

STANDING RULES

One. Clubs shall use the OKFRW Installation Ceremony. Installation of officers should be performed by a present/past President of the OKFRW, an OKFRW elected officer, OKFRW District Director/Assistant Director, or a past Club President.

Two. The OKFRW Executive Committee and Board of Directors meetings shall abide by the “no smoking” rule.

Three. The OKFRW President shall appoint at every meeting of the Board of Directors and the Biennial Convention a “Sergeant at Arms.”

Four. The Biennial Convention Chairman shall not have a special vote at the Biennial Convention.

POLICIES AND PROCEDURES

Originally approved 23 January 1999

One. The Budget Committee should identify specific line items that cannot exceed the approved budget amount without approval of the OKFRW Board of Directors.

Two. The OKFRW will pay for the President’s Annual Dues to be a NFRW Regent. This expenditure will be listed as a line item in the annual budget.

Three. The proposed Annual Budget must be sent with the Call for the OKFRW Board of Directors’ meeting at which it will be considered.

Four. All disbursements must be approved by the OKFRW President and Treasurer prior to payment. Receipts are required for reimbursement. Requests for reimbursement must be presented within ninety (90) days of the billing date or date on the receipt.

Five. The Treasurer will provide the President a written monthly financial report.

Six. *President’s Out-of-State Travel Account:* The President must receive prior approval of OKFRW Board of Directors for Registration Fee for the Convention or Meeting; hotel room for the day(s) of the convention or meeting, economy/coach airfare to and from the convention or meeting, ground transportation from airport to hotel and back. (Actual mileage may be paid in lieu of airfare but cannot exceed the least expensive airfare cost.)

Seven. A set of guidelines has been developed to assist clubs which decide to host OKFRW Board meetings. The Club should bring their recommendations concerning costs for that Board Meeting to the Board for approval.

Eight. Accommodations for the OKFRW President will be provided at OKFRW Board Meetings and will be paid from the President’s In-State Travel Account.

Nine. Every OKFRW Officer and Committee Chair shall furnish the OKFRW President with a copy of all written documents relating to the performance of her official duties.

Ten. Within seven days after a meeting of the OKFRW Executive Committee and Board of Directors, the Secretary will provide minutes of such meetings to the OKFRW President. Within seven days of receipt of said minutes, the OKFRW President will distribute them to the OKFRW Board of Directors.

Eleven. Conducting an E-Vote: A vote may be conducted by mail, phone, fax or email between meetings of the OKFRW Board of Directors or the OKFRW Executive Committee, provided at least three (3) days' notice is given to all members of the Board of Directors or Executive Committee that a vote will be taken, followed by a seven (7) day period for voting. All Members shall be notified by email, U.S. Postal mail or by telephone. Any such vote shall be ratified at the next regular meeting. An E-Vote may be conducted by mail, phone, fax only for issues which must be acted upon before the next regular or special meeting shall be considered.