

## WOMEN IN NETWORKING (WIN4) POLICIES AND PROCEDURES

### **MEMBERSHIP RESPONSIBILITY**

To adhere to the purpose of the organization (see bylaws “Purpose”) and to be considered in **good standing** the following are membership responsibilities:

- Pay networking fees, on-time. (see “FEES AND PAYMENTS”)
- Attend monthly membership meetings. (see “ATTENDANCE”)
- Make a presentation about your business at a monthly meeting. (see “BUSINESS PRESENTATIONS”)
- Turn in lead sheets monthly and adhere to the yearly lead requirements. (see “LEADS REQUIREMENTS”)

### **FEES AND PAYMENTS**

Yearly membership fees are \$360 and shall be paid quarterly. Payments, in the amount of \$90, are due by the membership meetings in January, April, July, and October. A \$5 late fee will be assessed each month if quarterly fees are not paid by the membership meeting. Members may not attend meetings until payment is made.

If a member is absent from a meeting, the monthly fee will not be carried forward.

If a member leaves the organization in good standing, that member may request, in writing, a refund of any prepaid networking fees.

### **GUEST FEES**

Guests may join a monthly membership meeting. Prior to the visit, they are required to fill out the online guest form, pay a \$25 meeting fee and RSVP in a timely manner. *See bylaws for complete requirements for guests interested in membership.*

### **RETURNED CHECK POLICY**

The current bank insufficient funds fee will be added to all returned checks. Checks that are returned for insufficient funds will not be re-deposited. Members will be notified by the treasurer to make payment arrangements. Members will automatically be required to pay cash until all charges are paid. At present the bank fee is \$36.

### **ATTENDANCE**

Members are expected to attend monthly meetings. Members need to RSVP in a timely manner for each meeting.

If a member will be absent from a meeting:

- Utilize the RSVP email to notify the board of directors of the pending absence by clicking “Can’t Attend Meeting”. Members may send a substitute and follow the below process:
- For substitutions, when member clicks “Can’t Attend Meeting”, you fill in the name, business, and contact information for the substitute. You will also note in the email the food option for the substitute. Member’s prepaid fee will cover the substitute’s networking fee. Substitutes do not need to fill out the guest form.
- If a member can’t make the meeting after the RSVP deadline, call the Reservations member.

*See bylaws for complete requirements for attendance.*

### **COMMUNICATION**

Email is the official communication method of WIN4. It is the member’s responsibility to ensure that her email address is correct and updated on the membership roll. The membership email list is to be used for WIN4 business purposes only and should not be given to non-members. Other forms of communication will be through the WIN4 Facebook group, GroupMe for notifications only and all events will be posted on the WIN4 Google calendar.

Members may post information about their business on WIN4 Facebook group or through email provided a method for opting out is available.

## MEETING AGENDA

To keep meetings to a time schedule, members need to contact the President well in advance if she wishes to add an item to the meeting agenda or if she has an announcement of interest to the membership.

## BUSINESS PRESENTATIONS

Commercial – At monthly meetings, members give a one (1) minute (maximum) commercial about their business. The content of the commercial is determined by the member. Tabletop presenters do not give a commercial for that month. If a member sends a substitute, they should provide the content to the substitute to present on the member's behalf. Substitutes will also have time to talk about their business, as long as it doesn't conflict with a current member. New members will be allowed a two (2) minute commercial.

Tabletop – Each year, members will sign up to give a seven (7) minute (maximum) presentation about their business. The content of the presentation is determined by the member. Handouts and other materials can be given to the membership, if so desired. Sign-ups for the presentations are coordinated with the program director. Each tabletop presenter is required to provide a \$25-valued gift for a member drawn randomly from members who have turned in lead sheets for the month.

Membership Candidates – Each membership candidate will have an opportunity to give a one (1) minute commercial about their business. The content of the commercial is determined by the candidate.

## LEAD REQUIREMENTS

*Monthly* – Members are expected to turn in lead sheets by the monthly meeting, except in December. Members are encouraged to have one (1) member-to-member lead; one (1) outside lead each month; and two (2) one-to-ones each month. Members who do not have those leads are asked to place money in the lead basket. Monies collected each month will be deposited and used for charitable purposes. The lead sheets, once turned in for the month, are used for drawing for tabletop door prizes.

*Yearly* – Members are highly encouraged to have a total of six (6) member-to-member and/or outside leads and ten (10) one-to-ones, per year.

### Description of form:

- *Outside lead* is to pass on business with a non-WIN4 member to a WIN4 member. The member giving the outside lead will count the lead.
- *Member-to-member lead* is either “new” – non-recurring transaction with another WIN4 member; or “on-going” – recurring monthly business conducted between WIN4 members. The member giving the lead will count the lead.
- *One-to-ones* – a member has a business meeting/event with up to four (4) other members. A member will count each attendee as a one-to-one. If there are more than five (5) members in attendance, then it is counted as only one (1) one-to-one. Monthly membership meetings are excluded.
- *Guest* (Membership Candidate) – A person interested in joining WIN4.

## WINNING WORDS

As the agenda allows, members are allowed to make announcements (Winning Words) for such things as births, promotions, new accounts won, marriages, engagements, etc. Winning Words are to be brief and announced within one (1) minute. As part of the process, members may donate money for such opportunities. Monies donated are counted, by the Vice-President and Treasurer, and deposited in the WIN4 bank account to be used for scholarships or other approved donations.

## HANDOUTS

Tabletop presenters may set handouts at each member's seat, if desired. At the end of each meeting, presenters are responsible for collecting leftover handouts. Handouts not retrieved will be thrown away. Any other handouts or products for members and membership candidates are permitted on a separate table provided at the meeting.

## **PURCHASES AND REIMBURSEMENTS:**

All purchases, prior to purchase, must have board of directors' approval, (see bylaws "Section A. Disbursements"), even if a member is using her own money to purchase on behalf of the organization. WIN4 debit card should be used, when possible. For all purchases, including reimbursements, a receipt and purpose of the purchase must be handed over to the Treasurer within fifteen (15) days of the purchase.

## **GIFTS FOR MEMBERS**

When an important event in a member's life is brought to the attention of the membership, every effort will be made to recognize that event by sending a card/gift. Approval of any expenditure must be approved by the board of directors prior to purchase. Important events might include, but not be limited to, births, marriage, illness, and death. However, the membership cannot recognize, and may not be aware of, all life changing events and members should not be offended if a card/gift is not received. All members are encouraged to personally reach out to other members, as they feel appropriate.

## **CONTRACTS FOR GOODS/SERVICES**

All contracts a member or non-member may make to provide goods or services to WIN4 must be submitted in writing and pre-approved by the board of directors.

## **CONTESTS/ANNUAL AWARDS**

Recognition awards may be developed and implemented by the Board of Directors.

## **ETHICS & DISAGREEMENTS**

Members are expected to conduct business in a fair and respectful manner with members and referrals according to their individual professions. Discussions among members are always privileged and confidential. If a member has a complaint against another member due to any condition arising out of the business endeavors of such member, the complaining member must follow the below procedure:

- The complaining member shall immediately bring the complaint to the attention of the erring member, doing so in such a way as to allow the erring member to rectify the complaint in a private way between the two members. A time limit for resolution of the complaint should be agreed upon (no more than 30 days).
- If the complaint is not resolved at the first attempt to do so, the complaining member shall notify the erring member within 15 days that the complaint is unresolved and ask for a status update on the agreed upon resolution.
- If, after an additional 15 days, the complaint is still unresolved, and the member feels that a resolution is not to be forthcoming and timely, the complaining member shall submit a formal complaint to the president; if the president is unavailable, complaint shall be given to the vice president.
- Upon receipt of the formal complaint from a member against another member, the board of directors shall send a letter of warning to the erring member. The erring member will be given an additional 30 days to resolve the complaint or bring information before the board to establish that the complaint is invalid.
- Failure to resolve a complaint will result in the erring member losing her seat in WIN4 and her category will immediately be reopened.

## **WIN4 ALUMNA**

A current member, in good standing and has been a member for at least three years, who retires from her seat but wants to keep active with the organization will be recognized as an 'WIN4 Alumna'. The alumna that is not retired from her business shall refrain from promoting her business. The alumna may attend monthly meetings paying a fee (same as guest fee) which includes lunch. The alumna will continue to be included in WIN4 communications and part of the Facebook group. There would be no attendance or lead sheet requirements. Alumnae may invite qualified guests and may participate in "Winning Words" which shall not include anything about their past business. Alumnae will not have voting privileges and cannot be a sub for a current member.

A member seeking alumna status must email the membership chair her request to retire from her seat and wants to transfer to an alumna. After member confirms her responsibility via email from the membership chair, she will be granted alumna status. The board and then members of WIN4 will be informed of the status and the seat is now open. Alumnae must RSVP and pay for lunch meetings in a timely manner and will not receive a reminder. In the future, if there are not enough seats for lunch with members and guests then alumnae may be asked to give up their seat for that meeting.

**“How to be an Alumna” Process:**

A member seeking alumna status must email the membership chair her request to retire from her seat and wants to transfer to an alumna. After the member confirms her responsibility via email from the membership chair, she will be granted alumna status. The board and then members of WIN4 will be informed of the status and the seat is now open.

**Message below is emailed to member from membership chair:**

Thank you [NAME]. We appreciate you being part of WIN4 and happy we will continue to see you at our WIN4 meetings and activities as an alumna. Please read the below information. You are asked to reply to me confirming your agreement of your responsibilities as an alumna.

Please read the description of a WIN4 Alumna:

*A current member, in good standing and has been a member for at least three years, who retires from her seat but wants to keep active with the organization will be recognized as an ‘WIN4 Alumna’. The alumna that is not retired from her business shall refrain from promoting her business. The alumna may attend monthly meetings paying a fee (same as guest fee) which includes lunch. The alumna will continue to be included in WIN4 communications and part of the Facebook group. There would be no attendance or lead sheet requirements. Alumnae may invite qualified guests and may participate in “Winning Words” which shall not include anything about her past business. Alumnae will not have voting privileges and cannot be a sub for a current member.*

To reiterate, as an alumna attending any WIN4 meeting or activity you must refrain from any communication and promotion of any business with which you are connected. You understand that if you don't refrain you will be asked to relinquish your alumna status. We ask that you RSVP and pay lunches in a timely manner. If the situation arises and there are not enough seats for lunch with members and guests, then alumnae may be asked to give up their seats for that meeting.

By responding to this email, you are confirming your understanding of the WIN4 Alumna therefore effective [DATE] you will be an alumna.

Thank you!  
[Membership Chair]

#End#