

# **WOMEN IN NETWORKING BYLAWS**

**June 2022**

## **Purpose Mission Statement**

We come together as professional resources for each other and our businesses by providing a network of referrals, personal introductions, leads and business discussions. Through our time together, we also form social ties, friendships and give back to our community.

## **Membership**

We are an open group for all women whose attendance would be mutually beneficial. A candidate will complete a membership application for approval. We do restrict membership to one member in a related professional field. In the event a candidate's business overlaps with an existing member's business, the existing member will be contacted by the membership committee to determine if there is a conflict. In the event the existing member suggests a compromise that would permit the candidate to become a member, it will be up to the new member to proactively compromise with the existing member. Conflicts and final decisions will be at the discretion of the Board of Directors. Others will be put on a waiting list.

New members have two minutes for their first introduction and will be scheduled to make their first presentations after two months and before six months of membership.

WIN Alumni members, who have retired from their business, may retain their membership but would give up their business category and their speaking spot. They would pay full membership dues, may vote and serve on a committee. One alumni member may serve on the board at any given time, but not as President. There will be no attendance requirement for retired members.

Any grievances regarding membership conflicts, WIN policies or procedures should be addressed to a member of the Board of Directors.

Membership and membership dues are based on a business, not a person. If more than one person represents a business, paid membership dues reflect attendance to social events for one individual only; therefore, for any events for which WIN would incur costs and cover those costs for its members, any business wishing to have more than one individual attend will have to cover the event fee for the additional member.

Representatives from non-profit organizations may apply to join WIN through the established application and approval process. However, the exclusivity rule will be waived for non-profit members so that more than one representative from a non-profit category may be allowed to join (for example, more than one church could be allowed). WIN as a group does not have any affiliation with organizations represented by individual members.

## **Attendance**

We strongly encourage steady attendance in order to benefit from the group and benefit others. Therefore members who miss more than three (3) meetings in a rolling six month period will lose her speaking spot. Members who miss six meetings within rolling six month period will be subject to reevaluation of their membership standing by the Board of Directors. Missed meetings held on dates other than regular 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, or on religious holidays, will not be counted as absences.

Following reevaluation, a member may be asked to relinquish their membership to allow another person representing their field to join. Members may petition in writing to the Secretary for a leave of absence for up to three months in case of severe illness, personal strife or maternity leave. This will then be reviewed by the Board of Directors for approval. After the three months, the membership will be re-evaluated. Members on Leave of Absence will continue to pay dues during their absence and may vote if elections take place during their leave.

**Meeting Dates:** Meetings are typically held the second and fourth Wednesday of each month although occasionally are scheduled differently due to holidays or other issues. There are occasional additional social events. The Board of Directors will meet monthly.

### **Board of Directors**

The Board of Directors includes the positions listed below, which are typically held for a two year (2) term, January 1 to December 31; Board members may serve for a maximum of two (2) consecutive terms for each specific office. Elections will take place at the second meeting in October to give new officers time to prepare for beginning their term in January.

The following positions are elected positions to the Board of Directors:

President

Vice-Presidents

- VP Internal Events
- VP External Events
- VP Education
- VP Membership and Operations
- VP Technology

Secretary

Treasurer

The Past President also serves on the Board of Directors.

### **Nominating Committee**

The Nominating Committee is appointed by the Board of Directors and is typically made up of one past president, one board member, and one general member. The Nominating Committee's responsibility is to secure one person for each position for the ballot and present the slate of qualified candidates to the Board of Directors for approval and to the membership for a vote.

The Nominating Committee will develop a pool of potential candidates viewed by the committee as potentially qualified. Those members will be contacted to determine interest in being considered to serve on the Board of Directors and, if interested, will be interviewed and qualifications established. The committee will review and discuss potential nominees for each office. The Nominating Committee may accept nominations from the general membership as part of their process. The committee members shall consider the specific discussions related to potential nominees to be confidential. Nominating Committee members are prohibited from disclosing potential and final nominees to the membership.

The Nominating Committee will present their slate of candidates to the Board at the October Board meeting. Once approved by the Board of Directors a ballot will be prepared by the Nominating Committee for the general membership to approve the slate. The general membership will vote yes or no regarding the slate of officers at the last meeting in October.

## **Voting Process**

The voting process, whether for nominations, ByLaw Changes, or any other matter, will take place at a regularly scheduled meeting. Members who cannot attend that meeting may submit their votes electronically prior to the election or up until midnight of the day of the election.

## **Committees**

Each WIN member will be required to serve on a committee. The committees will work on issues pertaining to their area and the chairperson will report at WIN meetings.

## **Dues**

Dues shall be paid the first meeting in January, and prorated for those who join midyear. Our fiscal year is January 1 to December 31. A budget is drafted by the Treasurer and committee chairs and approved by the Board each year. Dues are used to meet the budgetary needs of WIN such as print materials, promotions, supplies and special events.

## **Guests**

All members are encouraged to bring or invite guests, provided there is no direct conflict with businesses that are currently members. If in doubt, please double check with your fellow members. A guest may attend twice and then is expected to either join or refrain from future attendance.

## **Procedure for Changing the Bylaws**

Proposed changes to the Bylaws shall be drafted by the individual/s suggesting the change and presented to the Board of Directors for approval; or, a Bylaws Committee will be established by the Board of Directors to review and propose changes.

Once the proposed changes are approved by the Board of Directors, the changes will be distributed to the membership at least one week prior to voting on the changes. One more than half of the total number of WIN members shall be required to approve a change in the bylaws.

Members who cannot attend that meeting may email their vote to the Secretary and the President. At least once every five years, the Board of Directors will appoint a Bylaws Committee to review the Bylaws for potential changes.

## **Quorum and Manner of Acting**

A minimum of 51% of the membership shall be required to constitute a quorum for the transaction of business at any meeting, and the act of a majority of the membership present at any meeting at which a quorum is present shall be the act of the membership. In the absence of a quorum, any vote will be tabled until a quorum is present.

At the Board's discretion, any meeting may be held only in person, only electronically or with a hybrid model (some members in person, some electronically.)

# WOMEN IN NETWORKING POLICIES AND PROCEDURES

June 2022

- Dues:** As of January 1, 2017, annual dues are \$144. A \$10 late fee is imposed for dues 30 days past due. Members who are more than 30 days past due may not have access to all member benefits such as, but not limited to, being on the schedule of speakers, attending paid events, or allowed to advertise on WIN advertising venues. Members that have not paid their dues within 60 days of being due will be assumed to be terminating their membership.
- Policies and Procedures** may be changed by a vote of the Board of Directors.
- Committees will be:**  
Operations- the Chairperson for the Operations Committee will be selected from the Board  

WIN events- Internal	(VP of Internal Events will chair)
WIN events- External	(VP of External Events will chair)
Education	(VP of Education will chair)
Technology	(VP of Technology will chair)
Membership	(Membership VP will chair)
- Location:** In person WIN meetings are held at the Hope Collective 23153 W. Miller Road, Lake Zurich.
- Meetings:** Generally, doors open at 8:00 am, to allow time for networking. Meetings to start about 8:15 am. Each meeting starts with a brief introduction by the members. The first meeting of the month will consist of a question of the day. Following the introductions, brief announcements will be made by the president and there will be two or three presenters. The second Wednesday meeting agenda will generally cover Old and New Business, which may include reports from Committee Chairs, Vice Presidents of Internal Events, External Events, Membership and Education, Secretary and Treasurer.  
  
After the reports, there will be presenters. Each will have the same 10 minutes. After the presentations, members may announce coming events of interest to other members and express thanks to members who have been particularly helpful to them.  
  
As much as possible, events covered by dues, such as Holiday and Spring Breakfasts, and outside Speakers, will be held on regular scheduled meeting days.
- Speaking Rotation:** The goal is to allow each member to give a presentation about her business. We will have a sign-up schedule which will allow enough slots for each member to speak. Once we have gone through the membership list, the rotation is complete, and we start a new rotation. New members will be assigned a date.

A scheduled presenter who wants change her committed speaking date is responsible for switching with another member or forfeit presentation time until the next rotation.

If a member misses or forfeits her scheduled speaking time for any reason *and* if there are any open spots at the end of the rotation or at other meetings, she will have the opportunity to take the open spot. If more than one person per rotation misses or forfeits her speaking time, open spots will be offered in the order they were missed or forfeited.

7. **Member Losses and Personal Tragedies:** WIN will send a card to any member who suffers a personal tragedy and/or loss. WIN will also inform members of the loss and/or tragedy to make sure they have an opportunity to express personal sorrow and support.