

Whatcom Women in Business



2016 Membership Book

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Dear Member:

Welcome to Whatcom Women in Business!

We are pleased to welcome you as a member of WWIB. I am confident you will find there are many benefits of membership as well as rewards in store for you in the coming year.

This is a dynamic and diverse group of women who have much to offer to their peers and my hope is that you will take advantage of the resources available.

The best way to get the most of your membership is to get involved in round table discussions, member speak opportunities and/or join a committee. Our events, socials, and the annual banquet all offer great opportunities to volunteer, network and share your business acumen.

We look forward to becoming better acquainted with you in the weeks and months ahead.

Sincerely,
Jamie Smeall
2016 President

Mission Statement

Whatcom Women in Business is comprised of business owners and managers developing and maintaining proactive role models with the organization and the community at large. Through teaching, learning, leadership and peer support, we strive to exemplify and promote the four areas we honor - leadership, professionalism, mentoring, and community.

Goal 1 - To enhance the organization's credibility and stature in the community.

We will actively promote a positive image of the organization through a strong public relations effort. The organization's unique features, accomplishments and benefits of membership will be promoted throughout the community. Increased visibility in the media and community events will be emphasized to raise public awareness of the organization and foster its increased stature and credibility.

Goal 2 - To meet the professional needs of all members.

WWiB will focus on addressing the professional needs of all members. The organization will strive to be the largest and most encompassing network/referral resource for business & professional women in the community. As such, it will provide a broad range of activities for women professionals in all phases of their careers. Meetings and special events will be designed to encourage active participation and involvement of all members, thus enabling them to become professionally revitalized, to develop knowledge and skills, and to network with colleagues. Emphasis will be on developing camaraderie, cohesiveness, and partnerships with one another. On-going organization support and hospitality will be provided to all members.

Goal 3 - To strengthen and broaden membership.

We will be committed to strengthening and broadening our membership in order to increase available networking/referral resources within the organization. In an effort to expand membership, key women representing various areas of the business community, who are recognized as leaders in their fields, will be invited for membership.

What is WWIB...

Whatcom Women in Business was established in 1978, and is one of the oldest and most encompassing network/referral sources for business women. It is the mission of WWIB to develop and maintain proactive role models within the organization and the community at large. Through teaching, learning, leadership and peer support, we strive to exemplify and promote the four areas we honor - leadership, professionalism, mentoring, and community.

Whatcom Women in Business provides regular opportunities for members and guests to mentor for personal and professional growth. WWiB is comprised of business owners and upper level managers. The membership is interested in developing and maintaining proactive roles within the organization and the community at large.

WWIB's flagship event is its annual Professional Woman of the Year Banquet & Auction held each fall. The event has grown in recognition over the years and draws over 250 attendees.



Membership Application & Requirements

WWiB is comprised of a diverse and dynamic group of women committed to excellence in their respective professions.

Membership will not consist of more than 20% of total membership body in any one professional category. Please note: This is not a referral networking group. The main focus of this organization is to support women to obtain success in their business.

To qualify for membership you must meet the following qualifications:

Qualifications:

- A prospective member must attend two meetings as a guest before submitting an application.
- You must be in business as an owner or senior manager.
- You must have been in your industry for at least one year or a minimum of one year in your current position.

Application:

- Obtain sponsorship from an active member in good standing.
- Complete and submit a membership application form (application can be found on the wwib.org website).
- Provide three business references on the application.
- Provide a 1-2 paragraph biography
- Provide a headshot photo in .jpg format.

Review Process:

- Your application will be reviewed by the executive board at the next available executive board meeting, based on the criteria listed in the bylaws.
- You will be notified as to status within 45 days.
- Upon approval of your application, membership dues will be due on or before the next meeting.
- Membership dues are not pro-rated and are due in January of every year or your membership month.
- Membership applications are not accepted between Oct 1 - Dec 31 of each year.

Active Membership

It is vital to the membership that all members meet minimum requirements each year to be considered a member in good standing.

Members must:

- Pay annual membership fee. Dues are payable on or before the first day of the month each year based on when member joined. Dues become delinquent if not paid by the first day of the following month.
- Make an effort to attend all membership meetings; but are required to attend a minimum of (6) meetings and/or socials per year.
- Participate in annual Professional Woman of the Year Banquet requirements:
 - Donate one silent auction basket with a retail value of \$150 or more, or two baskets with a retail value of \$75.00 each.
 - Or, may donate \$150 cash donation and a basket will be put together for the member.
 - Or, may donate one live auction item
 - Member must participate on at least one event committee such as auction, decorations, dessert dash, sponsor chair, ticket chair, check-in/out, or other committee/position.
- Member must assist with set-up and tear down.
- Understand organization's mission, policies, and programs.
- Offer a positive attitude and a professional perspective in support of the goals of WWiB.
- Members should encourage new membership and bring guests to member meetings.
- Members are encouraged to submit nominations for Professional Woman of the Year and Charity Fund Program.

Patron Membership

A Patron Membership is an alternative membership to an Active Membership. A Patron must qualify and apply for membership and may be an active manager or business owner or a retired manager or business owner.

A Patron Member:

- Pays a \$200 Membership Fee.
- Must attend at least two (2) meetings or socials per year.
- Is invited but not required to participate on committees.
- Is invited but not required to provide an auction item.
- Is invited but not required to attend the annual Holiday party and vote on the end of year Charity.
- Is invited but not required to attend the September meeting highlighting the Professional Women of the Year finalists presentation, but must attend in order to vote.
- Patron members will be listed on the wwib.org website.
- Patron members will not be eligible for Active Member benefits
- Patron members are eligible for Member to Member benefits and third party discounts and benefits.

Membership Meetings

The majority of WWIB meetings are scheduled on the fourth Tuesday of each month, with the exception of Nov & Dec meetings. Some meetings may be set as field trips, the majority of meetings will be held at:

The Bellingham Golf & Country Club
3729 Meridian Street, Bellingham, WA 98225
360.733.3450

WWIB meeting agenda:

Social from 5:30-6:00pm

Dinner served at 6:00pm

Program 6:15-8:30pm

RSVP by the Friday before the meeting to ensure a meal. You will receive an evite to reply with an RSVP or you may go to www.wwib.org to RSVP directly. You may still attend if you are late to RSVP however, a meal may not be guaranteed. Each membership meeting is \$25.00 whether you have a meal or not, please pay online prior to the meeting at www.wwib.org. Please contact the VP of Programs on or before the Friday preceding the meeting if you need to cancel your RSVP for a refund.

Member Benefits

- Members in good standing who have paid their annual dues receive the following benefits each year:
- One Ticket to the Annual Professional Woman of the Year Banquet & Auction.
- Inclusion of their bio on the www.wwib.org website.
- Inclusion of headshot, name and business name in a full color member ad in magazine in October each year.
- Member to member benefits (see website for more info: <http://wwib.org/membership-benefits/>)

Membership also offers:

- Opportunity to promote your business through our monthly meetings.
- Opportunity to mentor other women in business or receive mentorship in areas of uncertainty.
- Community awareness and educational opportunities through guest speakers on topics relevant to women business owners and managers.
- Emphasis on creating a fun and energized environment of camaraderie, partnership and trust.
- Increased stature and business credibility.
- Meet professional women and understand their path to leadership, success and great accomplishments!

Scholarship Program

WWIB offers a scholarship program for women entering or continuing their education. Applications are accepted annually in spring (usually May) and Scholarship Recipients are announced in summer (usually June).

Although the number of scholarships and amount of the scholarship varies from year to year, in recent years WWIB has distributed \$20,000.00 in scholarships. We seek to grow our scholarship offering every year.

There are no age restrictions on the application although the applicant must have graduated from high school, be living in Whatcom County at the time of application.

Recipients are selected based upon a complete application, clear goals, grades, community involvement, extracurricular activities, financial need, references, and an in-person interview.

Scholarship Application

Applications can be found on www.wwib.org and must be complete for consideration.

- Complete the application
- Enclose a copy of the most recent quarter/semester unofficial transcripts from high school and recent college.
- Include written documentation of acceptance to a post-secondary education institution.
- Attach a cover letter. (See Goals and Objectives Section.)
- Attach two recent letters of reference.
- Application must be submitted no later than April 30, 2016.

Please Note: All personal and financial information provided in this application will be held strictly confidential and be used solely to determine scholarship eligibility.

Charity Fund Program

Each year, in November, the Charity Fund Chairperson will solicit the membership for charity nominations for the coming year.

Members in good standing may nominate an organization that they are in some way involved with - on the board, volunteer for, donate to, etc. The WWIB Charity Committee will collect all nominations.

Committee decision will be made based on the following criteria:

- Focus will be on local charities serving Whatcom County
- Member must be in good standing to nominate a charity
- Member must be involved in the charitable organization
- Charity will be community minded - not just serve women and children;
- A charity cannot be selected two years in a row.

WWIB will support selected non-profit organizations with a financial donation. Additionally, our membership is asked to consider supporting in-kind and volunteer requests from each organization.

WWIB has in prior years donated \$1,000 to each charity. The budget committee will provide the Charity Fund Committee with an annual amount that will be available for distribution.

WWIB will invite a guest speaker from each charity to attend a membership meeting, receive their check and give a ten minute overview of their organization.

An additional charity will be selected at year end to receive a donation and will be voted on by all members in good standing.

Charity Bucks Basket

Near the end of each membership meeting, a basket will be passed and members and guests who want to take a minute to talk about something important to their personal or business life can put their business card and a financial donation (min. \$5 suggested) in the basket for a chance to speak.

Following the basket being passed, business cards will be drawn to raffle off prizes donated by the membership.

The funds raised from the Charity Bucks Basket will be donated to a charity selected by the membership at year end.

Professional Women of the Year

This is your opportunity to nominate that special, hardworking and professional woman who has always amazed you with her professional acumen, mentorship and business accomplishments. The one person who also finds time to volunteer, and contribute to the community.

Each year Whatcom Women in Business sponsors an annual Professional Woman of the Year banquet to honor professional women who have gone above and beyond and deserve to be recognized for their accomplishments.

We invite you to fill out a nomination form providing us the details we need for determining the finalists. Incomplete applications will be not considered. The more information you provide the better.

In an effort to avoid being a self-serving group, members of WWiB are not eligible to become PWOTY while a member.

Nomination applications can be found at
<http://wwib.org/awards-banquet/nominate/>

Annual Banquet & Auction

In celebration of the Professional Women of the Year, the WWIB membership hosts an Annual Banquet and Auction. This event has sold out each and every year. This year we will be at Four Points by Sheraton Bellingham Hotel & Conference Center.

The gala includes a plated dinner, presentation of our Professional Woman of the Year Finalists; we honor our scholarship recipients, and host a silent auction, live auction, dessert dash, and finally, the announcement of the Professional Woman of the Year Award Winner.

We ask that all members actively participate in this event and:

- Donate one silent auction basket with a retail value of \$150 or more, or two auction baskets with a retail value of \$75.00 each.
- Or, may donate \$150 cash donation and a basket will be put together for the member.
- Or, may donate one live auction item
- Participate on at least one event committee such as auction, decorations, dessert dash, sponsor chair, ticket chair, check-in/out, or other committee/position.
- Assist with set-up and tear down.

This event is key to our ability to provide scholarships to women attending or returning to higher education, as well as supports our Charity Fund Program.

This event is typically held annually on the fourth Tuesday of October.

Bylaws

ARTICLE I - MEMBERSHIP

Revised March 11, 2014

1. Goals

Whatcom Women in Business (WWiB) provides its members an opportunity to exchange professional encouragement, education and information. The professional ethics of each member shall be respected at all times. Each member is encouraged to describe her work and expertise to other members so that members can be of help to one another. Organizational goals will be defined annually by the board of directors.

2. Active Membership.

Active membership in Whatcom Women in Business shall consist of women in leadership roles, currently employed in owning their own businesses or holding management or executive positions for at least one year. If applicant has been in business for less than a year, the new member is required to be sponsored by a mentor for one year by someone within the group. Membership will not consist of more than 20% of total membership body in any one professional category. Each member will be a voting member if each has paid her dues to the organization in the amount fixed from time to time by the Board of Directors. Each vote may be exercised in person or by written proxy.

Active members are required to:

- Attend a minimum of six (6) meetings or socials per year
- Participate on at least one committee
- Participate in the annual Professional Woman of the Year Banquet/Auction.
- Provide at least one auction item.

2a. Patron Membership

A Patron member must qualify and apply for membership the same as an active member, and must be a manager or owner, or a retired manager or owner of a business. A Patron Membership does not include Active Member Benefits. Patron membership does include member-to-member benefits. Patron members will be listed on the wwib.org website on the patron member listing. Patron member's business affiliation will be listed on the website but will not be included in the Active Member industry categories. Up to a maximum of twenty five percent (25%) of the body of this organization may consist of patron members. Patron Members may attend all socials and membership meetings, but must attend a minimum of

(2) Two meetings or socials per year.

Patron members are invited but not required to:

- Participate on committees.
- Provide an auction item for the banquet.
- To attend the PWOTY finalist presentations meeting, but must be present in order to submit a vote on PWOTY.
- To attend the annual holiday party, but must be present in order to vote on the end of year charity selection.

3. Inactive Membership.

Inactive membership shall be given to any member who fails to attend the required six (6) of twelve (12) meetings in a year. If a member becomes inactive, she will be considered a member not in good standing. It is up to the member to come before the board to extend special needs for failure to make required meetings.

4. Change of Job Status.

If a member changes job status, she must advise the organization in writing at the time of her change of job status. She may participate in the organization until the end of the year, but she must then re-qualify for membership based on her new job status. In the event the classification in which the member is to reapply has exceeded 20% of total membership, the member will then be required to wait until an opening occurs in her new field. If she would otherwise qualify for an active membership, she may apply for a Patron Membership until an active category opening comes available.

5. Application for Membership.

A prospective member can apply for membership after attending two meetings and submitting a written application, including her membership sponsor's name, to the Membership Committee who will review the qualifications of the applicant and determine whether she meets requirements for membership, and whether her job status conflicts with that of any existing member. If a conflict occurs, the current member can make a formal objection at a board meeting or in writing, and the objection will be considered by the Board. The applicant can respond to an objection in writing or in person at the next Board meeting. If there are no objections to the applicant, or if all objections have been resolved, then the Board will vote upon acceptance and notify the applicant in a timely manner. Upon approval, the applicant will submit dues to Whatcom Women in Business. Declined invitations for membership may be resubmitted.

6. Limitations on Membership.

Membership positions may be restricted by the Board of Directors to meet their responsibility to maintain a balance of those businesses and professions represented in the membership. Applicants accepted for membership who pursue a career in multi-level Marketing are encouraged to talk about their product to the membership; however, they may not use the organization as a forum to solicit participants into their business.

7. Dues.

The dues for membership in this organization shall be proposed by the Board and ratified by the membership at the annual meeting or any special meeting called by the Board of Directors. The rate for dues may be changed by a two-thirds vote of the Board of Directors voting at any duly constituted Board meeting. Dues are payable on or before the first day of the month each year based on when member joined. Dues become delinquent if not paid by the first day of the following month. Dues for joining are not prorated. The annual membership dues are set by the board. A late fee as set by the board will be charged if dues are paid after the due date. An appeal may be submitted in writing to the board regarding late fees by members who feel they have extenuating circumstances.

8. Annual Meeting.

The annual meeting of the membership shall be held at a place designated by the Board of Directors on the fourth Tuesday in November of each year, but in case such date shall be a legal holiday, the meeting shall be held on such date as deemed appropriate by the Board of Directors. Any business proper for consideration by the membership may be considered at the annual meeting, whether or not such business is specified in the notice of annual meeting. Notice of annual meeting may be sent by electronic notification.

9. Regular Meetings.

The regular meetings of the membership shall be held on the fourth Tuesday of each month in the evening, except when these days conflict with holidays. The time and place of the meetings shall be designated by the Board of Directors.

10. Special Meetings.

Special meetings of the membership may be held at a place designated by the Board of Directors, the President or one-tenth of the membership. Only businesses specified in the notice of meeting may be considered at a special meeting of the membership.

11. Notice.

Notice of the time and place of membership meetings shall be delivered to each member in person or by electronic notification to each member at the last address given by the member to the Membership Chair of the organization.

12. Quorum.

The presence in person or by the proxy of at least sixty percent (60%) of the members shall constitute a quorum for the transaction of business at any duly called membership meeting. Except as otherwise required by the Bylaws, the act of a majority of the members present in person or by proxy at a membership meeting shall be the act of the membership.

ARTICLE II - BOARD OF DIRECTORS

1. Powers and Qualifications.

The affairs of this organization shall be managed by the Board of Directors. Directors shall be members in good standing of Whatcom Women in Business. The term Board Member and Director shall be used interchangeably. The Executive Board shall consist of the President, the Past President, The Secretary and the Treasurer.

2. Number.

The number of Board Members of the organization shall not exceed twenty (20) and shall consist of the President, immediate past President, Vice President(s), Secretary, Treasurer, one or more directors elected at large, plus any other members deemed appropriate. No person serving as a Director or Officer shall have more than one vote on the Board. The Board of Directors may increase or decrease the number of Directors, providing that no decrease in number shall have the effect of shortening the term of any incumbent or reducing the number of directors to less than three (3).

3. Nomination of Board Members.

A Nominating Committee consisting of the current President, past Presidents who are currently members in good standing of the organization, and one or more current Board Members shall nominate a slate of Officers and Directors. This slate shall be presented to the membership for acceptance.

4. Election, Term and Removal.

Election of Directors shall take place annually. It is currently recommended that election of Officers and Directors take place at the annual membership meeting in November of each year, with installation of Officers occurring the following month at a regular or special membership meeting. Officers and Directors shall hold office until their successors are elected. No Director or Officer shall serve more than two full consecutive terms in the *same* position. "Any Director or officer who is deemed unqualified, for unethical or immoral business practices, or for a reason presented to the Board by a Director or Officer in writing or at a regular Board meeting, may be removed from the Board by a majority vote of Directors. Additionally, Directors or Officers must not be absent for more than two (2) of the scheduled monthly Board meetings in order to be considered an active Board member. Unexcused absences beyond two meetings are cause for review by the Director and the Board and are probable reason for replacement on the Board."

5. Vacancies.

The Board of Directors shall have power to fill any vacancy occurring in the Board by appointment of a qualified member in good standing to the position in temporary status, to serve until the term of office is completed and a successor is elected.

ARTICLE III - MEETINGS OF BOARD OF DIRECTORS

1. Annual Planning Retreat. The annual Planning Retreat of the Board of Directors shall be held in January for current and newly elected Directors and Officers.

2. Regular Meetings. The Board of Directors shall meet monthly on the date, place and time designated by the president. Each Board Member must attend 10 out of 12 scheduled meetings.

3. Special Meetings. Special meetings of the Board of Directors may be held at any place, at any time, whenever called by The President or any two (2) or more Directors.

ARTICLE IV - ADMINISTRATIVE AND FINANCIAL PROVISIONS

1. Fiscal Year

The fiscal year of the organization shall be January 1 to December 31.

2. Books and Records.

The organization shall keep current and complete books and records of account. The organization shall keep minutes of the proceedings of meetings of the Board of Directors.

3. Amendment of Bylaws.

These Bylaws may be altered, amended or repealed by the membership at any duly constituted Membership Meeting, so long as any such amendment has previously been approved by a Quorum of the Board of Directors. Notice of the proposed amendments must be included in the notice of the meeting.

ARTICLE V- REMOVAL

Any director, officer or member of the organization may be removed from office or membership for any action which the Board deems detrimental to the organization's purposes and activities. Removal shall require the affirmative vote of two-thirds of the Board of Directors following ten days' written notice, to the individual involved, of the reasons for the proposed action and after the individual affected has been given an opportunity, if she desires, to respond to the stated reasons at a meeting of the Board. Failure of a director to attend three consecutive meetings of the Board shall be cause for removal from office. Failure of a member to attend at least six (6) meetings in any year may be cause for placing the member on inactive status or termination of membership, as will be failure to make timely payment of dues will be cause for termination of membership. Inactive status is defined as not fulfilling the requirements of an active member.

ARTICLE VI - FINANCES

An executive committee, consisting of the President, Vice President and Treasurer, shall propose a budget at the Annual Board Meeting for adoption by the members. The Board of Directors may modify the budget. No member, officer or director shall incur debts on behalf of the organization which are not provided for in the budget or which would create a liability in combination with other projected debts, greater than the projected receipts of the organization during the following twelve-month period.

Article VII - ADOPTION OF BYLAWS

Bylaws Originally Adopted by the Board of Directors: _____

Bylaws Amended by the Board of Directors: March 11, 2014

Whatcom Women in Business

PO BOX 1773

Bellingham, WA 98225

www.wwib.org