



Women in Buses Council

STANDING RULES OF OPERATION as of September 5, 2017

Rule 1. Name and Mission

Section 1.01 **Name:** The organization shall be named the Women in Buses Council, abbreviated "WIB".

Section 1.02 **Mission:** Women in Buses Council exists to recognize and advance the role of women in the motorcoach industry through networking, education and mentoring programs.

Rule 2. Membership and Standards of Conduct

Section 2.01 **Membership:** Membership is open to individual bus and motorcoach operators, vendors, suppliers, trade associations, industry consultants, government agency officials and other affiliated individuals who support the mission of the Women in Buses Council.

Membership in the American Bus Association is not required for membership and/or participation in WIB activities/events.

Section 2.02 **Anti-Trust Guidelines:** WIB members shall follow anti-trust guidelines and associated laws, rules and regulations that govern participation in the American Bus Association.

Section 2.03 **Name and Logo Use:** Approval from the WIB Staff Liaison must be obtained prior to the use of the WIB name and/or logo; and prior to dissemination of any information to WIB members or outside parties.

Section 2.04 **Recommendations and Endorsements:** Neither WIB, nor any of its members while representing WIB in any capacity, shall recommend or endorse any products, services, programs, materials or the like that are offered for sale. Likewise, any sponsorship agreements with WIB do not constitute a recommendation or an endorsement of products or services for sale by those sponsors.

Section 2.05 **Conflicts of Interest:** WIB members shall avoid any conflicts of interest that could compromise the objectivity of WIB, or bring any type of discredit to WIB. Members shall abstain from voting on any matters where they may have a conflict of interest.

Section 2.06 **Disciplinary Review:** Individual members will be considered in good standing while they maintain these Standards of Conduct. A violation of these Standards will result in a disciplinary review. Membership privileges may be revoked at the discretion of the American Bus Association.

Rule 3. Governance

Section 3.01 **Oversight and Administration:** WIB is an independent council affiliated with the American Bus Association. ABA shall provide administrative support and pay the administrative expenses of WIB.

All matters involving any expenditure of money, external affairs, or statements of policy shall be subject to review and prior approval by ABA.

Section 3.02 **Staff Liaison:** The Staff Liaison of WIB shall be an employee of, and be appointed by the ABA. The Staff Liaison shall serve on Leadership Team; be the chief administrative officer of WIB; shall coordinate, oversee, direct, and execute as required the meetings, programs, policies, budget and work product of WIB; and shall compile and maintain a roster of the members in good standing.

Section 3.03 **Liability Insurance:** ABA shall provide and incur the expense of liability insurance for WIB Officers to cover the performance of their duties on behalf of WIB and shall keep such insurance in effect during the term of each such Officer. ABA shall ensure the amount of liability insurance coverage is sufficient to cover reasonable litigation claims, defense costs and liabilities for the work product of WIB.

Section 3.05 **Risk Reduction:** WIB members are expected to cooperate as necessary with ABA or their legal counsel to minimize liability risks posed by any matters under consideration by WIB.

Rule 4. Leadership Team

Section 4.01 **Leadership Team:** The business of WIB shall be organized, coordinated, and led by a Leadership Team, with support by the Staff Liaison.

The role of the Leadership Team shall be to help WIB advance and recognize the role of women in the motorcoach and group travel industry in keeping with the WIB Mission Statement.

Section 4.02 **Officers and Duties:** The Leadership Team Officers of WIB shall be selected from among WIB members in good standing, and shall consist of:

- a) Chairman: who shall Chair all WIB Leadership Team and General meetings of WIB
- b) Membership Chairman/Vice Chairman:
- c) Communications & Marketing Chairman/Vice Chairman
- d) Executive Management Committee Chairman/Vice Chairman
- e) Operations & Maintenance Committee Chairman/Vice Chairman
- f) Travel, Tour & Charter Committee Chairman/Vice Chairman
- g) Immediate Past Chairman:

Section 4.03 **Leadership Team Members:** The Leadership Team is comprised of:

Voting Positions:

- Chairman
- Membership Chairman
- Membership Vice Chairman/Chairmen
- Communications & Marketing Chairman
- Communications & Marketing Vice Chairman/Chairmen
- Executive Management Committee Chairman
- Executive Management Committee Vice Chairman/Chairmen
- Operations & Maintenance Committee Chairman
- Operations & Maintenance Committee Vice Chairman/Chairmen
- Travel, Tour & Charter Committee Chairman
- Travel, Tour & Charter Committee Vice Chairman/Chairmen
- Immediate Past Chairman

Non-voting Positions:

- Staff Liaison

Section 4.04 **Meetings:** The Leadership Team shall meet quarterly via teleconference or the internet.

Additional meetings of the Executive Committee may be held from time to time as needed, including meetings via teleconference or the internet.

The Leadership Team in coordination with the Staff Liaison shall organize, coordinate, and hold an annual meeting of the general membership held in conjunction with the ABA's Annual Meeting & Marketplace event.

The Leadership Team shall organize, coordinate, and facilitate sessions, presentations, and/or workshops at the Annual Meeting and webinars as needed.

Additional meetings of the general membership may be held from time to time as needed, including meetings via teleconference or the internet.

Section 4.05 **Leadership Team Removal:** A Leadership Team member who has missed three or more consecutive meetings may be removed by a vote of two-thirds of the Leadership Team.

A Leadership Team member may be removed for any reason by a vote of two-thirds of the Leadership Team.

Rule 5. Standing Committees

Section 5.01 **Standing Committees:** WIB shall establish and maintain five Standing Committees which will focus their work on different areas of the WIB Mission:

Executive Management Committee: The focus of this committee is to work on issues of importance to CEO, General Managers and other bus company executives/decision-makers who are women.

Operations & Maintenance Committee: The focus of this committee is to work on issues of importance to the safe operation and maintenance of the motorcoach fleet.

Travel, Tour & Charter Committee: The focus of this committee is to work on issues of importance to travel, tour and charter segment including tour product development.

Communications & Marketing Committee: The focus of this committee is to promote the Council membership and activities online and in publications as well as serving as the spokesperson, supporting and promoting the Council program and features to any group identified by Chairman and ABA.

Membership Committee: The focus of this committee is the development of benefits and features of the Council to provide tangible value to the members, develop member relations to identify potential new council members and build WIB member networks.

Section 5.02 **Standing Committees Officers**: The officers of each Standing Committee are:
Chairman: who shall be selected from members in good standing, and who shall Chair all Committee meetings and review/approve all work and material produced by the Committee.
Vice Chairman/Vice Chairmen: who shall assist the Chairman; and in the absence of the Chairman shall serve as Chairman.

Section 5.03 **Standing Committee Members**: All WIB members are encouraged to associate with, support, and attend at least one of the Standing Committees.

Section 5.04 **Meetings**: The Standing Committees shall hold Committee meetings with interested WIB members from time to time as needed, including meetings in person, via teleconference, or via the internet.

The Standing Committees shall receive, research, workshop, and respond to "Assignment Requests" assignments made by the Leadership Team.

As requested by the Leadership Team, the Standing Committees shall organize, coordinate, and facilitate sessions, presentations, and/or webinars for the General Membership Meetings.

Rule 6. Elections, Voting, and Assignments

Section 6.01 **Nominations:** The Leadership Team positions are self-nomination positions with two-year terms. Terms shall begin in March.

Nominations for Leadership Team positions shall be submitted to, and vetted by the Staff Liaison. Nominees shall be WIB members in good standing, have a connection with and some experience in the motorcoach and group travel industry, be available to attend meetings, and be willing to carry out the work assigned to them.

Section 6.02 **Appointments:** Once vetted, the Staff Liaison will make recommendations to ABA's CEO and ABA's Board of Directors Chairman for appointments.

Section 6.03 **Vacancies:** Leadership Team vacancies may be filled at any time by special vote organized by the Staff Liaison. The successful candidate elected shall serve the balance of the term of office of the vacancy.

Section 6.04 **Leadership Team Succession:** At the completion of their two-year term, the Chairman becomes the Immediate Past Chairman for a two-year term assignment.

At the completion of their two-year term, the Standing Committee Chairman is replaced by the Standing Committee Vice Chairman.

Rule 7. Amendments

Section 7.01 **Amendments:** These Standing Rules may be amended by a majority vote of the Leadership Team at a meeting for which at least five days prior notice was provided, subject to approval by ABA.