

# Women’s Business Connection Bylaws

Organization Name .....	3
Statement of Purpose .....	3
Membership .....	3
Admission to Membership .....	3
Limitations .....	3
Conflicts .....	3
Membership Applications .....	4
Meetings of Members .....	4
Member Responsibilities .....	4
Attendance .....	4
Leave of Absence .....	5
Termination .....	5
Benefits .....	5
Finances .....	6
Membership Fee .....	6
Dues .....	6
NSF Checks .....	6
Requests to Rejoin .....	6
Expenses/Expense Reimbursement .....	6
Guests .....	7

# **Women’s Business Connection Bylaws**

Elected Board of Directors, Chairmen and Appointed Chairmen ..... 7

Bylaws Amendments ..... 10

# Women's Business Connection Bylaws

## Organization Name

**The name of the organization shall be:** *Women's Business Connection* and may be referred to as *WBC*.

## Statement of Purpose

**The purposes of the organization are to:**

1. Exchange client referrals
2. Perfect business skills in a warm, friendly women's group
3. Support women in business
4. Exchange ideas on how to run a business, advertising, sales, marketing, etc

## Membership

### Admission:

Membership is limited to one (1) member for each business category, and a maximum of thirty (30) members. Each member may promote areas of her business other than her primary category as long as it does not conflict with the primary business of other members.

### Conflicts:

Possible conflicts are to be worked out between the two members. In an event of a conflict, an appeal to the board for a decision can be made, if needed.

Possible conflict of potential members will be discussed with the current member prior to the acceptance of the new member. Current members may decline the admittance of new members whose business conflicts with the business they promote through WBC. If the person wishing to join the group wishes to pursue the matter, a final decision will be made by the board as to membership.

# **Women's Business Connection Bylaws**

## **Membership Applications:**

Applications are completed in triplicate with copies to the Membership Chairman (original), Treasurer (yellow), and New Member (pink).

## **Meetings of Members:**

Meetings are held on the second and fourth Thursdays of each month.

## **Member Responsibilities:**

Members are given an opportunity to speak for ten minutes on a business topic of their choice. The membership list will be used by the Program Coordinator to schedule the order of speakers. If for some reason the scheduled speaker cannot meet her responsibility on the assigned date, she is to obtain a replacement speaker.

Members are expected to refer friends, acquaintances, business associates and clients to other professional women within the WBC. The best way to do this is to use the services/products available. Nothing works quite as well as a personal testimonial. It may take weeks or even months for the group to know you and your business well enough to refer business to you.

Members are required to give a minimum of one (1) outside lead per quarter.

## **Attendance:**

Each member depends on other members for input and referrals. The members of WBC cannot be in a position to promote each other's business unless they attend the meetings on a regular basis. Therefore, members are expected to attend every meeting. Exceptions will be reviewed by the Board of Directors. A member may send a representative of their business if they cannot personally attend.

If a member is not able to attend a meeting, it is the responsibility of the member to notify the Vice President or Secretary to communicate their intended absence prior to the meeting. This will be defined as an "excused absence".

# Women's Business Connection Bylaws

## **Leave of Absence:**

A member may request a leave of absence for sixty (60) days due to personal or business circumstances with the approval of the Board of Directors providing all dues are current. If the member is not able to resume a current status of membership at the end of sixty (60) days, the Board will review the circumstances to accept or decline a thirty (30) day extension. No leave will be granted longer than ninety (90) days. Dues must be paid monthly during the leave of absence.

## **Termination:**

Termination of a membership will occur when:

1. the member has three (3) non-approved absences at the scheduled meetings in a sequential three (3) month period; or
2. a member is delinquent in payment of scheduled dues; or
3. a conflict with another member by representing or promoting anything other than the business listed on the member's application during the meetings; or
4. a member's business practices are unethical

Non-approved absences are defined as those not reported to the Vice President or designee. Approved absences are those reported to the Vice President.

## **Benefits:**

Networking through leads with other WBC members to promote clientele of your business

Access to information about other WBC members' businesses and how they might benefit you both professionally and personally.

Lending library. Use of business books, brochures, tapes, Contact the current WBC publicity chairman for more information.

Your dues pay for breakfasts at the meeting.

# **Women's Business Connection Bylaws**

## **Finances**

### **Membership Fee:**

A one time membership fee of thirty dollars (\$30.00) is paid when joining WBC.

### **Dues:**

Monthly dues are twenty dollars (\$25.00) per month and are due at the first meeting of the month. The dues include breakfast at the meetings.

Dues are considered delinquent after the first (1<sup>st</sup>) meeting of the following month. A \$5.00 late fee will be assessed if not paid by the second meeting the of the following month.

Dues including dues paid in advance and membership fees are not refundable.

### **NSF Checks:**

Members submitting checks which are returned for insufficient funds will be assessed a ten dollar (\$10.) fee.

### **Requests to Rejoin:**

Members who resign and later rejoin WBC are required to pay the Application Fee upon rejoining. Any monies owed from the previous membership must be repaid before a new membership can be approved.

### **Expenses/Expense Reimbursement:**

Payment of WBC expenses less than one hundred (\$100.00) will be at the discretion of the Treasurer and will be made upon receipt of invoices or receipts for member reimbursement. A majority of the members present at any meeting may vote on the payment of expenses in excess of one hundred (\$100.00).

# **Women's Business Connection Bylaws**

## **Guests:**

Invited guests' breakfasts will be free the first time they visit a WBC meeting. There will be a twelve dollar and fifty cent (\$12.50) charge for attending additional meetings.

## **Elected Board of Directors, Chairmen and Appointed Chairmen:**

Board members and chairmen serve a one (1) year term, February 1 through January 31. Board members may serve a maximum of two (2) consecutive terms in one office. Board members wishing to serve more than the two (2) year maximum must wait a minimum of one (1) year before returning to that office.

Board members consist of all elected positions. At least five (5) of the board members must be present at any meeting where business is conducted.

A nominating committee will prepare a slate of candidates for office to be presented to the group for voting at the January meeting.

A special election will be conducted in the event that there is a vacancy of an office before the end of the term.

Members of the board will maintain procedures for their duties. The updated procedures will be given to new board members each year.

Elected positions and their duties include:

### **President**

The president must have been a WBC member for a minimum of one year before taking office.

Preside at the meeting ensuring smooth flow and prompt timing of all activities.

Coordinate club activities with other board members. Call for board meetings as necessary to facilitate activities.

Follow up with board an appointed chairman to ensure that all responsibilities are being fulfilled in a proper and timely fashion.

Maintain and update a procedure file of the duties of the position.

# **Women's Business Connection Bylaws**

## **Vice President**

Preside at meetings in the absence of the president.

Maintain record of attendance and attendance sheets.

Contact members who have been absent more than twice per quarter.

Send appropriate cards or plants (up to \$20) to WBC members for extraordinary events.

Maintain and update a procedure file of the duties of the position.

## **Treasurer**

Pay WBC bills and maintain the WBC checking account.

Collect club dues and remind members of dues owed.

Prepare financial statements and report the financial condition of the club.

Chair the budget committee.

Maintain and update a procedure file of the duties of the position.

## **Secretary**

Record meeting minutes and have them available at all meetings.

Prepare WBC correspondence.

Maintain and update a procedure file of the duties of the position.

## **Membership Chairman**

Give guests a welcome letter and application.

Maintain and update the database of membership. Distribute updated membership rosters.

## **Women's Business Connection Bylaws**

Maintain and update the WBC bylaws.

Prepare and distribute packets of information to new members. The packets will contain at least the following: Membership roster, business card holder, WBC badge.

Maintain and update a procedure file of the duties of the position.

### **Publicity Chairman**

Contact newspapers as needed to be sure WBC meetings are listed in the Calendar of Events.

Write information articles to promote WBC.

Maintain and update a procedure file of the duties of the position.

Maintain lending library (tapes, books, etc)

### **Greeter**

Arrive early at meetings to greet attendees, paying special attention to new members and guests.

Organize and maintain a supply of members' business cards.

Place menus and lead slips on tables. Collect leftover materials at the end of each meeting.

Maintain and update a procedure file of the duties of the position.

### **Program Coordinator**

Schedule speakers for each meeting. Prepare and distribute a calendar of scheduled speakers.

Reconfirm the scheduled date and topic with each speaker no less than one week prior to the meeting.

Maintain a list of actual speakers by date.

Maintain and update a procedure file of the duties of the position.

# **Women's Business Connection Bylaws**

Appointed chairmen include:

## **Sunshine Committee Chairman**

Make recommendations for recognition, donations, contributions or gifts to charitable groups or other organizations that will positively impact WBC and its members. Take appropriate action as approved by the membership.

## **Chamber of Commerce Representative**

Attend Chamber of Commerce meetings and announce WBC activities.

## **Nominating Chairman**

Head the nominating committee. Present a slate of candidates to the membership for January voting.

## **Bylaws Amendments:**

Proposed changes to the bylaws will be distributed to all members for their review. Discussion of the proposed changes will take place at the following meeting where a vote of a quorum (one more than half of the total membership) of the membership will adopt or reject the changes.