

STANDING RULES

Revised 03/2021

There are two ways to govern our chapter. One is by our bylaws guide, and the other is by standing rules which we use on a day-to-day basis. These are our standing rules.

Chapter Expenditures and Reimbursements Accountability

1. All expenditures incurred for the chapter's purposes require prior approval by the board.
 - a) The annual budget plan will identify recurring expenses and anticipated expenses. At its first meeting for the term, the board will review the budget for approval.
 - b) The board will review any Request for Approval and Funding (RAF) forms received up to two weeks prior to a board meeting date. At each meeting, the treasurer and outreach chairperson will present the RAF forms received for approval. The actions taken by the board will become part of the meeting's records.
2. Reimbursements for all expenditures require approval by the board.
 - a) Members seeking reimbursement for expenditures must submit signed original receipts or other supporting documents to the treasurer within 30 days from the date of event. At each board meeting, the treasurer's report will present all requests for reimbursements for board approval. The actions taken by the board will become part of the meeting's records.

Meetings. In order for members AND non-members to guarantee seating and a meal at a program meeting, reservation and fee payment must be received by the deadline. Fees are not refundable; however, a member unable to attend may notify the program director and send someone in her/his place. Guests are welcome at all except the June annual general meeting.

Consul General. The Consular Office of Japan in Portland has an honorary membership to the chapter. A welcome is extended to the C-G and spouse with an invitation to be introduced at a chapter meeting.

Memorial Gift. Upon the death of a current or past president or head of school, the chapter will designate \$100 for a donation of flowers. If there is no service and no designated place for a donation of flowers, a \$100 donation may be made to a designated charity.

*Reference: [Oregon Department of Justice, Charitable Activities, Financial Control Recommendations for Small Nonprofits](#)