

**CREDIT PROFESSIONALS INTERNATIONAL  
PACIFIC NORTHWEST COUNCIL, DISTRICT TEN  
STANDING RULES**

FINANCES

1. Dues from Canadian associations shall be accepted at par when Canadian dollar is below par.  
(6.20.62)
2. Funds from the saving account in the amount of \$30.00 per person shall be used to help pay the expenses of the Executive Committee, the Advisory Committee, the Corresponding Secretary and those people deemed necessary for business to be transacted at an Executive Meeting in the month of February each year.  
(5.17.87)
- 2a. In the event that funds are available either from the Regular Savings or as a result of return of Conference funds, a portion of said funds maybe distributed at the discretion of the Executive Board to those persons whose attendance is deemed necessary for the conducting of the business of the District. Funds to be distributed on a pro-rata mileage basis:  
(5.17.87)

Under 120 miles round trip:	lunch paid for:
Up to 350 miles round trip:	\$50 - \$75
Up to 700 miles round trip:	\$75 - \$100
Up to 1300 miles round trip:	\$100 - \$125
Over 1300 miles round trip:	\$125 - \$150
3. The deadline for the receipt of dues and the closing of the Financial Records books shall be established at the Executive Meeting.  
(6.20.75)
4. The District Treasurer is to bring copies of the General Ledger sheets to the Executive Board Meeting in February of each year for review.  
(5.27.84)
5. The District Treasurer is to instruct their bank to send month-end cut-off statements as an aid for audit purposes.  
(5.27.84)
6. When the Financial Records are to be mailed to the Audit Committee, they shall be sent “Certified Mail, Return Receipt Requested.”  
(5.17.92)
7. There shall be no money-making projects at Conference except for the benefit of District 10 CPI.  
(5.17.92)
8. District 10 Credit Professionals International may receive an override at the discretion of the conference Committee for each full conference registrant and each CPI only registrant from the Conference host.  
(5.17.06)
9. The treasurer shall use an automated accounting program that has been approved by the Executive Board.  
(4.24.94)
10. The President shall use expense vouchers, giving special attention to the “Accounts Charged” portion.  
(5.20.79)
11. Assistance to the District First Vice President and Second Vice President shall be paid as budgetary consideration allows. Funds may be paid as approved in the current years budget to attend the Pacific

Northwest Conference and International Conference for round trip transportation, hotel, meal expense and conference registrations, as approved by the Executive Board.

(5.5.00)

12. Assistance to District Officers and Chairmen attending the District Conference to be paid as approved in the current year's budget as follows: Recording Secretary, Jr. Past President, Corresponding Secretary, Treasurer, CRIER Editor, Chaplain, Future Planning, Trophy and Certification Chairmen, and the three Past Presidents that comprise the Advisory Board.

(4.27-07)

13. Pending availability of funds an annual contribution will be made to the International Officer Fund to be used at their discretion..

(4.27.07)

### **CONFERENCE**

1. The Executive Committee shall provide guidelines for the administration of the Conference funds. The Conference Chairman shall present a proposed budget at the Executive Board Meeting for approval. If a meeting is not held, a copy shall be mailed to each member of the Executive Committee for their approval.

(5.17.92)

2. Extra meal tickets for all Credit Professionals International functions shall be made available for purchase at Conference. These tickets shall be ordered in advance and picked up with registration packets, or purchased as they are made available. There shall be no discrimination as to who shall use the tickets as long as they are purchased by a Conference Registrant.

(5.22.76)

3. There shall be no money -making projects at Conference except for the benefit of District 10 CPI. See also Finance Section.

(5.17.92)

4. See Finance Section #8.

5. Credit Professionals International shall hold an Educational Meeting during the District Conference.

(4.27.07)

5. The Annual District Conference Resolutions shall be printed in the Conference Agenda, and shall not be read at the Annual General Meeting.

(6.20.80)

6. The International Representative, if in attendance, shall receive a Complimentary Registration at the option of the Conference Chairman.

(5.17.92)

7. First Timer's Meeting is to be held prior to the annual meeting at each District Conference.

(5.4.01)

8. Credit Professionals International, District Ten, shall disburse a loan, payableat \$500 in October, to the CPI Conference Chairman. This amount is payable back to the District at the closing of the Conference books, or no later than July 31st of that year.

(4.27.07)

## AWARDS

1. The Helen B. Sawyers award shall be presented each year at the District Conference.  
(5.17.02)
2. An Awards Chairman shall be appointed annually who shall be responsible for each association Award won at Conference.  
(5.5.05)
3. A Mileage Book shall be maintained for permanent record of mileage to and from the District Conference City. It shall be kept by the Awards Chairman and passed on to her successor each year.  
(5.4.01)
4. Pertinent information regarding District Awards shall be published in the form of a flyer, by the District Awards Chairman no later than the first of each year.  
(5.4.01)
5. Awards donated for presentation by the District shall be awarded following the rules laid down by the donor. The rules shall not be changed except by the donor. In the event the donating association is no longer in existence, and there are no remaining members of the donating association still active in District 10, the Executive Board will make all decisions on rules changes.  
(5.17.02)
6. A Permanent Plaque shall be presented to each member honored as District Ten Credit Professional of the Year. This shall be in addition to the silver tray which shall be kept in the possession of the member so honored until the next Annual District Conference. The cost of this Award shall be in the budget for each year.  
(5.15.83)
7. Association Bulletin Book Award requirements shall be for the three issues only, to correspond with requirements at the International Level.  
(5.22.76)
8. Honorary Membership: The District may, at the discretion of a majority of the Board of Directors, recognize exceptional service, distinction and loyalty to the District by designation of a member an "HONORARY" and the District dues waived. Such person shall, however, be an active local member at the time of such designation. The local association is responsible for the continued payment of Credit Professionals International's dues. Honorary memberships granted by Credit Professionals International to active local members shall automatically have their District dues waived.  
(5.18.96)
9. Lifetime Membership: Members achieving 25 years of perfect attendance and granted Lifetime Membership in Credit Professional International shall have the District dues waived. Local associations shall exercise their prerogative in waiving local dues.  
(5.18.96)
10. Emeritus Membership: Emeritus Membership shall be composed of all Past International Presidents and they shall enjoy all the privileges of membership. Emeritus memberships granted by Credit Professionals to Past International Presidents shall automatically have their District dues waived. These members to be included on International and District membership reports, indicating these dues as waived.
11. The President shall appoint a Certification Chairman. Duties will include education and promotion of the Credit Professionals International Certification Program. Reports to be submitted to the Presidents newsletter and the "THE CRIER" on a regular basis. It shall be the goal of the chairman to increase the percentage of certified members in District 10.  
(5.5.00)

12. A Certification Award to be presented each year at District Conference.  
(5.5.00)

### **NOMINATIONS AND ELECTIONS**

1. Nominees for District office may send a picture for publication in the CRIER. Cost of the picture shall be born by the nominee's association. There shall be no campaigning for office other than the publication of the picture in the CRIER.  
(6.20.62)
2. In the event of there being more than two nominations for an office, at the close of nominations and before an election, a member may move that if no one receives a majority vote on the first ballot, that reballoting continue with only the nominees who received the highest number of votes.  
(6.20.75)
3. When there are more than two nominees for office and no nominee has received a majority on the first ballot, the Chairman of the Tellers Committee shall report the names of the two highest on the ballot and indicate that a new ballot is necessary.  
(5.22.76)

### **OFFICERS DUTIES**

1. Responsibility for ensuring mailings are received promptly shall be that of the Association President. She/He shall ensure that her/his address and changes of address are sent to the Executive Office and to the District President and the CRIER Editor. If there is a change in presidents during the Association Year that information with correct address shall also be sent as indicated.  
(5.12.63)
2. Local associations are urged to send letters of greeting and a check to assist new associations in getting started. This is a recommendation and not mandatory.  
(5.12.63)
3. Each Association President (or designated chairman) is to make a list of the Active Registered Career Club Members. The list shall be placed in the front of the Association President's Handbook. The list shall be kept up-dated with corrections from the Corporate office, the International Career Club Chairman and the District Career Club Chairman by adding new names and striking off those who leave the association.  
(5.20.73)
4. District officers are responsible during their year of office to keep their copy of the Handbook up-to-date. At the end of their term of office, all copies of correspondence which would have any carryover for that office in the new term must be given to the new officer when other records and books are turned over.  
(5.12.63)
5. District Officers are urged to write to new associations, upon their organization, welcoming the new members and offering any assistance their office can provide.  
(5.12.63)
6. If a Leadership Training Session is held at District Conference the First Vice President shall compose a summary to be printed as her/his Educational article in the Post Conference issue of the "THE CRIER."
7. See Conference Section #1.
8. The Recording Secretary shall mail a copy of the District Minutes to the Historian.  
(5.14.72)

9. The First Vice President of the District shall declare the names of the towns or cities where associations intend to organize new Credit Professional International associations, at the Post Conference Board Meeting.  
(5.14.72)
10. District Officers and Chairman shall visit associations in the proximity of their homes whenever possible for encouragement and aid. Officers and Chairman making visits to other associations shall report these visits to the District President.  
(5.20.73)
11. The President shall appoint a Librarian with approval of the Board, who shall care for all District Ten materials, other than records needed by an Officer or Chairman for their activities in office. After each Conference any materials not so needed by an Officer or Chairman shall be given or sent to the Librarian for safekeeping. The Librarian's name and address shall be listed on all Chairmen's list to make access to material possible for all members.  
(5.20.79)
12. Officer recommendations adopted at the Annual Meeting shall automatically be Standing Rules.  
(6.20.75)

### **CRIER**

1. The CRIER shall be published as budgeted.  
(5.17.92)
2. See Nominations Section Item #1. See Officers Duties #6.
3. Association news in the CRIER shall be limited to remarks on Education and other pertinent information to a maximum of 100 words per association.  
(4.25.71)
4. Current Board is responsible for submitting articles for the Budgeted issues of the CRIER. The newly elected officers and newly appointed committee chairmen at the time of printing, to enable the Association to have their names and addresses.  
(5.15.88)

### **HISTORY**

1. The District History Book shall contain a picture of the Current President, the Historian's Report and the District Minutes.

### **CREDIT PROFESSIONAL OF THE YEAR**

1. The name of the member chosen as nominee for Credit Professional of the Year from District Ten shall be announced during District Conference functions.  
(5.20.73)
2. A nominee must adequately fulfill the requirements established on the official form, provided by the International office, to be eligible. If none of the nominees meet the requirements, than it shall be at the description of the Advisory Committee that no award will be given.
3. A nominee for Credit Professional of the Year may be submitted by any CPI member in the District, provided said nominee is endorsed by their association, and meets the minimum requirements. The responsibility for

obtaining the information about the nominee, and the endorsement form is that of the member making the Nomination. That person may assist the association, or write for the association the letter of recommendation, provided it is authorized by the nominees association. This letter and information recommending the nominee should contain only data pertaining to the nominee and for the qualifying year and sent to the appropriate individuals.

4. The nominee shall not nominate themselves.
5. The application must be completed by another member of the association, not the nominee.
6. If the local Association President is the nominee, the Association First Vice President shall sign as the Association Representative.
7. The District President, First and Second Vice President's shall not be considered as a nominee.
8. It shall not be necessary or required for the nominee to sign the nomination form.
9. The Advisory Board Chairman shall promote and make available all information to each Association President in a timely manner. Information and nomination forms should be made available at all Spring and State Meetings.
10. The nomination forms should be sent to the Advisory Board Chairman by Certified Mail Return Receipt Requested.