



# WOMEN OF WOODSTOCK BYLAWS

## **MISSION STATEMENT**

Women of Woodstock (WOW) is a non-profit networking organization dedicated to promoting each member's business. We will share referrals, marketing ideas, and other news and information that may benefit our members. We are active in our community, including charitable events.

WOW's location is defined as Woodstock. Members are not required to reside in this area, but it should be their primary business service area.

## **MEETINGS**

Meetings are held the first and third Wednesdays of each month from 11:30 a.m. to 1:00 p.m. Location to be determined by Executive Council to suit the attendance needs of the group. Current location to be the Towne Lake Grill.

## **EXECUTIVE COUNCIL**

The Executive Council consists of five members who serve in leadership capacities for WOW. The positions and responsibilities are:

- **President/Co-Leader & Vice President/Co-Leader (Shared Responsibilities)**  
Responsible for the business card box used for referrals. Have an agenda prepared for each meeting to keep continuity at the meetings. Moderate our meetings, provide leadership, and resolve conflicts.
- **Treasurer**  
Manages our funds at the bank, collects dues, maintains the membership list, and provides monthly financial reports including a balance sheet and budgeted vs. actual expenses. Records may be reviewed by any member at any time.
- **Secretary**  
Sends e-mails to members with various communications such as meeting minutes and reminders. Helps manage marketing efforts and will e-mail follow-up to meeting and reminders of upcoming meetings with list of speakers.
- **Membership Chair**  
This is a very important role in WOW, as they are assigned responsibility for our growth as an organization. Manages our membership, screens new members, and tracks member attendance. They also maintain a list of business categories filled vs. available.

## **AGENDA**

11:30 a.m. — 1:00 p.m.

- Members and guests give a “one minute” introduction of their business.
- Two members will be hosts for that week; each group will give a more elaborate seven minute presentation of their business.
- Announcements, success stories, community news.
- Exchange of referrals.
- Closing—”Inspirational Quotes”.

## **ELECTIONS**

Elections will be held as follows:

- Nominations will take place at the first meetings of November and May.
- Elections will be held at the first meetings of December and June.
- Voting—It is required that 50 percent of our members cast a vote in person or by proxy.
- Newly-elected officers will begin serving their six-months term at the first meetings of January and July.
- Any member on roll, active, and dues paid, may nominate a member for a particular position.
- If there is a tie vote between members for a position, the President/Co-Leader will cast the deciding vote.
- Members are not limited by how many concurrent terms they may serve.
- Members may remove themselves from a ballot if they don’t wish to serve.

## **MEMBERSHIP**

Admitting new members:

- WOW is a networking organization. People are welcome to join whether they are in a for-profit or non-profit organization.
- Members may invite someone to attend a meeting to introduce them to our organization. We rely upon our member’s good judgment in first determining whether there is potential overlap with an existing member’s business. Please call the membership Chair *before* the invitee attends to help us identify any competitive situations.
- After an invitee has attended, if anyone has concerns about this person, they should discuss this with the Membership Chair. Please do not raise this concern during our meeting.
- We expect prospective members to decide whether to join within two visits. It’s not fair to dues-paying members for long-time visitors to get that much benefit from WOW without paying.

- Non-members are not entitled to place their cards in the business card box, however, they may hand out their cards during their visit and pull cards from that box.
- After a prospective member has attended a meeting and wishes to join WOW, they will submit a completed membership application form to the Membership Chair for review and approval. The application will include your business category, *which must be specific in order to limit overlap and encourage growth*. The Membership Chair will make a final determination whether there is a potential conflict. If the conflict is deemed to be direct, the Membership Chair will notify the inviting member that their prospective member will not be able to join. If the conflict may be partial, the Membership Chair will contact the potentially impacted member to ask for their permission. If not granted, and the Membership Chair wishes to pursue the matter further, they may call it to a vote with the Executive Council for a final decision.

*We want to protect each member's area of business in order to avoid competition with other members. At the same time, we will strive to work together for the benefit of our organization, which becomes more effective as we grow our membership.*

- The Membership Chair will maintain a list of people who were denied membership due to conflict with an existing member. If the member in conflict subsequently resigns, we can then offer membership to the denied party.
- The Executive Council at their discretion may call a vote to cap membership if we believe we have grown too large to be manageable and effective.

## **ATTENDANCE**

Members are requested to attend both meetings but are required to attend a minimum of one meeting per month and are requested to send a non-member sub to represent their business. If you are going to miss both meetings in a month, you must send a substitute to represent your business. The substitute should not conflict with a current WOW member.

## **FEEES**

- A one-time membership enrollment fee of \$20 is due with enrollment application.
- Quarterly membership dues of \$10 are due at the first meeting of January, April, July and October.
- Members must remit dues within two weeks of the due date.
- If member is dismissed from the group for non-attendance they will not be eligible for a refund.