

WPF Policies, Procedures, and Guidelines **Revised – October 2011**

This document has been prepared with the intent of providing guidelines regarding WPF policies and procedures.

I. Membership Categories:

A. Active Membership:

1. Criteria/Requirements
 - a. Be employed full-time or be employed in a career where the content and professionalism of the work is the measure of eligibility and not number of hours worked.
 - b. Be a resident and/or employee in the greater Greensboro area.
 - c. Be an experienced upper management executive, licensed or degreed professional, business owner, or elected or appointed to public office, as stated in the Bylaws.
 - d. Must have a minimum of two years' experience in the same or related field of work from which the applicant is asking to be considered. (For example, if applicant has changed careers, applicant must have a minimum of two years' experience in the current field at the time of application.)
 - e. Be sponsored by three Active or Emeritus members with one identified as the primary sponsor (not to be an Emeritus member).
 - f. Be approved for membership in this category by the Board of Directors.

2. Meeting Attendance
 - a. Attend 50% of scheduled regular monthly meetings each year. If an Active member knows that she will not be able to attend 50% of the meetings, she should discuss her particular situation with the Membership Chair. Other active involvement and participation in such things as committees, Special Interest Groups, and hosting/attending small group dinners will be favorably considered when an Active member is unable to attend 50% of the scheduled monthly meetings. In general, a temporary or occasional situation (sessions of legislature or a temporary assignment out of town, for example) does not require any change in membership status and, with the approval of the Membership Chair, an Active member may cancel luncheon reservations for a period of time. The final decision regarding membership status rests with the Board of Directors.
 - b. May bring guests to luncheon meetings by making timely reservations and ensuring that the luncheon fee is paid by the day of the meeting.

- c. A report reflecting the monthly attendance of each active member shall be provided to the Membership Chair by the Administrative Assistant on an annual basis (after the December meeting). A reminder notice of the WPF attendance policy shall be sent to non-compliant members by the Membership Chair.

- 3. Benefits
 - a. May vote.
 - b. May sponsor new members.
 - c. Receives electronic communication and WPF website access.

- 4. Resigning/Changing Status
 - a. May resign by notifying the Membership Chair in writing at least 30 days prior to the effective date. In such event, there will be no dues refund for the current membership year.
 - b. If an Active member chooses or is placed in Supporting status or if she seeks Emeritus status during the fiscal year, the Active membership dues will serve as payment of Supporting or Emeritus membership dues for the remainder of that fiscal year.
 - c. Active members in good standing who resign may reapply, by June 30 or December 31, to be restored to active membership by returning the membership application without necessity of attending 3 meetings and having 3 sponsors, assuming there is space in the total membership and space in the appropriate membership category.

- 5. Occupational Categories of Members
 - 1. Accounting
 - 2. Advertising/Marketing
 - 3. Banking
 - 4. Business Owner
 - 5. Communications/Media
 - 6. Computing/Data Processing
 - 7. Consulting
 - 8. Development
 - 9. Education
 - 10. Engineering/Architecture
 - 11. Fine Arts
 - 12. Government/Elected/Appointed Official
 - 13. Health Services – Mental
 - 14. Health Services/Physical
 - 15. Health Services – Other
 - 16. Human Resources/Training
 - 17. Design
 - 18. Investments/Financial Services
 - 19. Insurance/Risk Management

20. Law - Judicial/Government
21. Law/Private Practice
22. Manufacturing/Production
23. Religious
24. Nonprofit Agency
25. Printing/Photography
26. Real Estate
27. Retail
28. Transportation/Travel

B. Supporting Membership

1. Criteria/Requirements
 - a. Must be a current Active member to apply.
 - b. Does not or cannot meet active membership requirements. Must be approved for this status by the Membership Committee with a recommendation to the Board of Directors.
2. Meeting Attendance
 - a. Not required to satisfy any attendance requirement.
 - b. May attend any luncheon meeting by making a reservation and paying the appropriate fee by the time of the meeting.
3. Benefits/Restrictions
 - a. May chair or participate in a Special Interest Group.
 - b. Receives electronic communications and access to the WPF website.
 - c. May not vote.
 - d. May not serve as an officer.
 - e. May not sponsor a new member.
 - f. May not chair any committee.
 - g. May be a full member of any committee other than the Membership Committee.
4. Resigning/Changing Status
 - a. May resign by writing to the Membership Chair at any time; however, there will be no dues refund for the current membership year.
 - b. Supporting members may resume active membership by contacting the Membership Chair and meeting the eligibility and attendance requirements as reflected in the Bylaws. A Supporting member is not required to obtain sponsors or go through the membership application process. If the Membership Committee determines that there is an opening with respect to the total membership cap, the category cap, and the place of business cap, the Supporting

member will be restored to active membership immediately upon receipt of her prorated dues for the remainder of the fiscal year.

C. Emeritus Membership

1. Criteria/Requirements
 - a. Be an Active member for five consecutive years prior to applying for Emeritus membership status; or
 - b. Have been an Active member for five consecutive years who left the organization in good standing and wishes to return as an Emeritus member; and
 - c. Be 55 years of age or older; and
 - d. No longer be employed full-time; and
 - e. Be approved for this status by the Membership Committee with a recommendation to the Board of Directors.
2. Meeting Attendance
 - a. Not required to satisfy any attendance requirements.
 - b. May attend any luncheon meeting by making a reservation or paying the appropriate fee by the time of the meeting.
 - c. May bring guests.
3. Benefits/Restrictions
 - a. May chair or serve on a committee.
 - b. May chair or participate in a Special Interest Group.
 - c. Receives electronic communications and access to WPF website.
 - d. May not vote.
 - e. May not serve as an officer.
 - f. May co-sponsor a new member.
4. Resigning/Changing Status
 - a. May resign by writing to the Membership Chair at any time; however, there will be no dues refund for the current membership year.
 - b. Any change in status from Emeritus status will be handled on an individual basis by the Membership Committee with a recommendation to the Board of Directors.

II. Limitations on Membership

- A. Active membership is currently limited to 150. Supporting and Emeritus members are not included in this total.
- B. No more than 10% of the Active membership can be in any one occupational category and no more than 5% from any one company.

- C. Occupational category is determined by each member's job description.
- D. Membership is not transferable within a company by which a member is employed.

III. Membership Application Procedures

- A. New members are accepted twice yearly. Completed applications must be received by the Membership Chair by December 31 for membership beginning March 1 or by June 30 for membership beginning September 1 of the applicable year.
- B. An Active member may sponsor and an Emeritus member may co-sponsor only two new member applications in any fiscal year.
- C. New members may be a sponsor after 12 months of membership.
- D. The primary sponsor shall obtain the application for the prospective member from the Membership Chair, at which time the sponsor and the Membership Chair shall discuss the qualifications of the prospective member.
- E. Prospective members will attend a WPF luncheon meeting with each of her sponsors, a total of three meetings, within the twelve months prior to application.
- F. Sponsors will agree to provide any information about the prospective member as requested by the Membership Committee.
- G. If an applicant is rejected for membership, the primary sponsor and co-sponsors will be notified prior to notifying the applicant.
- H. Members of the Membership Committee, WPF President, and Supporting members cannot act as sponsors.

IV. Bylaws: Amending or Repealing

The Board of Directors, or a simple majority (more than one half) of the active members may initiate an amendment or repeal of the Bylaws. An active member shall present a suggested Bylaw change in writing to an officer with a statement of the rationale for that change. The officer will then present the change to the Board of Directors for review at the next scheduled Board of Directors meeting. The member(s) requesting the change may be asked to make themselves available for additional information, either at the Board of Directors meeting or at a special meeting. At the next scheduled membership meeting, the Bylaw change will be introduced to the active membership. The following month's Newsletter will outline the Bylaw change and rationale. At the following membership

meeting, the Bylaw change will be discussed and voted on. For passage, the amendment or repeal must receive a simple majority vote of the active members present.

V. **Dues, Fees, Expenses, and Budgets**

- A. **Dues Notices and Collection Procedure:** Original dues notices will be mailed by the Membership Committee in conjunction with the Administrative Assistant in January of each year.
1. Dues must be paid by March 1.
 2. Dues may be paid in installments with the permission of the Board of Directors.
 3. The Administrative Assistant will send a reminder notice and/or call to any member from whom dues are not received by March 15.
 4. By April 1, a list of members, if any, from whom no dues have yet been received will be provided to the Board of Directors. Each member with delinquent dues will be called by the Membership Committee to encourage continued membership.
 5. Any member whose dues have not been paid by June 1 will be deemed to have resigned.
 6. The Membership Committee Chair will send a letter expressing regret at the choice to discontinue membership.
- B. **Fees** for guest lunches, socials, seminars, and workshops are due at the time of or prior to the event.
- C. **Refunds:** Dues and fees are not refundable.
- D. **Budgets:** Committee Chairs will submit budgets, when requested by the Treasurer, by year end. The WPF budget and dues will be based on a cumulative surplus no lower than \$5,000 at the end of the fiscal year. If the proposed budget requires a change in dues, the membership will be notified in the November Newsletter and it will be voted on at the December meeting.
- E. **Expenses:** Committee Chairs are authorized to spend money up to the amount of and in the categories of the approved budget without seeking additional Board of Directors approval. Each committee should monitor its annual budget (either coordinated by the Chair or designee.) All expense reimbursement requests (including Administrative Assistant expenses) should be submitted to the Chair or designee. This individual then must approve and record the expense and submit it to the Treasurer for reimbursement. No committee shall exceed its budget without prior approval of the Board of Directors.

Three bids must be submitted on any purchases or costs that exceed \$500.

F. **Dues Calculation:** Dues for members joining at times other than the beginning of the year will be pro-rated according to the number of months remaining in the WPF year.

G. **Special Interest Groups** are self-sustaining.

VI. Nominations and Election Schedule

The Nominating Committee designates a slate of officers and presents the slate to the Board of Directors by October of each year. The slate is derived from information collected from the annual committee preference questionnaire, as well as specific requests from WPF members. The slate is presented to the membership at the November meeting, and nominations are solicited from the floor or by email. The slate then appears in the Newsletter. At the December meeting the vote is taken. New officers assume their positions on January 1. The members of the Nominating Committee are precluded from nominating themselves. Only one person from any given organization or business can be nominated for and serve on the Board of Directors during the same year.

VII. Committees:

A. Each Committee Chair shall be appointed as set forth in the Bylaws.

B. Committee Chairs are appointed by February 1 and serve through January of the following year 1.

C. The Chair of each committee is responsible for keeping the Board informed of the work of each committee for which she is responsible and for seeking necessary Board of Directors approval for the actions of the committee for which she is responsible.

VIII. News of Our Sisters

A. **Death of a Member:** In the event of the death of a WPF member, the first member who is aware of the death should notify the President.

B. **Death or Illness of Member, Parents, Spouse, or Child:** Cards should be sent for the death of a parent, spouse, child, or member; the illness of a member, or the birth of a child. Cards should be selected based upon the event and the individual circumstances whenever possible. When appropriate, and with the permission of the member, notification of the event may be included in the Newsletter. The Board of Directors or its designee will assume responsibility for these acknowledgements.

C. **Contributions:** Contributions may be made by the Board of Directors in the member's name to the WPF Foundation or to another nonprofit organization such as the Heart Association, Hospice, etc. if the member has been a strong advocate

for that organization. The contribution shall be \$25 in the case of the death of the member and \$10 in the case of the death of a member's spouse or child.

- D. **Career Changes:** Career Changes and advancements may be published in the Newsletter or News of Our Sisters.

IX. Miscellaneous:

- A. The monthly meetings of the Board of Directors are open to members. The meeting day is determined by the President.
- B. Announcements at the luncheons and information placed on the dining tables are limited to WPF business only. Other topics of interest can be presented on the Information Exchange Table.
- C. As a benefit of membership, WPF members' political candidacy may be announced from the podium. Leaflets describing political candidates and flyers regarding political candidates, their qualifications or activities, may be placed at the Information Exchange Table for retrieval by members at any time.
- D. The President of the Board of Directors shall review the activities of the Administrative Assistant. The President may choose to delegate this responsibility to the Past President. The yearly review and contract renewal will take place each December at the end of the Board of Director's term and prior to the election of the new officers in December and their installment in January.