



*Revised October, 2025*

## **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 pertains 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 be 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 rationale for the necessity of the email ballot and email a copy to each voting member of the Board of Governors with a deadline date for returning the ballot.

Ballots will only be emailed to the Executive Director to be tallied.

### **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 emailed to the Executive Director 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 Bylaws. For Governor's & Officers with terms starting in July 1<sup>st</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. As a guideline IRS per diem meals per day is \$68.
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. Executive Director 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 Executive Director 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 Executive Director are granted access to all online banking and other online accounts including, but not limited to, accounts with Bank of America, Rockland Trust and PayPal.

#### ELECTION OF NEW GOVERNORS – GUIDELINES

1. As stated in the Chapter Bylaws the Board shall consist of at least three (3) but no more than eighteen Governors. New candidates to serve on the Board will serve one season on one Chapter Committee before they are placed in nomination for a Board vote.
2. If the composition of the Board is less than 15 members, 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 Executive Director 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 and 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 7 on each of three criteria: Content, Creativity and Execution. The final total for each entry judged has a potential

of 21 points. Individual crafts achievement entries are rated on a scale of 1 to 7 on two criteria: Creativity and Execution, for a total of 14 points.

4. Six nominees are recommended in each category.