

## WIN IV

### POLICIES AND PROCEDURES

#### Luncheon Reservations and Payment Policy:

Each member must RSVP by the Wednesday before the meeting to confirm her reservation.

Payments for monthly meetings shall be made quarterly in January, April and July in the amount of \$45. A 4<sup>th</sup> quarter payment in October will be \$55 due to the higher priced holiday meal in December. 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. Fees not paid within the first month of the quarter will be \$20 for each subsequent month. Guests will be required to prepay \$20.

Monthly fees will not be carried forward.

If a member leaves in good standing, that member may request, in writing, a refund of any prepaid meeting fees.

#### Attendance

Members are expected to attend the monthly meetings. A member is allowed to miss three (3) meetings in a calendar year. If a member misses a fourth meeting in a calendar year, her membership is forfeited. 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 and may also represent her own interests during guest commercials, as long as it does not conflict with a current member. The substitute is allowed to count that visit as one of the 2 required visits, should she consider joining WIN IV. If the member sends a substitute as one of her first three (3) absences, one instance only is not counted as an absence. A member can send a substitute four times in a calendar year; however, her seat would be forfeited on the fourth absence. A substitute may only attend as a sub two (2) times in a calendar year.

#### **Guest Policy**

Guests must attend 2 regular meetings within 12 rolling months before submitting an application for membership. New member candidates that have two or more overlaps with an existing member will not be eligible for membership. Existing members that fall within this guideline will be grandfathered in. For additional guest policies, please contact the Membership Chair.

## **Email:**

Email is the official communication method of WIN IV. It is the member's responsibility to ensure 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 \$36.

## **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/gift on behalf of WIN IV. Important events might include, but not be limited to: births, marriage, illness, and death. However, the Board cannot recognize, and may not be aware of, all life changing events and members should not be offended if a card/gift 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, a member 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 Member Lead and one Outside Lead each month. Members who do not turn in both a Member-to-Member Lead and an Outside Lead at a meeting are asked to place money in the Leads Basket when it is passed. Monies placed in the Leads Basket will be available for charitable donation/scholarships at year-end.

Definition of Leads;

- Member-to-Member Lead is defined as either new or ongoing: NEW business is defined as a non-recurring transaction with another member of WIN IV. On-Going business is

defined as recurring monthly business conducted between members. The member giving the Lead will count the lead. The member receiving the Lead will not count the lead.

- Outside Lead is defined as: a lead to do business with someone who is not a member of WIN IV. The member giving the Outside Lead will count the lead.
- Guest is defined as: a member who brings a guest to the monthly meeting.
- One to Ones defined as a meeting between two or more members discussing their business in detail including descriptions of current clients or characteristics of clients/customers they are seeking. Both members will count the one-to-one. If a member attends a WIN IV event outside of the monthly meeting, the member may count the event as (1) one –to-one regardless of the number of members in attendance.

### **Winning Words:**

As the agenda allows, the President will solicit Winning Words from members. Members may place money 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. Handouts from presenters of Table Tops may be placed at the members' seats. 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 not a tabletop speaker for the day, you are welcome to put your brochures on the handout-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.

### **Contests/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 ensuring that the award recipient is in attendance at the award meeting.

Current President, Vice-President and past recipients in a calendar year are not eligible for an award.

**Purchases and Reimbursements:**

If any purchases are made, the debit card issued for the WIN IV checking account should be used for such purpose.

If the board wishes to spend monies on behalf of one of our members and the debit card cannot be used, the request must be voted on and documented in the minutes of the board meeting. The documentation must include the reason for the expenditure a not to exceed amount and which member will be making the purchase. Once the expenditure is made the request to be reimbursed must also be included in the board minutes. The minutes must reflect who is asking for reimbursement and what the purpose was.