position.

STANDING RULE 8: STATE BOARD OF DIRECTOR PLEDGE

All members of the State Board of Directors complete a Commitment Form shall support the Network by pledging an annual monetary contribution. The pledge demonstrates the Chapter's commitment to the grants, fundraising and operational efforts provided by the State office. The State Chair and State Treasurer collect the pledges at the first State Board meeting of the year. A personal pledge by a Director may and can be supplemented by Chapter funds. Pledge payments should be submitted to the State Chair by the end of the third quarter (October 31). The State Chair ensures the pledges are received and applied to the State revenues. The State Chair sends quarterly reminders to the Directors and Chapter Chairs to submit the pledges. The State Chair contacts the Director and Chapter Chair prior to the October pledge deadline. The State Chair ensures the pledges are received and applied to the State revenues. It is best practice among non-profits to institute a Board pledge.

STANDING RULE 9: STATE & CHAPTER COMMUNICATION

Frequent and scheduled communication serves a critical role given the number of Network Chapters and the diverse membership demographics. At the Chapter level, it is essential to conduct the required six Board of Director meetings and four membership meetings and provide the Chapter membership with minutes or a synopsis of the Chapter's efforts. The State Chair ensures frequent communication with the monthly meetings with the State Executive Board and quarterly meetings with the State Board of Directors. State Representative or the Alternate Representative supports strong communication by reporting the outcomes of the Board of Director meetings to the Chapter Board of Directors and Chapter membership. Communication will be conducted electronically whenever possible through the Network website, Chapter landing pages and available communication channels.

STANDING RULE 10: AMENDMENTS OF STANDING RULES

State and Chapter Standing Rules are established for the purpose of covering matters pertaining to the orderly process of operational needs and business and not significant enough to be in the State and Chapter Bylaws. A simple majority vote of the State Board of Directors is sufficient for the implementation and may be amended or rescinded by two-thirds vote of the State Board of Directors at any regular scheduled board meeting.

STANDING RULE 11: 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 State Chair, State Treasurer, and other State Officers determined by the Chair. The service contract with the Executive Director is managed by the Chair, Chair Elect, and Treasurer. The State Officers administer contracts and financial duties in the absence of hired staff. The State Google drive contains current and historical data including the Employee Identification Number (EIN), the IRS federal tax ID number, for the Network and Chapters, vendor contracts and financial statements.

The Chapters must provide needed data for federal annual tax reporting requirements by state to remain in good standing. The Chapter Board Officers administer contracts and financial duties in the absence of hired staff. Chapters are advised to maintain similar records and archives for succeeding Chapter Officers.

STANDING RULE 12: 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 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 are 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 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 13: FISCAL YEAR

The Network's fiscal year begins on the first day of January and ends on the last day of December of each year.

STANDING RULE 14: INSURANCE COVERAGE FOR CHAPTER EVENT

The Network's purchases and maintains liability insurance coverage for the Network. The underwriter is Philadelphia Indemnity Insurance Company, and the producer is Higginbotham from Fort Worth. The State Chair and volunteers from the Executive Officers research and purchase the policy as needed. The Google drive includes information on previous and current policies and the account and policy numbers.

Coverage for Chapters events should submit the requests to the State Chair and Chair-Elect **three weeks** prior to the date. The Chapter **must** provide the **following information**: Name of Chapter, name of event, date, time, location, purpose, number of expected attendees, and if **alcohol is provided, who is serving** the alcohol. Chapters are advised to **minimize** alcohol at events and **avoid** posting photos with alcohol in hand. If alcohol is served, it should be **part of the venue contract**. The insurance firm provides a Certificate of Liability for the event directly to the State Chair who forwards the certificate to the Chapter Officer.

STANDING RULE 15: EDUCATION PROGRAM GUIDELINES & REQUIREMENTS

The State Vice Chair of Education facilitates joint efforts and meetings with Chapter Vice Chair of Education and Chapter members responsible for educational efforts and programs including the Latinas in Progress (LIP) Program. The Vice Chair collaborates with Chapters through statewide meetings and events including the Annual Virtual Statewide Education Fair. Program efforts include creating and compiling, in the State Google drive, templates, standardized presentations, correspondence and tools for LIP and educational sessions. The program materials include best practices on how to establish a LIP program, annual calendar of events, templates of correspondence with students and their parents and requirements associated with mentors including background checks. The Vice Chair leads the collection of state-wide student data including fiduciary requirements for awarded scholarship.

STANDING RULE 16: TECHNOLOGY SERVICES: WEBSITE & ACCESS, ZOOM, EMAILS & PASSWORDS & MEMEBERSHIP PORTAL

WEBSITE, ACCESS & MEMBERSHIP PORTAL

Effective January 2024, HWNT migrated to a new membership portal and website with Digital Cheetah, the provider. The Network's public facing website (www.hwnt.org) is operated by WordPress. To receive access and serve as an Administrator for the Network website the member must request access from the State Chair who contacts Digital Cheetah. Digital Cheetah solely provides user access with a link. Once the Network member creates a username and password changes can be made to the Network public facing website.

Updating the website resides with the State Chair and Technology Committee. The website domain, housed with Digital Cheetah, has a yearly fee included in the annual subscription package. Each Chapter receives a landing page on the Network's public facing website. Chapters should review their landing page periodically. Requests for changes should be sent to the State Chair who forwards the information to the Technology Team.

Digital Cheetah operates the Network's membership portal. Members can access the membership portal by signing into their personal accounts. At the beginning of the new year both the State Chair and Chapter Chair should review the new Board rosters and ensure each of the Board members are assigned a position in Digital Cheetah. The State and Chapter Board of Directors are granted administrative rights to their Chapter hierarchy.

Administrative rights are granted based on State and Chapter leadership positions. The State Chair maintains a Digital Cheetah cheat sheet with detailed instructions on this process.

Digital Cheetah allows five (5) key administrators with access to the member management component and the VMS component which allows for creating and testing apps and systems. These five individuals are listed under the Help Desk Name Contacts and should be **reviewed yearly**. The five (5) selected Network Contacts can log into the Help Desk to view and submit tickets to the Digital Cheetah product support team. A best practice is to name the State Vice Chair of Membership as one of the five (5) administrative contacts. **Only** these five (5) individuals **may submit** Help Desk support tickets for the Network.

The State Chair serves as the Account Owner and administrative rights transfer to the incoming State Chair annually. The Account Owner (State Chair) is the Digital Cheetah account administrator who can add and remove named contacts and update billing information on the account.

ZOOM

The State maintains a zoom account used to host Network virtual meetings. The State Chair serves as the primary contact on the account. Upon completing a term, the incoming State Chair is listed as the primary contact. All zoom credentials are provided in the State Chair duty manual. The Technology Team assists the Chair during the quarterly State Board meetings and the Annual meetings when held virtually.

EMAILS & PASSWORDS

HWNT State emails are supported by Google Suite for Nonprofits workspace. The Network Executive Board members are assigned an HWNT Email and password by our Technology Team. A list of HWNT State emails and passwords exists in the technology folder on the HWNT State Google Drive. Emails and passwords are assigned **strictly** by the Technology Team. Each Chapter is assigned one email account for use. The State Chair serves as the primary contact for establishing the Google Suite. This **duty transitions** to the incoming State Chair at the start of the term. It is best practice to **respond** to any HWNT related email **within 48 hours**.

STANDING RULE 17: TRADEMARK & LOGO REQUIREMENTS & GUIDELINES

The HWNT logo is a registered trademark. The HWNT logo is an integral part of our brand identity and used for official State and Chapter communications. The HWNT logo **cannot** be modified from its brand look and must be displayed according to the established logo usage guidelines.

The Network logos are formally known as HWNT's registration mark as required by the United States Patent and Trade Office and the Trademark Act. The Trademark Act requires filing for use of the logos and marks between the fifth and six years of registration of the mark. The Network employs a law firm to provide the Chapters and Network maintained continuous use of the logos and marks for the last five years. Such **evidence of ownership** results in renewal of ownership of the HWNT mark.

Do not incorporate any changes to the Chapter city name, other logos, mascots or unsanctioned images with the HWNT logo. These requirements protect the logo, name and Trademark Registration. **Use the Chapter logos created by the State Network.** HWNT reserves the right to deny the use of any HWNT logo that is not in accordance with its established logo usage guidelines or in any way detracts or negatively impacts its established brand.

The HWNT logo is a customized logo mark, piece of artwork and not a font. It should never be hand- typeset. Trademark Registration **prohibits alterations** to, adding, subtracting from or overlaying, combining logo elements, except as noted below. The mark should always be used with the statutory registration notice ®.

If the ® is not convenient to use, such as on a catalog or the like, the following statement should be printed in the catalog or the like:

- ☐ “Registered in U.S. Patent and Trademark Office”
- ☐ “Reg. U.S. Pat & TM Off.”

If the statutory registration notice is not used, no damages can be recovered for infringement until the defendant has actual notice of the registration. When using the logo, be sure to use the logo with the ® on it. Contact the State Board Vice Chair of Communications & Marketing and State Chair-Elect for the correct logos with the correct registration mark.

It is the responsibility of the HWNT’s State and Chapter Board of Directors, Chapter Chairs, State Representatives and HWNT members to monitor communications, websites and products for the appropriate use of the HWNT mark. Trademarks must be appropriately used to defend renewal of the registered mark.

Chapter and State Directors can find the Communications and Marketing Brand, Logo and Social Media Procedure and Guidelines **on the Network Google drive**. The Guidelines include a copy of the legal documentation creating the registration, the State and Chapter trademark and logos and the logo and color specifications.

STANDING RULE 18: ANNUAL IRS FILING REQUIREMENTS

The State Chair sends an annual reminder to the Chapter to complete the **IRS Form 990 (e-postcard form 990)**. Chapters must file the report **no later than May 1st** on the IRS filing link. The Chapter’s Employer Identification Number **(EIN) is required**. Once completed a **copy of the must be emailed** to the State Chair and Treasurer.

STANDING RULE 19: TRAINING OF STATE & CHAPTER OFFICERS

Leadership training for the incoming HWNT State Board of Directors is held during the first month of the calendar year. The training is developed and may be led by the Past Chair, Advisory Chair(s), and the incoming Chair, Chair-Elect, and Parliamentarian. The content should include a presentation from the Chapters. Training content addresses these components:

1. Mission and history of the organization
2. Roles and responsibilities of the State and Chapter Officers and any distinctions between Chapter roles
3. Requirements of a Chapters and an overview of existing Chapters in the Network including highlights of major accomplishments and distinctions of community projects.
4. The role of the State Representatives
5. Parliamentary essentials
5. Budgetary and Membership requirements
6. An exercise documenting two or three major objectives each Officer seeks to accomplish in the calendar year.

Chapters are advised to hold similar training, in the first quarter of the calendar year, and may utilize the content created by the State Executive Board.

STANDING RULE 20: DISSOLVE A CHAPTER

The HWNT State Board of Directors will dissolve a Chapter for the following reasons:

- a. Engaged in activities not permitted by a 501 (c) (3) Corporation of the Internal Revenue Code of 1954 or the corresponding provision of a future federal income tax law.
- b. After previous counseling from the State Chair and Officers, the Chapter continued engaging in state or national advocacy or political issues not authorized by the State Board of Directors.
- c. After three consecutive years, the Chapter did not maintain the required 20 members.

A committee consisting of the State Chair, State Chair-Elect, State Treasurer work and communicate with the former Officers to gather all needed documents and materials. Financial information will be shared with the hired Network Certified Public Accountant and attorney if so advised. These individuals will review the financial statements of the Chapter, determine any indebtedness, and propose the next steps for review by the State Board of Directors. The proposal will address any indebtedness, closure of the IRS EIN, Post Office Box, webpage, recuperation of any Network materials such as lapel pins, tablecloths, banners, and materials with Chapter or State logo, and electronic or printed records and documents. Remaining funds will be disbursed as advised by the CPA and attorney.

SUMMARY OF BOARD VOTING PRIVILEGES & TASKS & RESPONSIBILITIES

Summary of HWNT State Board of Directors			
Elected (E), Appointed (A) or Succession (S)	Voting	Role & Standing Committee	Summary of Key Duties
State Chair (E)	Votes to Break a Tie	All standing & ad hoc committees	Represents HWNT, provides leadership to Chapters & State Officers & Directors, presides over Network activities; hiring & performance evaluations with input from Board; ensures Officers, Directors & members carry out responsibilities; fiduciary responsibilities
State Chair-Elect (E&S)	Vote	Marketing & Communications, Education, Bylaws & Standing Rules, Advocacy & Technology	Duties of Chair in the absence of Chair; ensures Officers carry out duties associated with roles & assigned Standing Committees
Immediate Past State Chair (S)	Vote	Chairs Credentials, Nomination & Elections, & Self-Development	Carries out election of State Officer & Director & creates an inventory of leadership programs
State 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
State Vice Chair Development (E)	Vote	Development with State Chair as Co-Chair	Fundraising for sponsorship of conference & sustainability of HWNT operations
State Vice Chair Marketing & Communications (E)	Vote	Marketing & Communications with Chair-Elect as Co-Chair	Marketing & communicating HWNT programs, news & information, ensuring integrity of the HWNT brand, promoting members accomplishments & marketing the State conference on website, social media platforms & quarterly newsletter; ensure the Network trademark logo used correctly
State Vice Chair Education (E)	Vote	Statewide educational efforts with Chair-Elect	Leads educational efforts including LIP programs & scholarships throughout the State & funded by the Network State Office

State Secretary (E)	Vote	Accurate recordkeeping & calendaring	Documents all meetings of the Executive Board & State Board of Directors
State Treasurer (E)	Vote	Ex-Officio on Finance Committee	Fiduciary accuracy; custody of funds & disbursement; Ex-Officio on Finance Committee with State Chair
State Co-Treasurer (A)	Votes in the absence of Treasurer	Ex-Officio on Finance Committee	Supports the Treasurer & Vice Chair of Membership with statewide membership & fiduciary tasks; in the absence of the Treasurer, carries out tasks & responsibilities
State Historian (A)	Vote	Leads archival efforts of Chapter & State activities	Custodian of records, seeks Chapter records for archives; provides records to Nettie Benson Collection
State Parliamentarian (A)	No	Interprets Bylaws & parliamentary procedures at meetings; chairs Bylaws & Standing Rules Committee with Chair-Elect	Interprets bylaws & parliamentary procedures, ensures use of Robert's Rules of Order, annual evaluation of Bylaws & Standing Rules; provides training to Chapters
State Representative (E)	Vote	State Board of Directors	Represents Chapters at Board meetings, voting rights on the State Board of Director, submits quarterly reports of Chapter activities to the Board of Directors; communicates to Chapters the activities, orders & efforts resolutions of the State Board of Directors
Alternate State Representative (A)	Votes in absence of State Representative	State Board of Directors	Carries out the tasks of the State Representative as noted in the Bylaws & Standing Rules
State Advisory Chair(s) (A)	No	Projects as assigned	Provides guidance & historical perspective, assists with accomplishments of strategic goals & operational tasks of the Standing Committees & the State Chair as requested

Summary of HWNT Chapter Board of Directors			
Elected (E), Appointed (A) or Succession (S)	Voting on Chapter Board of Directors	Role & Standing Committee	Summary of Key Duties
Chapter Chair (E)	Votes to Break a Tie	Central Chapter leadership, mentor & model; oversees all project, standing, ad-hoc committees of the Chapter	Represents HWNT & the Chapter; provides guidance & leadership to Chapter activities, members, Board of Directors & committees, leads & performs fiduciary responsibilities
Chapter Chair-Elect (E & S)	Vote	Marketing & Communications, Education, Bylaws & Standing Rules, Advocacy & Technology	Performs duties of Chair in the absence of Chair; ensures Officers carry out duties associated with roles & assigned Standing Committees
Chapter Vice Chair Membership (E)	Vote	Membership	Acts in absence of Chapter Chair & Chair-Elect; Coordinates membership activities at Chapter & State level; confirms membership in good standing & qualifications for office; fiduciary role with Treasurer
Chapter Secretary (E)	Vote	Accurate recordkeeping & calendaring	Record Documents all meetings of the Chapter Board of Directors; provide significant documents to State Historian; assists with organizing Chapter meetings
Chapter Treasurer (E)	Vote	Ex-Officio on Finance Committee	Fiduciary accuracy; custody of funds & disbursement; Ex-Officio on Chapter Finance Committee with State Chair
State Representative (E)	Vote	State & Chapter Board of Directors	Represents Chapters at State Board meetings, voting rights on the State & Chapter Board of Director, submits quarterly reports of Chapter activities to the State; communicates to the Chapter the activities, orders & efforts of the State Board
Alternate State Representative (A)	Votes in absence of the State Representative	State & Chapter Board of Directors	During the absence of State Representative, carries out assigned tasks at State & Chapter Board of Director meetings
Chapter Co-Treasurer (A) Optional title	Votes in absence of Treasurer	Ex-Officio on Finance Committee	Supports the Treasurer & Vice Chair of Membership with statewide membership & fiduciary tasks; in the absence of the Treasurer, carries out tasks & responsibilities
Chapter Vice Chair Development (E) Optional title	Vote	Development with Chapter Chair as Co-Chair	Fundraising; grant writing for Chapter projects & strategic goals sustainability of HWNT Chapter operations

Chapter Vice Chair Marketing & Communications (E) Optional title	Vote	Marketing & Communications with Chapter Chair-Elect as Co-Chair	Marketing HWNT Chapter, members, & accomplishments on Chater website & social media; contributes content for State quarterly newsletter, ensures Network trademark logo used correctly by Chapter; assists Chapter with website functionality
Chapter Vice Chair Education (E) Optional title	Vote	Educational efforts at Chapter & State events with Chapter Chair- Elect	Leads educational efforts including LIP Program including scholarships funded either through the State or Chapter; fiduciary role with all scholarships & grants
Chapter Historian (A) Optional title	Vote	Leads archival efforts of Chapter & submits to State Historian	Custodian of records, seeks Chapter records for archives; provides records to Nettie Benson Collection
Chapter Parliamentarian (A) Optional title	No	Interprets Bylaws & parliamentary procedures at meetings	Interprets bylaws & parliamentary procedures, ensures use of Robert's Rules of Order during Chapter meetings
Immediate Past Chapter Chair (E & S) Optional title	Vote	Chairs Credentials, Nomination & Elections, & Self-Development	Coordinates election of Chapter Board of Directors; creates Committee to carry out leadership sessions in the community & volunteer for State Self-Development inventory of leadership programs
Chapter Advisory Chair(s) (A) Optional title	No	Projects as assigned	Provides guidance & historical perspective & assists with the accomplishments of strategic goals as requested by the Chapter Chair

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