

# Comox Valley Women's Business Network Policies

*As revised May 2015*

## **Part 1 Policy revisions**

- 1.1 Suggestions from WBN Members for amendments to the Policies are forwarded to the Board. After Board review and decision, recommended amendments are brought up by the Board to the membership for discussion and vote. A vote in favour by 2/3 of the Membership attending the Annual General Meeting carries a motion for amendment.

## **Part 2 Membership**

- 2.1 Members are encouraged to:
  - participate in monthly meetings,
  - promote their businesses,
  - learn from each other and share business experiences,
  - help each other in a variety of ways, such as with problem solving, finding information and introductions.
- 2.2 Membership is open to any woman interested in business who feels that she will benefit from and can contribute to and support the intent of the membership.
- 2.30 Annual memberships are issued to an individual and the membership is not transferable.
- 2.31 A Dinner Club Membership is issued to an individual and is not transferable.
- 2.32 A Business Passport is issued to a business that is registered as an annual member or Dinner Club Member.
- 2.4 In order to remain in good standing, membership renewals are required from members on or before their anniversary date of joining.
- 2.5 Members whose fees are current will be listed in the Membership Directory online which is updated at least quarterly.
- 2.6 Membership represents an individual in one distinct business entity and can be transferred at the discretion of the Board.
- 2.7 Members are entitled to advertise on the website and in newsletters for a fee determined by the Board.

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## **Part 3 Member Dinner Meetings**

- 3.1 The Board of Directors will be responsible for arranging the monthly member dinner meetings.
- 3.2 The monthly member dinner meetings will be held at a time and location as determined by the Board.
- 3.3 Only WBN members have the right to bring materials for distribution to place on the display table for the membership. Materials must relate to business, professional development activities, upcoming business related events, etc. Materials that are supportive of any causes or issues outside the realm of business are not to be brought to WBN meetings.
- 3.3 The guest speaker program is arranged by the Board. Members are encouraged to submit suggested speakers and topics ideas to the Board. Female guest speakers are preferred.
- 3.5 On occasion, special guest speaker programs may be arranged by the Board. Monthly meeting time may be lengthened; the activity may be advertised and open to the public, and other adjustments made as required. Members will be given sufficient notice regarding any changes to upcoming meeting formats. At an advertised special meeting, the admittance fee may be increased and will be determined by the Board for each individual event.
- 3.6 Members can make an "in the Spotlight" presentation once every three years in order to avoid duplication.

## **Part 4 Prospective Members**

- 4.1 Members are encouraged to bring guests to monthly meetings.
- 4.2 Prospective Members may attend up to two (2) introductory meetings before joining the WBN.

## **Part 5 Financial – General**

- 5.1 The Women's Business Network is maintained by its Members as a self-supporting non-profit organization.
- 5.2 The fiscal year end is May 31<sup>st</sup>.
- 5.3 Signing officers are any two of the following three signatures: President, Treasurer, plus one other Board member selected at the first meeting of a newly elected Board.

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- 5.4 Board members will be reimbursed for expenses incurred on behalf of the WBN, as approved by the Board.
- 5.5 Board members require a minimum of two quotes for purchasing items and services, excluding dinner meeting venue costs, costing more than \$200 for the society.

## **Part 6 Financial – Memberships**

- 6.1 The membership fee will be determined in accordance with the by-laws and is payable at the date of joining and will be in effect for the twelve month period from the date of joining. Renewal is due at the member's anniversary date. Any member who does not renew on the anniversary date (within that month) would not be considered a member in good standing.
- 6.2 The monthly meeting fee may vary depending upon the format of the meeting. Members will be advised of the cost by newsletter before each meeting. Non-members will be charged an additional fee to be determined by the Board. A receipt will be issued at the time of check-in.
- 6.30 Yearly passports can be purchased upon joining or at anniversary date. A passport covers membership for one year, regular meeting charges, the Christmas party, special events and the WBN directory. The passport will be priced by the current Board and members will be notified of the cost.
- 6.31 A Dinner Club Membership includes one year of regular meeting charges, the Christmas party, special events, Tradeshow/Showcase Table, a website profile and other incentives determined by the Board.
- 6.32 A Business Passport can be used by other employees of the Member's business so they can receive a member meal rate instead of having to pay the monthly guest rate. Proof of employment with that business passport company may be requested by the Board.
- 6.4 In keeping with the Intent and Purposes of the WBN, funds will be used for the following purposes as determined by the Board:
  - professional development activities, such as workshops for both the Board and the membership
  - guest speakers,
  - special projects such as newsletters,
  - general administration, running of monthly meetings and provision of materials for members, plus such items as guest speaker gifts, stationery and name tags,
  - special occasions or functions.

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## **Part 7**

### **Board of Directors – Election and Term**

- 7.1 The election of Board of Directors will be done in accordance with the by-laws of the Society. In addition to those bylaws, the following policy applies:
- 7.1.1 A Board member's term is for one year and she may serve on the Board for five consecutive years, after which she must take one year off before she can be re-elected to the Board. The only exception would be a President in her fifth year, so she can serve as Past President in her sixth year.
- 7.1.2 The Board will appoint two additional Board Directors from the previous Board who will be non-voting Directors-at-large. They are expected to attend Board and Membership meetings and provide continuity and support to the Board.
- 7.1.3 It is required that a member wishing to stand for the Board has been a member of the Women's Business Network. In order to be nominated for the election to the board of Directors of the CV Women's Business Network, memberships must be paid 6 (six) months prior to the Annual General Meeting. The member must attend at least 3 (three) meetings in the 6 (six) months prior to the Annual General Meeting.
- 7.1.4 The Board of Directors will be responsible for maintaining communications with and supporting other Women's Business Networks.

## **Part 8**

### **Board Meetings**

- 8.1 In addition to the Society's bylaws, the Board meetings will adhere to the following policies:
- 8.1.1 The WBN Board will hold a minimum of one meeting per month.
- 8.1.2 The new Board Members will hold an orientation meeting prior to September.
- 8.1.3 A WBN member can request time at an upcoming Board meeting to bring forward an item. Two weeks' notice prior to the upcoming Board meeting is required.

## **Part 9**

### **Minerva Award**

- 9.1 The Minerva Award is presented annually to recognize a business member with the Comox Valley Women's Business Network who gives freely of her experience, time and energy to the organization

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and to its members. This member is someone who has been instrumental in the growth of the Comox Valley Women's Business Network, who has assisted others in the membership and who has been a leader in our organization. The presentation of the award is made at the May AGM meeting each year.

- 9.2 The deadline for the nomination submissions shall be April 22 of the current year.

## **Part 10**

### **Bursary**

- 10.1 The Comox Valley Women's Business Network offers one bursary each year to the value of \$500 to a member who wishes to enhance her current skills and/or assist in her professional development. The bursary must be used for a course and must be from an accredited institution, professionally recognized group or association. This bursary is offered in keeping our organization's philosophy about supporting group members' growth and development.
- 10.2 The deadline for the nomination submissions shall be April 22 of the current year.
- 10.3 The selected recipient of the bursary must provide proof of enrollment in the course to the board. Upon receipt of this proof, a cheque will be issued to the bursary recipient within 30 days.
- 10.4 The selected recipient must make a claim for the bursary per paragraph 10.3 by May 31 of the year following the selection. For example: The recipient for 2015 must claim the bursary by May 31, 2016.