



EL PASO COMMISSION FOR WOMEN

Additional Duties and Expectations for Board Members

1. Attend monthly meetings. (Three unexcused absences may constitute removal).
2. Be involved in Hall of Fame preparations and attend the event.
3. Serve on one or more committees as assigned by the Chair.
4. Attend Commission functions in the community.
5. Work cooperatively with other board members.
6. Recruit future board members.
7. Represent the EPCW in the community and help create a positive public image.
8. Pursue opportunities for funding.
9. Assist with recruitment of new members.

Approved 1997

Draft Revisions July 2015 approved by Board on 7-13-15

Pending approval by Membership August 2015

Approved by Membership August 17, 2015



EL PASO COMMISSION FOR WOMEN

STANDING RULES

Voting

1. Voting eligibility shall be conducted in accordance with Article VIII (Section 8.01) of the Commission's By-Laws.
2. Elections shall be conducted in accordance with Article VI (Sections 6.03 & 6.04) of the Commission's By-Laws.

Board of Directors:

3. The El Paso Commission for Women Board of Directors is a working board. Everyone will be expected to make a contribution and participate in the organization.
4. As stated in the bylaws, it is the duty of all Directors to attend the regular and special meetings of the Board and the Commission. Three unexcused absences may constitute removal from the Board.
5. Board of Director Meetings are held the third Monday of each month at 5:30 p.m. or as otherwise scheduled by the Chair and the Board.
6. There shall be an annual membership meeting at a minimum. Other membership meetings may be scheduled as determined by the Board of Directors or at the request of members.
7. It is the responsibility of Directors to submit information on their committee activities at Board meetings and general membership meetings.
8. Submit names of committee members to the membership chair to verify membership status.
9. Submit a copy of all communications, (i.e. memos, flyers, invitations, etc.) generated by your committee to the Chair and Secretary.
10. Submit a written report at the end of the year which outlines your committee's activities for the year.
11. These Standing Rules may be amended by the Board upon 1 two-thirds majority vote. They must then be approved by membership at the next annual membership meeting.

10/15/97 Draft Revision July 2015 approved by Board 7/13/15. Pending approval at August 2015 Membership Meeting. Approved by Membership 8/17/15.