

BYLAWS OF ORANGE COUNTY WOMEN IN NETWORKING (OCWIN)

DATED: 3-22-2011

Revised: 12-13-2015

Article I: Name The organization shall be known as Orange County Women in Networking or OCWIN.

Article II: Purpose The purpose of this organization is to develop and grow the businesses of our members through a women's referral network that meets twice a month with the primary purpose of exchanging leads and showcasing our business within the group. Our focus is to track and be accountable for the leads exchanged and sales generated through these referrals.

OCWIN makes no guarantees with regards to a member's business growth and recognizes that the success of each member depends on her active and direct participation in the group and relationships developed with the other members of the group.

Article III: Membership

1. Core Professions

- a. A member shall be defined by a specific business category called her "core profession".
- b. Only one member will be allowed per core profession.
 - i. The list of core professions shall be available and posted on the OCWIN website.
 - ii. The list may be amended from time to time as determined by the Executive Board.
- c. A member will declare her core profession when joining the organization.
- d. A member may request to change her core profession at any time from the list of open categories
 - i. Such request shall be submitted via membership application to the membership chairperson and approved by the Executive Board.
- e. During any presentation (30 second commercial, showcase, expo or other OCWIN function), members may only promote their core profession.
- f. Should a member's full line of products/services cross into another category, she may only promote those that fall within her approved core profession.
- g. If a potential member's full line of products and/or services crosses another category, the Executive Board may decide to allow membership with a limitation that excludes the cross over category or categories.

2. Fees:

- a. Initiation fee of \$100 is due at the first meeting following acceptance of application.
- b. Quarterly dues of \$55 are due at first meeting of each quarter. Members can pay in advance. Dues are payable whether the member attends the meetings or is absent.
- c. All dues and fees are non-refundable for any reason.
- d. Fees and dues are subject to change upon the approval of a 2/3 majority of the current membership.

Article IV: Meetings

1. Meeting schedule:

- a. Meetings will be held twice a month for approximately 90 minutes.
 - b. Additional meetings may be scheduled at the discretion of the members, but they will not be mandatory
 - c. If the regularly scheduled meeting falls on a holiday, the Executive Board will decide whether to cancel the meeting or move it to another date in that month.
2. Typical Meeting agenda:
- a. Meeting called to order by president
 - b. Board members reports
 - c. 30 second commercial by each member and guest
 - d. General announcements, including upcoming showcase schedule
 - e. Member Showcases
 - f. Referrals and one testimonial
3. Attendance policy:
- a. No children or pets are allowed at the meetings.
 - b. Members are requested to report an absence to the secretary via email prior to the meeting.
 - c. Members must be present for the entire member presentation part of the meeting to be counted as in attendance. Members who arrive late may not be allowed to give their 30 second commercial.
 - d. Members may miss no more than 2 regularly scheduled meetings per calendar quarter.
 - i. Members may send a substitute to a meeting, if desired, to avoid be counted as absent.
 - ii. Substitutes may only be sent to a maximum of 2 meetings per calendar quarter.
 - iii. The substitute must attend the entire meeting and be prepared to give the member's 30 second commercial.
 - iv. Members who do not fulfill this attendance requirement will be notified by email from the president within 10 days of the end of the calendar quarter that their membership has been revoked. No dues will be refunded.
 - e. Members who anticipate an extended amount of absences due to illness or family matters may apply for a leave of absence of up to 3 months, during which time the member's core business category will not be replaced.
 - i. Leaves should be requested via email to the President.
 - ii. The Executive Board will decide by majority vote whether to grant the leave of absence. The decision will be communicated within 2 weeks of the member's request by the secretary via email. The beginning and ending dates of the leave will be specified.
 - iii. Quarterly fees will still be owed during the leave of absence.

4. Guests:
 - a. Potential new members are guests and are allowed to attend up to two meetings without charge.
 - b. Members who are bringing guests should email the guest's name, email and business to the Membership Ambassador prior to the meeting.
 - c. The Executive Board will accept all membership applications for review and approval.
 - d. **During time of visit, guests are welcome to introduce themselves and their company. However, they are excluded from selling and offering specials until they become a member.**
 - e. Guests are not allowed to receive business leads or referrals until they are a member.
 - f. Referring member has the responsibility to advise their guests that no selling is allowed.

5. Showcases:
 - a. Showcasing is an opportunity to present a more in depth description of products/services at a regular OCWIN meeting.
 - b. Members will have no less than 10 minutes to present their showcase.
 - c. New members will be worked into the schedule rotation as soon as possible after joining.
 - d. If a member will be absent on the day her showcase is scheduled, she must find a current member to be her replacement speaker and notify the Vice President of the substitution. The absent member should refer to the most recent meeting minutes to determine who is next in the showcase rotation cycle. Should the absent member not obtain a replacement, the absent member will be moved to the end of the current rotation cycle.
 - e. The showcasing members may bring a small gift for raffle.
 - f. Members are not required to showcase.

6. Expo:
 - a. The membership may periodically decide to sponsor a business expo.
 - b. Planning for the expo will take place at separate meetings outside of the general meetings.
 - c. A current member must volunteer to serve as the Expo Chairperson and assume the following duties:
 - I. Serve as point person for communication with representatives of the selected venue for the expo
 - II. Organize committees as appropriate and ensure assignments are coordinated and completed
 - III. Provide an oral report at each general meeting on accomplishments and results, including final financial results
 - IV. Maintain a binder with a record of all activities regarding the expo to aid in future planning
 - d. Expenses associated with the expo must be approved by the Executive Board prior to being incurred

Article V: Member Responsibilities - Note: Failure to abide by these commitments may constitute a review of the member by the Board, possibly resulting in termination of membership

1. Although there is no minimum number of referrals required, members are expected to refer potential clients to fellow OCWIN members whenever possible.
2. Attend meetings regularly, a minimum of 4 meetings per calendar quarter.
3. Arrive on time and stay for the entire meeting.
4. Silence cell phones during the meetings.
5. Invite other professional women to attend meetings in a continued effort to increase the membership of the group.
6. Follow up on all referrals in a timely fashion.
7. Provide satisfactory service, products or work to all referrals.
8. Show integrity in all business dealings.
9. Maintain the privacy of all members and referred clients.
10. Respect the privacy of all members; specifically, do not send unsolicited email, mail or texts to members without their permission.
11. Under no circumstances, divulge the contact information of another member for any reason other than to generate business for that member.
12. Honor all commitments made to the group and its members.

Article VI: Code of Ethics

The Executive Board is authorized to expel from membership any member for any of the following. If a member is expelled, no fees or dues will be refunded.

1. Any conduct that brings the organization into public disrespect or violated the purpose for which OCWIN was formed.
2. Any conduct that causes another member to come into public disrespect.
3. Any willful refusal to abide by the bylaws of OCWIN.
4. Promotion of a non-stated core business.
5. Failure to pay membership quarterly dues within a reasonable amount of time.
6. Failure to conform to the attendance guidelines.
7. Conviction of a felony or crime.
8. Improper use of confidential information acquired in the course of the meetings.
9. Failure to recognize and respect the intellectual property rights of other members.
10. Unethical business practices, including but not limited to, breach of contract, failure to perform services or provide products purchased, and failure to keep member and other client information confidential.
11. If a member has a grievance against another member, she may present it in writing to the Executive Board.
 - a. The Board may choose to investigate, but is not required to take action.
 - b. The Board will not act as an arbitrator or mediator between the members.
 - c. The Board may take the grievance into account when it comes time to renew the member's membership

Article VII: Officers

The Executive Board of OCWIN shall be comprised of the following officers, who shall serve for the period of one year commencing January 1st.

PRESIDENT

1. Prepare agenda for each meeting.
2. Preside at all meetings, exercise general supervision over affairs of the meetings and events and ensure adherence to the meeting agenda and OCWIN policies and procedures.
3. Be responsible for the continuity of the organization.
4. Approve dispersal of funds by the Treasurer for expenses generated by the organization.
5. Send any emails to members that result from enforcement of the attendance policy.
6. Discounted dues in the amount of \$30 per quarter for serving in this position.

VICE PRESIDENT

1. Act on behalf of and assume the duties of, the President or any other officer in their absence.
2. Schedule the member showcases on a rotating cycle, inserting new members as soon as possible in the rotation.
3. Publish or announce the showcase schedule at each meeting for the following two meetings.
4. Maintain a binder of members' business cards and bring it to each meeting.
5. Provide blank referral slips at each meeting.
6. Discounted dues in the amount of \$42.50 per quarter for serving in this position.

SECRETARY

1. Record, publish and maintain the minutes for each General and Board meeting.
2. Keep meeting attendance records including that of guests.
3. Distribute minutes to the membership via email. Members shall report any discrepancies in the minutes via email to the secretary prior to the next meeting.
4. Keep the membership roster and policies and procedures updated with changes with the most current version posted on the website.
5. Review attendance records immediately at the end of each calendar quarter and inform executive committee via email of members who have not adhered to the attendance policy.
- 6. Record referral and business generated statistics.**
7. Discounted dues in the amount of \$42.50 per quarter for serving in this position.

TREASURER

1. Collect Initiation fee and quarterly dues and any additional fees and keep accurate records of such payments.
2. Deposit fees on a timely basis into account.
3. Collect and record fees generated by other events such as business expos.
4. Disperse funds for expenses generated after approval by President.
- 5. Coordinate meeting venue. Communication with venue representative, organize food for meetings, resolve any issues re venue/food as they arise.**

5. Discounted dues in the amount of \$42.50 per quarter for serving in this position.

MEMBERSHIP AMBASSADOR

1. Welcome all potential members at each meeting.
2. Follow-up with all guests through a welcoming email that includes OCWIN policies and procedures, application and list of core professions OR provide the website link that contains this information.
3. Collect completed membership applications and email the new member's information to all members of the Executive Board.
- 4. Email potential new member profession and business category to OCWIN members. Determine if there is a conflict re: potential member business category.**
- 5. Contact executive board members via email on any issues regarding admission of a new member and her intended core business category. Board has final acceptance or rejection vote after considering all.**
6. Notify applicant of acceptance or decline of their membership via email letter.
7. Send out an email to the current membership announcing the new member.
8. Keep a file with all completed and signed applications.
9. Respond to email requests for information from potential new members.
- 10. Prepare and distribute new member information packet which includes roster, dues, fees, and membership information from BYLAWS. This member orientation will occur within 30 days of member acceptance into OCWIN.**
11. Discounted dues in the amount of \$42.50 per quarter for serving in this position.

WEBSITE COORDINATOR

1. Keep website updated with appropriate content as agreed to by the Executive Board.
2. Discounted dues in the amount of \$42.50 per quarter for serving in this position.

MEETUP COORDINATOR

- 1. Support function to membership and website coordinators**
- 2. Maintain the OCWIN Meetup page with appropriate content.**
- 3. Discounted dues in the amount of \$42.50 per quarter for serving in this position**