

American Women's Association of Qatar Standing Rules – 2016

Article 1 – MEMBERSHIP

- Section 1. Membership in AWAQ shall be on an annual basis from September 1 until August 31 of the next calendar year.
- Section 2. Members joining after January 31 shall pay dues equal to half of the annual dues.
- Section 3. Membership requires the completion of the Membership Application Form, and payment of dues.
- Section 4. Each Member shall be issued a membership card. Proof of membership shall be required to attend AWAQ activities and events.
- Section 5. Prior to applying for membership, prospective members and/or guests may attend monthly Membership Meetings and Hosted Coffee Mornings. Prospective members and/or guests may not attend other association events or activities.
- Section 6. The use of AWAQ and its membership for the sole purpose of soliciting business is not permissible. Members shall not distribute promotional materials during association events, except as permitted for sponsors and with prior executive Board approval.
- Section 7. Members found to have shared AWAQ member information with outside sources will have their membership terminated.
- Section 8. No member shall conduct a business or represent a charitable interest for personal gain within the framework of AWAQ.

Article 2 – MEETINGS

- Section 1. AWAQ Membership Meetings shall be held on the second Monday of each month, unless otherwise specified by the Executive Board.
- Section 2. At the Annual General Meeting in April, reports shall be submitted by each Board member, and the election of new officers shall be held.

Article 3 – ASSOCIATION ASSETS

- Section 1. All Tangible Assets, Equipment and Property of the Association shall be recorded and a listing maintained by the Treasurer.
- Section 2. All who take possession of AWAQ Assets during their term of office or for a particular period shall return the assets to the Association when vacating their office or finishing their assignment.

Article 4 – FINANCE

- Section 1. All activities and events with the exception of Community Service and Fundraising shall be self-supporting. Monthly meetings shall be self-supporting to the extent possible.
- Section 2. The Treasurer shall prepare the year's budget to be submitted to the Executive Board. The budget shall be published and approved at the October Membership Meeting.
- Section 3. Receipts for all expenses shall be submitted to the Treasurer for reimbursement as they occur. All expenses shall be submitted by the end of the fiscal year (May 31st).
- Section 4. Non-budgeted expenditures exceeding QR 1,000 shall require prior approval of the Executive Board. Non-budgeted expenditures exceeding QR 10,000 shall require a majority vote of members present at a Membership Meeting. AWAQ is not responsible for reimbursement of funds that were not approved in the budget or by the executive board.

Article 5 – NOMINATIONS AND ELECTIONS PROCESS

- Section 1. Two months before the Annual General Meeting, all Executive Board positions shall be presented to the Membership. Nominations will be accepted at this time and up until one month before the Annual General Meeting.
- Section 2. One month before the Annual General Meeting, the slate of nominees will be presented to the Membership.
- Section 3. Prior to the Annual General Meeting, the final slate of candidates will be communicated to the Membership.
- Section 4. If multiple candidates for an office are nominated, the vote for that office shall be taken by ballot.

Article 6 – AMENDMENTS

These Standing Rules may be suspended by a simple majority vote of members present at a Membership Meeting.