



Boston/New England Chapter

## **STANDING RULES FOR THE BOSTON/NEW ENGLAND CHAPTER**

*Standing Rules are the administrative rules of the Chapter which may be adopted by majority vote. Motions made in a meeting of the Board of Governors which pertain to the administrative procedures of the Board and are of long term effect, should be made a part of the Standing Rules. Standing Rules may amended by majority vote with notice, and a 2/3<sup>rd</sup> vote without notice. Standing Rules will be reviewed annually.*

### **PROCEDURE FOR VOTING - GUIDELINES**

When necessary for the Board to vote on business that must be done before the next regularly scheduled Board meeting, the Secretary, with the approval of the President, shall prepare the ballot outlining the business in question, give rational for the necessity of the email ballot and email a copy to each voting member of the Board of Governors.

The President shall appoint a three-member Tellers Committee, designating the Chairman to whom the ballots shall be returned. The Committee chairman shall call the committee together and the ballots shall be opened and tallied in the presence of all members of the committee. The results of the tally shall be given to the President who shall proceed according to the results and the tally shall be recorded in the minutes of the next Board Meeting together with the resulting action taken.

The ballot should contain the following information:

- Business to be voted on
- The rational for the ballot
- Instructions for completing the ballot
- Deadline date for returning the ballot
- Space for the members' signature

### **BUSINESS OPERATION PROCEDURES - REQUIREMENTS**

1. Expenditures that exceed the board approved budget line item by \$500 or more require prior approval of the Executive Committee. Without prior approval, reimbursement may not be granted.
2. All receipts for reimbursement and invoices requesting payment from the Chapter will be mailed, emailed or faxed to the Administrator within 60 days of when the expenditure was incurred. Reimbursement and invoices received after 60 days will require Executive Committee approval for payment.

3. All annual membership dues shall be due & payable on 12/31. All Governors and Officers are required to pay dues unless otherwise stated in the Chapter or National Bylaws. For Governor's & Officers with terms starting in June 15<sup>th</sup>, dues are due 12/31 of the same year. The Executive Committee will review the membership list for compliance by February 28<sup>th</sup>.
4. Travel reimbursement will be approved by the President and paid by the Chapter based on documentation provided for costs incurred including: air fare, hotel, meals, transportation and other costs.
5. A schedule of budgetary protocol will be voted on annually and adhered to throughout the fiscal year.
6. All new purchases and contracts in excess of \$5,000 and existing contracts in excess of \$5,000 and greater than three years require a minimum of three price quotes, with the exception of the following:
  - a. Administrator Contract
  - b. Emmy® Express
7. Services required several times during a fiscal year (such as printing) may be considered a unit purchase when competitive bids are obtained.
8. All contracts greater than \$1,000, must be submitted to the Treasurer prior to signing and must be authorized by the Executive Committee. Contracts may only be signed by the President.
9. The President, Treasurer and Administrator may each have a \$2,000 line of credit.
10. The President and Treasurer are the only signatories allowed on the savings, checking and money market accounts.
11. The Treasurer, President and Administrator are granted access to all online banking and other online accounts including, but not limited to, accounts with Bank of America, First Republic and PayPal.

## ELECTION OF NEW GOVERNORS – GUIDELINES

1. As stated in the Chapter Bylaws the Board of Governors can consist of 24 individuals. New candidates to serve on the Board will serve one season on a Chapter Committee before they are placed in nomination for a Board vote.
2. If the composition of the Board is less than 24members, a recommendation of a new Governor(s) can be placed into nomination and voted upon, thus waiving the previous guideline for serving on the Board.

## EMMY® AWARD NOMINATION PROCEDURES - GUIDELINES

1. Only the accountant and the administrator will have access to the online judging results.
2. A blind listing of the tabulation results will be prepared by the accountant for review by the Executive Committee and/or the Awards Committee. The document will contain only the, category title, entry number, total number of points received by each entry, percentage and the total number of judges in the panel.

3. A meeting of the Executive Committee and/or the Awards Committee will be held to determine the number of nominees in each category. A standardized judging rating system for all Chapters has been provided by the National Awards Committee, to bring uniform clarity and fairness to Emmy® judging. Program or segment entries are judged on a scale of 1 to 10 on each of three criteria: Content, Creativity and Execution. The final total for each entry judged has a potential of 30 points. Individual crafts achievement entries are rated on a scale of 1 to 10 on two criteria: Creativity and Execution, for a total of 20 points.

As an aid to your Awards Committee during Chapter cutoff meetings to determine Emmy® nominees and recipients, it is the recommendation of the National Awards Committee that you take the following guidelines (based on the Emmy® Express scale) into consideration.

**Ten-Point Judging Scale**

- 10, 9 – Definitely Award Worthy
- 8, 7 – Worthy
- 6, 5 – Possibly Worthy
- 4, 3 – Probably Not Award Worthy
- 2, 1 – Definitely Not Award Worthy

**30-Point Program (non-craft) Categories**

- 30-27 (100-90%) Emmy® Award
- 26-23 (89-76%) Nomination with Emmy® consideration
- 23-18 (75-60%) Nomination consideration

**20-Point Crafts Achievement Categories**

- 20-18 (100-90%) Emmy® Award
- 17-15 (89-76%) Nomination with Emmy® consideration
- 14-12 (75-60%) Nomination consideration

4. Six nominees are recommended in each category.

**DISCLOSURE OF AWARD RECIPIENTS**

It is the policy of NATAS that if awards are presented by opening an envelope to reveal the winners or some similar technique, there may be no prior disclosure of the award recipients. This includes press releases. A release draft can be given to the CPA firm counting the ballots so that they can enter the appropriate results information and bring copies of the completed release to the awards ceremony. In no case should it be given to the press **prior** to the opening of the envelopes. The releases should remain in the possession of the representative from your CPA firm until the ceremonies have concluded. All other Chapter and/or vendor personnel on a need to know basis will be accountable to annual strict non-disclosure agreements.