

WIN IV **POLICIES AND PROCEDURES**

As of March 2012

Luncheon Reservations and Payment Policy:

Each member must RSVP by Thursday before the meeting to confirm their reservation. Should a member be unable to attend, she may send a substitute in her place. The substitute is to represent the absent member's business only and not her own interests. The substitute is not a Guest and if she should consider joining WIN IV, the meeting attended as a substitute does not count as attending as a Guest. If the member sends a substitute, her absence is excused. A member can only send a substitute four times in a calendar year. If the member misses a fourth unexcused meeting in a calendar year, her membership is revoked.

Payment for lunch shall be made at each meeting in the amount of \$15.00. Lunch payments may be made quarterly at the member's discretion. Quarterly lunch payments of \$45.00 are payable in January, April, July and October. Fourth quarter payment will consist of October and November because of the Christmas Party. Quarterly payments simplify the collection of monies and encourage member retention and make it easier to arrange a substitute should a member need to miss a meeting. The cost of lunch at the Christmas party will be established each year. Discounted annual payment will not receive refunds for missed meetings.

If a member pays for lunches quarterly, she may request in writing to the board, a refund check for any excused absences (any reservation that was cancelled prior to the monthly deadline) at the end of the year. The written request must be submitted to the board by the date of the December board meeting to be accepted. Any lunch fees eligible for a refund, and for which no refund request has been received, will roll over into the funds available for charitable donation at year end.

Email:

Email is the official communication method of WIN IV. It is the member's responsibility to insure that her email address is correct and updated on the membership roll. Membership email list is to be used for business purposes only and should not be given to non-members.

Returned Check Policy:

The current bank insufficient funds fee will be added to all returned checks. Checks that are returned for insufficient funds will not be re-deposited. Members will be notified by the Treasurer to make payment arrangements. Members will automatically be placed on a cash basis until all charges are paid. At present the bank fee is \$10.00.

Gifts from the Board to Members:

When an important event in a member's life is brought to the attention of the board, every effort will be made to recognize that event by sending a card on behalf of WIN IV. Important events might include, but not be limited to: births, marriage, illness, death. However, the Board cannot recognize, and may not be aware of, all life events and members should not be offended if a card is not received. All members are encouraged to personally reach out to other members as they feel appropriate.

Agenda:

In order to keep meetings to a time schedule, members must contact the President well in advance if she wishes to add an item to the meeting agenda or if she has an announcement of interest to the membership.

Lead Sheets:

Leads exchanged with members are announced, collected and counted at most meetings as the agenda allows. Members are expected to have one Inside Lead and one Outside Lead each month. Members who do not turn in both an Inside and an Outside Lead at a meeting are asked to place \$1.00 in the Leads Basket when it is passed. Monies placed in the Leads Basket will be available for charitable donation at year end.

Definition of Leads;

- Inside Lead is defined as: business done with another member of WIN IV. The member giving the Inside Lead will count the lead. The member receiving the Inside Lead will not count the lead.
- Outside Lead is defined as: a lead to do business with someone who is not a member of ANY WIN chapter. The member giving the Outside Lead will count the lead.
- Guest Lead is defined as: a member who brings a guest counts the guest as a Guest Lead.
- One on One Leads are defined as: A member who has a one-on-one meeting with another member counts the one-on-one as a One on One Lead. Both members will count the lead.

Winning Words:

As the agenda allows, the President will solicit Winning Words from members. Members may place \$1.00 in the Leads Basket and give a brief business or personal announcement. Announcements may include such things as births, promotions, new accounts won, marriages, engagements, etc.

Handouts on Tables:

Only handouts from the Board of Directors may be placed on lunch tables. All other handouts, brochures, and flyers are to be placed on a Handout Table placed near the entrance of the room. Handouts from presenters of Table Tops are also to be placed on the Handout Table. At the end of each meeting members are responsible to retrieve left over handouts she may have placed on the Handout Table. Handouts not retrieved will be thrown away. If you are the tabletop speaker for the day, you are then welcome to put your brochures on the lunch table.

Contracts for Goods/Services:

All contracts a member or non-member may make to provide goods or services to the WIN IV Chapter must be submitted in writing and pre-approved by the Board of Directors.

Annual Awards:

Recognition awards may be developed and implemented by the Board of Directors. Announcement of such an award and criteria for the award must be given to the membership enough in advance for each individual member or membership class to fairly qualify for such an award.

Nomination for such an award will be open to the membership. A committee will be established to consider candidates for an award and name an award recipient. The committee chair will be responsible for purchasing of plaques or other awards, inviting special guests as appropriate to attend the meeting where the award will be given, and insuring that the award recipient is in attendance at the award meeting.

Current President, Vice-President and past recipients are not eligible for an award.

WIN IV Bucks:

WIN IV Bucks are authorized by the Board and given out as a reward to winners of contests that may be developed and/or approved by the Board. Members will have the option to provide discounts or services for WIN IV Bucks as they choose.