

Brockville Women in Business: By- Laws

ARTICLE I - NAME

This organization shall be known as the “Brockville Women in Business” (BWB).

ARTICLE II - PURPOSE

As defined in our Mission Statement:

The Brockville Women in Business is a volunteer organization that exists to serve women who are active in business in Brockville and the surrounding area. We come together to share, to connect with other like-minded businesswomen, and to raise the profile of these women and their businesses. The BWB holds monthly lunch-and-learn sessions for its members, provides mentorship opportunities, hosts public events to showcase our members’ businesses, and supports local charities.

ARTICLE III – GOVERNANCE

Section 1:

The BWB shall be governed by the Executive Committee, who shall be the currently elected officers and the immediate Past-President. Ex-officio members may be included on the committee for the purposes of acting in an advisory capacity.

Section 2:

Meetings of the Executive Committee shall be arranged by the President. A quorum shall consist of a majority of the Executive Committee. Quorum is defined as fifty per-cent + one.

Section 3:

In the case of Sub-Committee formation, one member of the Executive Committee shall sit on the Sub-Committee.

ARTICLE IV - MEETINGS

A monthly luncheon shall be held on the third Tuesday of each month or on a date selected by the Executive Committee. Non-luncheon events may be planned by the Executive Committee who in turn may create a Sub-Committee to help plan a specific event.

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ARTICLE V - FISCAL YEAR

- a) Fiscal Year will run January 1 to December 31;
- b) Financial report will be presented to membership at the June meeting;
- c) Signing authority for the BWB will be any two (2) Executive Committee members (excluding the Past-President).

ARTICLE VI - QUALIFICATIONS OF MEMBERSHIP AND DUES

Section 1:

BWB membership entitles all paid-in-full members to participate in the activities of the organization. These activities include a profile on the website, monthly luncheon meetings, other networking events, subcommittee activities, nomination for Executive Committee and voting privileges.

To be eligible for **active membership** an individual must:

- a) Identify as a woman who is active in business in Brockville or the surrounding area;
- b) submit dues for the current year;
- c) Single membership is one woman, one business, one profile;
- d) Group membership is one business with more than one employee. Allows one profile in the online directory. Can bring staff to luncheon as guests;
- e) Should one woman have more than one business and wishes to have both or all profiles in the online directory, a full membership will be paid for each profile to be listed.
- f) Charities that are sponsored by the BWB do not pay annual memberships for the primary person. .

Section 2:

- a) All **annual membership fees**, as set by the Executive Committee and voted upon by the members present at June 2018 meeting and annually in June thereafter. Membership fees are due and payable in January of each year.
- b) Dues are non-refundable. Any past member not having paid annual dues within three months will have their membership revoked, following proper notice. They will also have their profile removed from the BWB Directory website at the end of March.
- c) Membership is nor pro-rated during the fiscal year

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- d) A potential member may attend two luncheons prior to becoming an Active member and paying the Annual Membership fee. However, the potential member must pay for the luncheon

Section 3:

- a) Anyone registered for the luncheon meeting will be invoiced for their lunch reservation if not cancelled by noon the previous day or a time otherwise stipulated on the event invitation.
- b) Sponsorship table fee is due and payable at time of booking. No shows will be invoiced unless two months' notice is given. Maximum of 2 table bookings per member per year.

ARTICLE VII - OFFICERS AND ELECTIONS

Section 1:

No member of the BWB has the authority to make any commitment on behalf of the BWB without authorization from an Executive Committee member.

Section 2:

The terms for each office are listed in the section below, however the terms may be extended at the discretion of the Executive Committee.

Section 3:

Elected Officers of the BWB are as follows:

3.1 President

- Responsible for the overall direction and strategic planning of the organization.
- Leads the Executive Committee by ensuring that the committee chairs have the support and resources necessary to achieve the goals of their committees.
- Chairs monthly executive meetings and monthly membership meetings.
- Prepares agenda for the Executive Committee and BWB luncheon meetings.
- Cheque and document signing authority
- Length of Term is 1 Year subject to Section 2 above.
- Moves into Past President role

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3.2 Vice President

- Responsible for programming for the organization including monthly meetings, and special events including:
 - a) Recommending and booking speakers for monthly meetings, providing support to the speaker in terms for AV equipment etc., securing the biography, and introducing the speaker at the meeting.
 - b) Ensure that Communication Chair has appropriate information in time to promote the speaker(s) and sponsors in monthly newsletter and invitation.
 - c) Preferably the Vice President will be someone from within the current Executive Committee. Past Presidents or people with past experience being on the Executive Committee may apply for the Vice President position.
- Liaison with BWB Charities.
- Acts in the absence of the President at Executive Committee and regular monthly meetings or at other meetings at the discretion of the President.
- Cheque and document signing authority.
- Acts as time keeper at Executive Meetings.
- Acts as back-up photographer at monthly membership meetings.
- Length of Term is 1 Year subject to Section 2 above.
- Moves into President's Role.
- Elected by Membership at Annual General Meeting.

3.3 Membership Chair

- Receive email contact information for the purpose of leading the recruitment and retention of members and potential members.
- Stays current with members and networking opportunities.
- Issues new member information to those who have inquired about BWB. If they join the organization, forward their information to the Communications Chair (directory update) and to the Treasurer (invoice).

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- Lead and organize Ambassadors each month providing direction, expectations and selection of team. Develop Ambassador Templates as needed.
- Communicate the expectation that Ambassadors are to arrive to the month luncheons 15 minutes early to greet new members and guests.
- Lead any membership special projects to promote and benefit membership.
- Forward any new email contacts to the Communication Chair.
- Periodic outreach to past members who have not rejoined or who have been attending the meetings to ensure communication is open so that they can feel comfortable to return.
- Provide a follow up email to all attendees after their first monthly luncheon .
- Length of Term is 2 years.
- Elected by Membership at Annual General Meeting.

3.4 Event Logistics Chair

- Single Point of Contact for venue, menu planning, fees, and décor.
- Provide the Communications Chair and the Secretary (Evite Owner) the menu selection by the 15th of the month or sooner.
- Single Point of Contact and Coach for the Opportunity Knocks Table prep and tear down.
- Single Point of Contact and Coach for the Sponsorship Tables .
- Coach Luncheon Committee members for prep and tear down tasks, 50/50 draw
- Assist in organizing special events, trade shows, silent auction with the support and input of the Executive Committee, general membership and industry trends (and functional sub-committees as necessary).
- Arrive early at venue and assure proper set up, signage, registration table, (boxes for business cards), Opportunity Knocks table, and collection of door prizes.
- Length of Term is 2 years.
- Elected by Membership at Annual General Meeting.

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3.5 Communications Chair

- Single Point of Contact for all media contacts and provide agreements with media contacts to the Treasurer as needed.
- Web Master and provide on-trend Social Media Brand presence including Facebook.
- Receive menu from Event Logistics Chair by the 1st of each month for inclusion in the newsletter.
- Editor of the monthly newsletter.
- Responsible for coordinating all public relations activities of the BWB Organization (except Silent Auction and International Women's Day event specifics.).
- Maintain distribution lists for releasing information concerning the BWB (print, radio, TV and online.)
- Organize press releases, media events, liaise with BWB President for content editing and final release.
- Lead and guide Facebook page entries to promote and alert membership and potential membership to activities and events. Executive members will act as administrators to FB page.
- Confirm BWB Newsletter entries are from active members (have a paid membership in good standing) and send out the monthly newsletter the first Tuesday of the month.
- Act as a photographer at monthly luncheons.
- Length of Term is 2 years.
- Elected by Membership at Annual General Meeting.

3.6 Treasurer

- Responsible for all bookkeeping tasks, including: banking, invoicing, payments and retaining records for 7 years.
- Finalize the attendee list for each meeting and maintain the Trending File.

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- On the Friday prior to the meeting, download and circulate the attendees list from the website for the meeting to the Executive Committee being sure the list has the e-mails of those planning to attend.
- Send numbers registered and dietary needs for the luncheon to the venue liaison and BWB President by Saturday noon prior to the meeting and confirm final numbers by Monday noon.
- On the day of the meeting, download and circulate the finalized list of attendees.
- Arrive early at the luncheon location and bring the following:
 - ✓ Cash box
 - ✓ Float for the 50/50 draw
 - ✓ Attendee Lis
 - ✓ Have some blank receipts for walk in guests.
- Prepare annual invoices for membership fees and distribute to members for payment.
- Monitor the website and e-mail account for incoming funds; transfer funds from PayPal to the Bank account periodically.
- Prepare invoices for members attending or sponsoring tables that the monthly events.
- Prepare and maintain an annual budget and commentary
- Manage the registration table with the Secretary.
- Maintain accounts within the accounting software.
- Maintain signing authorities and records for the BWB bank account and reconcile monthly with in-house accounting records.
- Provide reports to the BWB Executive Committee monthly, act as a signing officer for the BWB bank account.
- Hold the Post Office Box key and clear the box weekly, directing incoming mail to the appropriate Executive member for action.
- Organize review of books by general accountant within 2 months of the fiscal year end.
- Length of Term is 2 years subject to Section 2 above.
- Elected by Membership at Annual General Meeting.

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3.7 Secretary

- Responsible for administrative support including recording and distribution the minutes of the executive committee monthly meetings. It is expected that the minutes would be distributed within 72 hours.
- Respond / forward email inquiries for BWB Group email
- Respond to inquiries coming into the BWB Group email address. Forward other inquiries to the appropriate Executive Committee member for action.
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- Arrive early at the Luncheons to provide Registration Table duties with the Treasurer.
- Length of Term is 2 years.
- Elected by Membership at Annual General Meeting

2.8 Past President

- Act as an advisory to the Executive Committee .
- Perform tasks that are assigned by the President .
- Chair the nomination committee and conducts the election at the AGM as delegated by the Executive Committee.
- Term is 6 months.

Section 4: Election Process

Any vacant roles will be filled by an eligible BWB member by election at the June Meeting and annually in June thereafter. A member of the Executive Committee may be elected in a new role.

4.1 Executive Committee officers shall be elected by majority of active members present at the Elections Luncheon June, and current Executive Committee has discretion to change the Elections Luncheon if necessary). If there is only one (1) person running for a particular position, that person shall be elected by acclamation.

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- 4.2 A nominating sub-committee, if required, shall be struck at least 3 months prior to the Elections Luncheon and shall consist of at least 2 BWB members, at least one of which is a member of the Executive Committee.
- 4.3 The BWB members will be notified in April of each year of any vacant positions on the Executive Committee. To be eligible to join the Executive Committee, the BWB member must commit to attend at least 75% of the monthly meetings and 90% of the Executive Committee Monthly meetings. Any eligible BWB members wishing to run for a position on the Executive Committee.
- 4.4 Vacancies in elected offices shall be filled for the remainder of the term, by appointment, by the Executive Committee.
- 4.5 Shall be elected for a 2-year period effective in July following the June election. The President and Vice President serve for a one year period. . The President will remain in the role of Past President for a minimum of 6 months following their term. Election of officers will take place only when there is a vacancy or end of term.
- 4.6 If it is determined that a member of the Executive Committee is unable to fulfill their role as outlined in the by-laws they will be asked to resign from the Executive Committee. This ruling will be decided by majority vote of the Executive and recipient will be given the outcome either in writing or in person.
- 4.7 President, Vice President and Past President can be re-elected to those positions only after a 5 year absence in the role.
- 4.8 Maximum tenure on the board is 5 years.

ARTICLE VIII - CHARITABLE ACTIVITIES

Section 1: Criteria for selecting and supporting charities:

- a) Charities that benefit primarily women and families
- a) Charities that support and enhance the lives of women
- b) Executive will review supported charities annually

Section 2: Fundraising Activities

Will be determined by the executive and may include:

- a) 50/50 draw at luncheons
- b) Silent Auction
- c) Other events as planned by the Executive Committee

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ARTICLE IX – FINANCIAL REVIEW

A review of the financial books shall be made once a year prior to the June meeting. Books and records of the BWB may be reviewed by any member of the BWB at any time upon giving reasonable notice. The books will be reviewed by an external accountant prior to the Annual Meeting and results presented to the membership at the Annual Meeting.

ARTICLE X – AMENDMENTS

The By-Laws may be rescinded, altered, or enlarged upon at any regular meeting of the BWB by two-thirds vote of the **active** members present, provided notice of the intention to change the By-laws was given at the previous monthly meeting.

Original: February 8, 2011,

Approved: August 24th, 2021