

WOVI, Inc.
Women of Visionary Influence
Policies, Procedures and Guidelines

Policies, Procedures and Guidelines elaborate on and clarify WOVI Bylaws, mission, vision and purpose in order to simplify and support the efforts of the Chapters and leaders. The following is a summary. Check with a WOVI, Inc. officer for greater details and updates.

Financial Reporting Policy

The following are Accounting Policies for all WOVI Chapters:

- A copy of monthly financial statements including the current membership list will be submitted to WOVI Executive by the 30th of the following month.
- All monies owed to WOVI Executive through dues must be submitted to WOVI Executive within 30 days of receipt.

Dues Collection and Renewal Policy

Dues are \$60.00 semiannually or \$120.00 annually. New member fee is \$20.00. A \$20.00 discount is applicable for annual dues paid in January or July. Thereafter dues are prorated at the rate of \$10.00 per month.

Members who attend the February and August meeting who have unpaid dues have the option of renewing their dues at the monthly meeting and paying the member fee or paying for the meeting at the guest rate.

Dues renewal notices are sent by WOVI, Inc. to the members by December 1st and June 1st for the semi-annual renewals.

Renewing and Reinstating Members

Members who pay their dues within six (6) months of dues expiration are considered renewing members and may choose to 1) renew retroactive to their dues renewal date, thus maintaining continuous membership or 2) renew at the prorated amount based upon date dues are paid. In either case, no new member application fee is required.

Members who reinstate their membership after more than six (6) months but less than twelve (12) months have lapsed pay prorated dues amount from that date. Reinstating members requiring/desiring a new WOVI member pin and Member and Mentoring Handbook pay the new member application fee along with the dues prorated at time of reinstatement.

Members who reinstate their membership after more than twelve (12) months have lapsed are considered new members and are required to pay the new member application fee and will receive a new WOVI member pin and Member and Mentoring Handbook.

Mailing Lists Use

As a nonprofit organization, we do not use our mailing lists for profit purposes, and do not condone the use of our mailing lists by members for profit purposes.

MentoRing©

WOVI founding board members developed the MentoRing©, a practical exercise offering input and feedback to participants. Members and guests in small groups at a WOVI meeting are provided a set of instructions regarding a specific question or scenario. On a volunteer basis, women provide their “answers” or comments one-at-a-time. After the “ring” is completed, the next step is to provide feedback for each individual. Each participant, as desired, makes comments and suggestions to each co-member of the ring. Remarks are to be honest and informative, yet positive and supportive.

The purpose is to provide additional insight into problems and situations that all women face, though with individual needs and repercussions. Maintenance of confidentiality and courtesy are paramount to the success of the MentoRing.

Templates of MentoRings are available through WOVI, Inc. and the website. Additional exercises may be requested of WOVI, Inc. by chapter leaders to meet the needs of each individual chapter’s members.

As a part of the permanent record of each chapter, blank MentoRing exercises used at WOVI chapter meetings are to be sent to WOVI, Inc. semiannually at the end of June and December.

InterestRings©

In addition to monthly meetings, WOVI chapters have developed common interest groups led by members for those desiring help or enlightenment in specific areas. The regularly scheduled sub-groups are called InterestRings and highlight a multitude of hobbies, concerns, or pursuits. For example, there have been InterestRings that further the arts, fashion, writing and oral skills, mentoring of leadership roles and skills, etc.

Guests Attending InterestRings

Membership to WOVI includes participation in any or all InterestRings. Members of any Chapter may participate in any InterestRing™, and guests are encouraged to visit (and may visit two times as a guest) before joining WOVI.

Suspension and Replacement Policy for Chapter Leadership Team Members and Chapter Members

Attendance

Failure to attend three consecutive and duly called Officer meetings within the calendar year will be sufficient cause for the Leadership Team to consider replacing a Team Member under this policy. Officers may be suspended without vote. Notice will be sent in writing either by mail or electronically to the Leadership Team Member to that effect.

Removal Of A Leadership Team Member or Member For Just Cause

- The Leadership Team may, by a simple majority of all officers, suspend or terminate any officer or member for actions or behavior in violation of WOVI, Inc. and WOVI Chapter Bylaws and Policies, or which are deemed detrimental to the best interests of the Chapter or the organization.
- Written notice and rationale for suspension or termination of any member of the Leadership Team shall be mailed or forwarded electronically to the individual concerned at least twenty-one (21) days prior to the meeting.
- Any motion for suspension or termination must be made by a member of the Leadership Team based on personal knowledge, official chapter records, or statement signed by no fewer than five (5) Chapter members in good standing.
- Before action of suspension or termination, the member will have an opportunity to be heard by the Leadership Team.
- All decisions rendered by the Leadership Team are final.

Vacancies

- When a vacancy occurs for a Leadership Team position, the President may, with the approval of the majority of the Team, appoint a replacement from among chapter members in good standing to serve the balance of the term.
- Should the office of the President be vacated, the Leadership Team members, presided over by either of the Vice Presidents, shall select a member of that body or a member in good standing to assume the duties and responsibilities of the President for the remainder of the term, or until a special election by the membership can be held. Approval of an interim President requires a majority vote of the Leadership Team.

WOVI Guidelines for Information Promoting Program/Speaker on the WOVI Website and in the Media

Preparing the information to be posted on the website also prepares the promotion you do of your meetings to your members, guests and the media. It is very important to keep in mind the purpose of the programs and the important role they play in fulfilling the organization's mission and purpose.

IMPORTANT: Be sure to obtain approval of the Chapter President or designated officer prior to submission. This assures there are no errors and allows final editing. It is important to exhibit a high level of professionalism in all public relations activities.

Posting to Website

Information should be forwarded three (3) weeks prior to the meeting in order to get adequate exposure.

Social Media

As with all WOVI communications any use of social media in promoting of meetings and events and the organization must be in keeping with WOVI's Mission, Vision and Value Statements and its bylaws and policies.

Purpose Of The Monthly Speaker/Program

- To educate our members and guests.
- To attract guests and members to the meetings.
- To uphold the professionalism of our organization.
- To fulfill the mission and vision of our organization.

First Things First: Answer These Questions When Selecting a Presenter/Topic

- Is this a topic of general interest and appeal to women?
- Does the presenter have obvious credibility and knowledge of the topic?
- Will this topic and presenter attract guests to your meeting?
- Are you excited about the topic and motivated to invite guests?

Second, When Preparing Information To Promote Presenter And Presentation, Answer These Questions

- Why this speaker?
- Why this topic?
- Why this topic for this particular meeting?
- Why this speaker and topic for this audience and potential audience of women?

Third, Information That Makes Effective Promotion

- Brief summary of presentation, between 50 and 100 words
- Photo of presenter (in electronic format or downloadable from presenter's website. Please include presenters website address if available.)
- Short biographical information, written, and ready to be posted without editing.
- No more than 100 words. Between 50 and 100 words.
- Bio should emphasize speaker's knowledge and credibility on the topic.
- Summary should focus on benefits to audience:
 - ✓ What will they learn?
 - ✓ What will they take away?
 - ✓ What they will do as a result of hearing the presenter?
 - ✓ How will the information affect them professionally and/or personally?

Punch It Up!

Promotions deserve, require and demand punch! Eliminate passive voice in your writing. Use action verbs and colorful words that paint pictures in the reader's mind. An exciting message creates energy. Clearly express the benefit to the participants. Remember, you are writing a promotional advertisement or a marketing piece rather than a news article.

Be specific in your requirements of the speaker. For example, request a short bio and brief explanation of their program. Give them a time frame in which to provide you with this information.

Chapter Meeting Standards

As WOVl grows and more Chapters are formed, it is apparent that in order to ensure consistency throughout the organization, the Chapters should follow certain standards and procedures in their respective meetings. These standards have been proven and are known to be successful and are in keeping with WOVl's Vision, Mission, Purpose and Values.

To that end, each meeting should include, but not be limited to, the following:

- Welcome Committee
- Registration Committee
- Ice Breaker/Relationship building exercise
- Introduction of guests
- Speaker addressing a topic of common interest to the members
- MentoRing® exercise coordinating with speaker's topic
- WOVl Moments
- Invitation to the guests to join
- Recognition of new members
- Member-to-Member Table
- WOVl Table: Includes applications, announcements, conference registration, WOVl Products, etc.
- Announcements of upcoming events
- Member Spotlight
- Door prizes

Other meeting elements that add to the effectiveness of the meeting, but may not be necessary/appropriate at every event, include but are not limited to:

- New Member Orientation
- Mentor-Mentee Connection
- Committee reports
- Announcement of Nominating Committee
- Nominating Committee results
- Election of New Officers
- Introduction of all attendees
- Special roles, such as "Chocolatier" that add to meeting ambiance and involves more of the members.

Chapter Members as Presenters

Chapter leaders and members may occasionally also be presenters at regular chapter meetings or special events. However, no member shall give more than one (1) presentation per year in their own chapter, whether at a regular meeting or a chapter-sponsored event. The VP of Programming shall make every effort to find outside speakers of interest and value to the members. If they determine that a member can provide that value, then that member may present a maximum of one time per year. Chapters shall not schedule more than two (2) different chapter members to present during any one year at regular chapter meetings.

Men as Presenters

Since WOVI is an organization of women, for women, and about women, it is preferred that we give women first opportunity to be presenters at chapter meetings and special events. However, if there is a particular topic of interest in which a suitable woman presenter cannot be found, a male may be invited to present.

WOVI Branding of Chapter Websites

WOVI, Inc. provides a universal website as part of its services to chapters. Each chapter is provided a full page to list meeting information, officer contacts, pictures, videos, audio, and other items of interest. Entry or update of submissions to the current website must follow existing procedures.

Banners are currently created by the Webmaster to differentiate the chapters and their locations, but alternatives may be submitted and used, upon approval, provided the official WOVI logo is also visible.

Other than on the Chapter page of the WOVI website, outgoing communications on behalf of WOVI chapters must include the WOVI logo and chapter name. In addition, if used, one of the following taglines is suggested: 1) Women of Visionary Influence, 2) Women: Leading...Educating...Mentoring, or 3) Empowering women to lead and mentor.

Involvement with Other Nonprofits

The main purpose of WOVI Inc. is to benefit our own members. Occasionally a chapter may want to contribute to a nonprofit organization or cause. While this is not prohibited, it must not be the driving force behind the activities and purpose of a chapter.

To ensure that the purpose of WOVI is maintained, the following criteria must be met before any fund-raising or involvement with other organizations begins:

- 1) The chapter must have at least eight (8) out of ten officers, including the president in place.
- 2) The chapter must be holding regular monthly meetings with a variety of presenters that benefit the needs of the members
- 3) Any donations of money, goods or time, will be limited to no more than two (2) organizations or causes per year.
- 4) The beneficiary of the donations must be submitted to the WOVI Inc. board and approved at one of the regular Leadership Team meetings.

Events other than Chapter Meetings

The monthly chapter meetings are intended to meet the mentoring, educational, informational and motivational needs of its members. Occasionally, additional functions may be held.

Social Gatherings/Functions

Chapters may have additional social gatherings such as anniversary parties, Mentor/Mentee Happy Hours, or other social events for members and their guests, for which there is no charge other than the costs of the event itself (meals, beverages, etc.)

Special Events Other Than Chapter Meetings

Special events shall be defined as a workshop, seminar, or program offered to members and the general public that falls outside of regularly scheduled meeting times. These shall be limited to no more than two (2) per calendar year, and shall be held only for the purpose of:

- 1) Increasing awareness of WOVI to the general public with the intent of building chapter membership, or
- 2) Generating additional income to be used for the benefit of the overall membership and officers. Examples would be: help defray costs of attendance at the annual conference, fund a library of books that would inspire, inform, or motivate members, or to help defray the cost of a meeting room.

With prior approval from the WOVI, Inc. Board of Directors, the income may also be used in support of a nonprofit organization or cause. See policy “Involvement with other nonprofits.”

To ensure that the chapter’s purpose remains focused on the members, the following conditions must apply to Special Events:

- 1) The chapter must have at least eight (8) out of ten officers in place, including a President.
- 2) The chapter must be holding regular monthly meetings with a variety of presenters and topics that benefit the needs of the members
- 3) The chapter must have an effective Mentor/Mentee program in place, with every member being a Mentor and having a Mentor.
- 4) An event proposal must be submitted for approval by the WOVI, Inc. Board of Directors

WOVI Chapter Liaisons/Mentors

WOVI Management Council designates council members (or other WOVI, Inc. members) to serve as liaisons between the Council and the Chapters. The purpose is to relay information, changes, announcements, current events, and issues to both parties as needed for compliance, resolution, celebration, and other action as needed or proposed.

Each Chapter Liaison/Mentor shall contact:

Who: President or her designated alternate

When: At least once per quarter; more often as needed or for special mentoring situation

How: Call, visit and/or email; try to visit chapter monthly meetings 1-2 times per year, if possible; also join Leadership Team meetings to interact as appropriate and to encourage or share best practices to the group

Each Chapter Liaison/Mentor is responsible for:

Inquiring: Ask about membership, attendance at monthly meetings, finances, feedback on programs and presenters, leadership team, details on special events, etc.

Providing: Policy and procedure reminders if needed or asked; ideas for best practices at meetings, events, and InterestRings™ and for leadership team; a listening ear.

The following reminders and methods are in place:

- Confidentiality is critical; if you cannot counsel or recommend action, ask permission to consult with others about any specific issues.
- Let them talk—ideas and issues will bubble up and their needs will be apparent.
- With permission and in absence of chapter leadership team attendance, report on their behalf to Management Council at the LeadersRings.
- Keep things positive, encouraging, and supportive. Remember to CELEBRATE their successes!

It is imperative to join Chapter meetings as often as possible and perform (or be prepared to perform) the following duties while in attendance:

- Connect with the Chapter President when you arrive.
- Introduce yourself to the members by your WOVI, Inc. title.
- Help them where they may need help during the meeting. In doing so, be prepared to:
 - Facilitate the MentoRing
 - Help them meet and greet guests
 - Help them with registration if help is needed
- Make announcements about what's going on around WOVI. On behalf of WOVI, Inc.:
 - Make announcements about the Rings
 - Promote the Conference
 - Share information about the future of WOVI
- Be positive, upbeat and enthusiastic.
- Ask them about their best practices
- Ask them how we, WOVI, Inc., can help them.

WOVI-wide Email Distribution Service Policy

Effective July 2015, WOVI chapters may utilize the WOVI, Inc. Constant Contact account and database (or other email service as specified) for outgoing chapter and special event announcements. The decision is based on 1) cost savings to chapters, and 2) more extensive distribution for promotional purposes. To be in compliance, the following applies:

- I. The opportunity is not required and is simply a service provided to chapters. Those not choosing to participate are responsible for other fees necessary for their chapter's announcement distribution, and are not due a refund or discount.

- II. It will be preferred that current chapters make the change effective no later than July 2015. New chapters may begin using the service immediately and it is recommended database entries be made quickly or within two months of launching. New chapters are encouraged to take advantage of this opportunity as they would benefit from being able to quickly promote and grow the new chapter, and to ensure continuity for subsequent leadership teams.
- III. Training will be provided as needed and at the Leadership Summit annually. Login information for each chapter will be distributed immediately. Samples or good examples of outgoing messages from current chapters will be archived for duplication and suggested for improving announcements. Templates will be provided upon request.
- IV. For legal and ethical reasons, the First Vice President and VP Communication will assure requested unsubscribers are not added back in without written or emailed permission.
- V. Entry of current and future contacts will be handled by each participating chapter for their specific chapter list. Lists shall be identified as "Chapter Name Master List." Any additional lists (invitees, guests, leadership team, and speakers, e.g.) will be the responsibility of the chapter and must be properly identified as belonging to the chapter. Minimally, quarterly updates are required to add non-members to the database; however, it is suggested they be added monthly.
- VI. Currently, the email distribution service offers room for significant growth. However, WOVI, Inc. will notify all chapters if any applicable fees become necessary due to unforeseen account restrictions and/or additional charges.
- VII. The following usage restrictions apply:
 - a. Chapters shall use their own list in the promotion of their chapter meetings and other events.
 - b. Chapters wishing to use the entire WOVI, Inc. database (not just their chapter list) must obtain permission from their Chapter Liaison/Mentor.
 - c. WOVI, Inc. will have access to use all names in all lists for appropriate WOVI-wide events and announcements.
 - d. Outgoing announcements will be only for
 - i. monthly meeting notices,
 - ii. chapter social/training events, or
 - iii. WOVI-wide events that may necessitate a separate announcement from the chapter.
 - e. Chapter announcements should coincide with the timing of emails for chapter meetings as stated in the current policy of chapter promotion.

- f. Announcements and emails for other chapter events may be sent as needed. The suggestion would be at least two communications sent out in a timely manner prior to the event.
- g. In using the current email distribution database, chapters must abide by the current policy for usage of WOVI, Inc. contact information. No usage will be allowed to promote any individual's business, organization, or personal endeavor. (Refer to current, standing policy.)
- h. The chapter's database shall be audited (reviewed and updated) at least twice annually (suggestion is dues cycle: e.g., June & December), after a new First Vice President or VP Communication take office, or anytime as needed or required by events or leadership team actions. It is of paramount legal and ethical importance that requested unsubscribers are deleted from the main database in a timely manner.

VIII. Besides these policies, other restrictions and conditions may apply or become necessary as deemed appropriate by WOVI, Inc. leadership or legal and governmental entities.

WOVI, Inc. Leadership Policies

WOVI, Inc. consists of two arms of leadership, the Board of Directors and the Management Council.

Board of Directors

The Board of Directors is ultimately responsible for all of the duties of leading and running a nonprofit organization. In addition to the chairman, the Board of Directors consists of five to eight appointed members. They are responsible for the strategic planning of the organization and any and all decisions affecting the bylaws, policies and the organization, financially and fiducially.

The Board holds two formal meetings each year: one in the spring and one in the fall, in conjunction with the Annual Conference and Leadership Summit. Conference call meetings may occur when an issue arises that can only be handled by the Board. The Chairman of the Board, and/or any of the Directors, may request a conference call meeting whenever they deem it necessary for effectively managing the organization, or to meet the needs of the organization. Each member of the board also serves as a mentor to a member of the Management Council.

Management Council

The role of WOVI's Management Council is to manage the day-to-day operations of the organization. The council consists of a President, a President-Elect, and Vice Presidents for the following services: Administration, Chapter Services, Communication, Finance, Membership, Mentoring, and Technology. Other branches or positions may be added as needed to meet the goals of the organization.

President of the Management Council

The Chairman of the Board, with approval of the Board of Directors, appoints the President of the Management Council. The final decision is made prior to the October Annual Meeting, at which

time the new president takes office for the year. The President may serve one or two years at the discretion of the Board. She leads the Management Council in all its endeavors and responsibilities, and chairs all of the events, meetings, and responsibilities of the Council. The president will be an ex-officio member of the Board of Directors.

President-Elect of the Management Council

When at all possible, the position of President-Elect shall be filled in order to maintain continuity of service to the chapter and members. The President-Elect may be appointed by the President, with final approval by the Board of Directors, and will serve in that capacity for one year or two years, in preparation for serving as President the following year. However, the position of President remains the decision of the Board of Directors regardless of whether a President-Elect was in office. The President-Elect may or may not also serve in one of the Vice President positions concurrently. The President-Elect will be an ex-officio member of the Board, and will be mentored by the current Management Council President.