

Women's Network Exchange of Arizona, Inc.

Policies and Procedures

1. MEETINGS

- A. MEMBERSHIP MEETINGS -Meetings shall be held the 1st Thursday of each month at the London Bridge Resort, unless otherwise noticed in advance. Registration and Networking begin at 6:00 p.m. The meeting comes to order at 6:15 p.m. Attendance at these meetings will be recorded by the Membership Director. Members may display marketing and advertising materials but are responsible for collecting the remainder at the end of the meeting.
- B. BOARD MEETINGS - Meetings shall be held the 3rd Tuesday of each month at the London Bridge Resort, unless otherwise noticed in advance. The meetings shall begin at 5:15 p.m. Attendance shall be recorded by the Secretary.
- C. COMMITTEE MEETINGS - Shall be held at a time and place decided upon by the Committee Chair with proper notice to the committee members and the President.
- D. The most recently revised Robert's Rules of Order shall apply to all proceedings of this organization.

2. DUES

- A. During the December Board meeting, the Board shall determine the following fiscal year's dues.
- B. At the January Membership meeting, the Membership Director will present the proposed dues for ratification by a majority of the members present.
- C. The Membership Director shall issue dues invoices for all members of record no later than January 15th.
- D. Past due invoices will be issued April 1 and will incur a \$10.00 late fee.
- E. Members whose dues are not paid by May 1st will be removed from the member roster.
- F. First year dues are currently \$65.00, renewals currently \$50.00 for membership from March 1 – February 28/29 of the following year. Half year prorated dues are available for new members only who join after September 1st. Prorated first year dues are currently \$40.00.

3. MEMBERSHIP OBLIGATIONS

- A. PARTICIPATION -Members should attend meetings regularly, actively participate on at least one committee, contribute professionally to the Organization and comply with the Organization's Bylaws and Policies & Procedures.
- B. FINANCIAL OBLIGATIONS - Reservations made for meetings or events that involve a cost shall be a financial obligation of the individual member. A reservation made is a reservation paid. Early Bird discounts may be offered for some events. (See Section 2. **DUES** for additional financial obligations).
- C. ATTENDANCE WITHOUT RESERVATION – If members wish to attend a function without a reservation, they will be accommodated on a space available basis. Special "at-the-door" pricing may prevail.

4. GUEST AND FUTURE MEMBER POLICIES

- A. All meeting speakers may receive a complimentary drink or meal at the organization's expense. \$15 or less is pre-approved, over \$15 requires the Presidential approval (expense form required either way).
- B. The Programs Director is the organization's guest speaker host – making arrangements, hosting a meal if necessary and sending a Thank You note after the event on behalf of the organization.
- C. Former members are allowed to attend one time per year as a guest before being required to pay the annual dues amount. The Membership Director is responsible for monitoring this attendance.
- D. Future members shall be allowed to attend two (2) meetings annually as a guest prior to being required to join. The Membership Director is responsible for monitoring this attendance.
- E. Any exceptions to the above policies are at the discretion of the current President.

5. REMEMBRANCES

Upon notification of a member's death the Membership Director will send flowers or a contribution at a cost not to exceed \$50.00. In the case of a member's illness or an immediate family member's death, the Membership Director shall send an appropriate card in the name of the organization.

6. CHARITABLE DONATIONS

- A. The Women's Network Exchange of Arizona is a 501(c)(3) . The main focus of the organization is to help women succeed in their professional and personal lives and to assist women going back to school to enhance their career opportunities. **See Section 7. SCHOLARSHIPS**
- B. Any other charitable donation must be made to another 501(c)(3) organization. A request to donate funds must be made when the event is proposed and the Board must approve any such expenditures.
- C. All printed materials for events shall include the phrase "a portion of the proceeds from this event will be donated to (name of charity)"
- D. Members are encouraged to donate individually to other causes and charities that are not 501(c)(3)

7. SCHOLARSHIPS

- A. Applicants must be 18 years or older, a minimum of one-year resident of Mohave or LaPaz County and applying to an institution of advanced learning.
- B. The applicants will need to provide their familial, financial and employment status, if they are receiving other scholarships (and the amount received) and if they are currently enrolled in a program. GPA and field of study will not be determining factors.
- C. Applicants will also be asked to provide a brief essay regarding their educational goals, special interests and other information they feel the committee needs to consider.
- D. Scholarships will be valid for one (1) year and are not renewable. Each individual is only eligible for a single scholarship award.
- E. The President will appoint the Committee Chair annually. It is recommended the Chair select two (2) or four (4) other members to serve on committee.
- F. The total amount of scholarship awards will be based on the funds raised in the previous fiscal year. The Board will provide the Committee with the amount prior to April 1st. In addition, the Board will allocate funds for the Awards Ceremony.
- G. Scholarship monies will not be paid out to any individual, only to the educational institution they will be attending.
- H. The Committee is responsible for soliciting applicants prior to April 30th, meeting in May to determine the award winners, planning and executing an awards' presentation at the June membership meeting.
- I. Scholarship Award winners will be granted a one-year membership to the Women's Network Exchange. A mentoring program with guidelines outlined by the Scholarship Committee and approved by the Board of Directors will be implemented annually. Mentors to be solicited based on scholarship winner's field of study, interests, etc.

8. NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND DIRECTORS

- A. The most Immediate Past President, willing to serve, selects 2 or 4 nominating committee members in November in time to notify the officers at the board meeting. If a past president is not available, the current President will appoint a Nominating Committee chair.
- B. At the December membership meeting the Nominating Committee distributes officer job descriptions and asks members to submit their names for consideration.
- C. The Nominating Committee shall screen the candidates and narrow the slate to no more than two per office. If there are no applications, the Nominating Committee shall contact members to find qualified candidates.
- D. At the December board meeting, the Nominating Committee shall present a slate of candidates for the board's approval. The slate will be presented to the membership at the January meeting. Nominations from the floor may be entertained with the candidate's prior consent prior to the election in February.
- E. The Secretary will prepare ballots for the February election. The Secretary will appoint 2 non-candidate members to assist in tabulating the ballots. The results will be announced before the meeting ends.

- F. The Nominating Committee is responsible for coordinating the Installation of New Officers to be held at the March membership meeting.

9. OFFICERS

- A. The elected officers shall be: President, Vice President, Secretary, Treasurer, Media Director, Membership Director and Ways & Means Director.
- B. The most immediate Past President willing to serve will be a voting member of the board.
- C. Officers are encouraged to commit to a 2 year term, with half of the positions turning over each year to bring greater stability and continuity to the organization.
- D. Committee descriptions should be prepared and distributed at the January membership meeting.
- E. At the February Board Meeting, the outgoing and incoming board members will name (these are not board positions) Committee Chairpersons for the following committees:
 - 1) Assistant Treasurer
 - 2) Bylaws
 - 3) Chamber Ambassador
 - 4) Finance & Budget Committee – includes audit functions
 - 5) Guest Ambassador
 - 6) Networking
 - 7) Nominating
 - 8) Reservations
 - 9) Scholarship
 - 10) Sunshine
- F. All officers are expected to attend board meetings and monthly membership meetings. If an officer can't attend a meeting, they should immediately notify the President and submit a written report to be read in their absence.
- G. All officers will perform such other duties that may be assigned by the President or consensus of the Board.
- H. Turn over all records and materials pertaining to their successor prior to the March Installation meeting.

10. OFFICERS' DUTIES

A. PRESIDENT

- 1) Is the official representative of the organization and presides at all meetings. Only the President is authorized to speak to the press, unless she designates another person to do so.
- 2) Gives the Media Director the information to make notification of all Membership and Board meetings to the appropriate persons
- 3) Prepares the agendas for all meetings to be distributed at the meeting.
- 4) Works with the Treasurer to ensure the State Annual Corporation Report is filed by May 7th and the IRS Tax filing by May 15th of each year. In the event the President or Treasurer is unable to perform these duties, with board approval, they will retain another member or outside professional services.
- 5) Works with the Treasurer and the Finance & Budget Committee to prepare a budget for the following fiscal year to be approved by the board at the January board meeting.
- 6) The board approved budget is to be submitted for ratification by a majority of the members present at the February membership meeting.
- 7) Oversees the Finance & Budget and Scholarship Committees.
- 8) Is an ex-officio member of all committees except the Nominating Committee.
- 9) Performs all other duties as put forth in the Women's Network Exchange of Arizona, Inc. Bylaws.

B. VICE PRESIDENT

- 1) Performs the duties of the President in her absence or incapacity.
- 2) Works with the incoming board at the February meeting to determine the annual calendar of meetings and programs.
- 3) Acquire speakers that provide topics/programs that will benefit the membership either professionally or personally.

- 4) Provide the speaker's bio to the President and Media Director in time to be included in the newsletter and agenda.
- 5) Act as the speaker's hostess for the evening.
- 6) Introduce the speaker at the meeting.
- 7) Following the meeting, sends a thank you note to the speaker from the organization.
- 8) Oversees the Chamber Ambassador and the Networking Committee.

C. SECRETARY

- 1) Be the custodian of all records as outlined in the Women's Network Exchange of Arizona, Inc. Bylaws.
- 2) Keep accurate minutes of membership and board meetings. Paper copies of all minutes and materials to be kept on paper, in a binder, for one year. After that time, they may be scanned and stored in a board approved cloud storage.
- 3) Conduct any correspondence as directed by the President or the Board.
- 4) Prepare and distribute ballots as presented by the Nominating committee and approved by the board for the February elections.
- 5) Maintain the election results for a period of one year.
- 6) Oversee the Bylaws Committee.

D. TREASURER

- 1) Be the custodian of all funds as outlined in the Women's Network Exchange of Arizona, Inc. Bylaws.
- 2) All revenues and expenses shall be done on a board approved form.
- 3) Disbursements over \$350 require the signature of two officers who are signatories on the organization's account. The recipient of a disbursement cannot be one of the signers.
- 4) Make collections and deposit all funds in a federally insured financial institution approved by the board. All deposits should be made within 5 days of receipt.
- 5) Receives and reconciles all bank transactions.
- 6) Present monthly, a written financial statement of the organization – monthly and year to date - at each board meeting.
- 7) Works with the President to ensure the State Annual Corporation Report is filed by May 7th and the IRS Tax filing by May 15th of each year. In the event the President or Treasurer is unable to perform these duties, with board approval, they will retain another member or outside professional services.
- 8) Is a member of the Finance & Budget Committee but is not a member of the Audit Committee.
- 9) Ensures the Audit Committee reports to the membership at the April meeting.
- 10) Works with the President and the Finance & Budget Committee to prepare a budget for the following fiscal year to be approved by the board at the January board meeting.
- 11) Oversees the Assistant Treasurer.
- 12) Turns over all records and materials to the Audit Committee immediately upon reconciliation of the end of fiscal year bank statement.

E. MEDIA DIRECTOR

- 1) Manages all internal and external publicity and media coverage – including website, various social media pages, special event publicity, promotions and newsletters.
- 2) Acts as Webmaster and solicits articles and advertising for the newsletter.
- 3) Acts as copy editor for the WNEA website and newsletter.
- 4) Maintains a current roster of member's contact information (name, company, phone, website and email) on the website.
- 5) Prepares and distributes the newsletter and any other print media.
- 6) Assists at meetings and special events, taking photos and publishing them in various media.
- 7) Oversees the Reservation Committee.

F. MEMBERSHIP DIRECTOR

- 1) Accept membership applications, collect dues and distribute rosters to members quarterly (with name, company, phone, website and email).
- 2) Introduce new members at the membership meetings.
- 3) Send guests "a thank you for visiting" and new members a "welcome" email or ecard.

- 4) Prepare dues invoices, past due invoices and termination notices in the timeframes and amounts as determined by the board and outlined in B. DUES.
- 5) Turn in any monies received on a board approved form, in a timely manner, to the Treasurer.
- 6) Move monies from the Paypal account to the Treasurer once they reach \$250.00.
- 7) Keep a current digital list of members' names and contact information for access by Board Members.
- 8) Keep a current digital record of member and guest attendance.
- 9) Notify the Media Director of any changes to the roster.
- 10) Prepare and distribute new member packets as needed.
- 11) Quarterly, order new member name badges. Have a small ceremony at the next membership meeting to award their pins and badges and have them sign off that they have received them.
- 12) The first badge is free. Will order replacement badges for members at a charge of \$10.00.
- 13) Oversee the Guest Ambassador and Sunshine Committee.

G. WAYS AND MEANS DIRECTOR

- 1) The outgoing director will submit proposed fund raising projects and the event budget to the Board in time to be included in the annual budget review process and approval at the January board meeting.
- 2) The outgoing director will plan the first event of the subsequent year.
- 3) Engages sub-committee chairs for each proposed event and supervises as needed.
- 4) Keeps accurate records of revenues and expenses for each event and submits invoices on the board approved form to the Treasurer in a timely manner.
- 5) Submits a written report of each event at the following board and membership meetings.

H. PAST PRESIDENT

- 1) Serves as a mentor to the current President and Board.
- 2) Serves as the Parliamentarian at all meetings.
- 3) Chairs the Nominating Committee.
- 4) Serves as the coordinator (with the Nominating Committee) for the Installation Ceremony.

11. MEMBER OF THE YEAR

- A. At the annual election meeting, members will submit their candidate for "Member of the Year" based on the following criteria:
- 1) Have been a member of WNEA for a minimum of one year.
 - 2) Chaired or actively served on a committee.
 - 3) Attended 50% of the membership meetings.
 - 4) Not eligible for back to back awards and may not be a current officer or director.
- B. President, Vice President and Secretary will tally the votes and ascertain eligibility,
- C. Member of the Year will be revealed at the annual Installation ceremony and presented with a token of appreciation for their service.

12. INFORMATION FOR THE BOARD OF DIRECTORS

A. CHAPTER EXPENDITURES

- 1) The President is the only one who can enter into a contract (subject to the board's approval) which incurs financial or other liabilities.
- 2) The President, Secretary and Treasurer shall be signatories on the bank account. An officer may not approve their own expense form or sign a check where they are the recipient of the funds.
- 3) Checks over \$350 will require two (2) signatures.
- 4) All revenue and expense forms must have backup documentation and properly completed forms.
- 5) Any expense over \$100 that were not budgeted must be approved by a board majority.

B. BUSINESS, INSURANCE AND LEGAL ISSUES

- 1) Incorporation as a 501(c)(3) must be maintained annually by filing an electronic report NO LATER THAN May 7th of each year. Our Corporation filing # is 10867580. Information shall be updated with the current President's contact info and be accompanied by the election results as indicated in the minutes.
- 2) The organization shall file an IRS Tax Exempt form annually NO LATER THAN May 15th of each year. Our EIN# 20-0905806, If the President or Treasurer are unable to complete these items, they must engage an accounting professional in a timely manner to prepare and file the paperwork by the deadlines.

- 3) General liability insurance and additional coverage, as necessary, for special events must be maintained. The board is responsible for ensuring the policies are in place and in sufficient amounts to protect the organization against a claim. Directors and Officer insurance is recommended but not required. Until such time that the organization has sufficient funds in place to purchase insurance, the board will be self-insured (see Bylaws 7.05).

13. PROCEDURE FOR CHANGING POLICIES AND PROCEDURES

A policy or procedure may be changed, added or deleted by a majority vote of the board. Notice to the membership of the change will be made at the next membership meeting. Copies of the current Policies & Procedures will be maintained on the organization's website.

Presented and adopted at the July 19, 2016 Board Meeting

Updated: