

IWF GEORGIA POLICIES

IWF Georgia Policy Definitions:

The term **IWF Global** refers to the International Women's Forum's global headquarters located in Washington, D.C.

The term **IWF** is used to refer to IWF Global and its chapters, including IWF Georgia.

The term **IWF Georgia** refers to the Georgia chapter of the International Women's Forum.

Guest Policy

IWF Georgia meetings are an opportunity for members to mingle, confer and build relationships with one another and those meetings provide members with a chance to speak freely and openly with one another. IWF Georgia meetings are open only to IWF members.

Women from other IWF chapters are welcome to join in our programs. IWF members are welcome to bring a spouse or significant other to the annual IWF Georgia holiday party.

With respect to the IWF Global conferences, IWF Georgia adheres to IWF's policies for conference attendance. Registration for IWF Global conferences is opened first to members for the announced period of time. Guests are welcome to attend IWF Global conferences and may register during the time designated for guest registration. Guests may include a spouse, significant other, professional colleague, or family member. Guests between the ages of 20 and 35 are considered Young Leaders. Guest and Young Leaders' registration fees must be collected in advance of the start of the conference. Generally, the number of guests per member is limited to two (2).

The IWF Global's Hall of Fame Awards Gala is open to registration outside of the membership.

Members Policies

Good Standing: requires annual attendance and dues payment as set forth below. Honorary Members are exempt from such requirements. Membership categories, as set forth in the Bylaws, are: Active, Approved Inactive [one-year at reduced dues], Emerita [80 years of age, member for 15+ years], Honorary.

Attendance: each Active Member and Emerita Member must attend two or more qualifying programs or events per year; in addition, members are encouraged to co-host programs and events on a periodic basis and to attend conferences of the IWF Global. Honorary Members are invited and encouraged to attend qualifying events and programs.

Qualifying Events and Programs include: dine arounds, the annual meeting and programs, events and other gatherings of members announced to the membership by or on behalf of the Program Committee, the President and the Board.

Payment of Dues: Active Members are required to pay dues annually in the amount set by the Board upon receipt of notification and in any event on or before April 1 of each calendar year. The Board may make accommodations for the late payment of dues by Active Members with special circumstances determined by the Board to justify such late payment.

Payment of Reduced Dues: Approved Inactive Members and Emerita Members are required to pay reduced dues annually in the amount set for such reduced dues by the Board upon receipt of notification and in any event on or before

April 1 of each calendar year. The Board may make accommodations for the late payment of dues by Approved Inactive Members and Emerita Members with special circumstances determined by the Board to justify such late payment.

Termination of Membership: a member and the Board may act to terminate membership as set forth below. Such members shall no longer receive notices of programs and events, will not be included in the IWF Global Membership Directory, and IWF Georgia will not pay the membership fee to IWF Global for such members.

Resignation: Any member may resign by submitting a letter of resignation to the Board. The letter should be addressed to the President and will be shared with the entire Board. The Board shall review such letter of resignation at its next Board meeting and shall respond by formally accepting such resignation, advising the resigning member that dues will not be refunded and that such resigning member must go through the formal membership process to re-join.

Lapsing: Any Member other than an Honorary Member may be removed from membership due to non-payment of dues or failure to attend programs or events as determined by the Board. Members who do not pay dues by April 1 of the calendar year shall be sent a letter advising them that their continued non-payment may cause them to be considered as "Lapsing." The Board may, in its discretion, propose that the member seek status as an Approved Inactive Member or may otherwise waive such requirements. Such members may reactivate membership in accordance with procedures set by the Board.

Cause: Any membership may be suspended or revoked by the Board for cause based upon reasons the Board determines to be valid. The reasons shall be set forth in a resolution duly adopted by the Board. The member so suspended or removed may appeal to the Board for reconsideration of its action. In such event, the member shall be provided with a copy of the board resolution setting for the reasons for her suspension or the revocation of her membership and shall be given an opportunity to be heard at a meeting of the board called for reconsideration of its action to suspend or revoke such membership. The action of such meeting shall be final.

IWF Transfer Members

IWF Georgia follows IWF Global's policy that allows members in good standing to transfer their membership from one chapter to another when the member relocates. The procedure is for the President or Executive Director of the transferring member's chapter to send a written request for the member's transfer with confirmation of the member's good standing to the President or Executive Director of the receiving chapter. Upon receipt of the written request and confirmation of good standing, the President or Executive Director of the receiving chapter notifies the transferring President or Executive Director of the acceptance of the member and the transfer is complete.

Social Media Policy

IWF Georgia's website is intended to be used for lawful purposes only. IWF Georgia reserves the right to remove any content posted on its site for any reason. Decisions as to whether the content violates IWF Global's or IWF Georgia's standards will be made at IWF Global's or IWF Georgia's sole discretion. These are general guidelines.

Members agree to the following principles when mentioning IWF Georgia in social media:

1. We agree that our posts in social media reflect the opinions of the individual who posted them and not those of IWF Georgia as an organization.
2. We agree that our posts in social media addressing IWF Georgia will focus on topics that are the subject of the meeting or program and not personal views or disagreements.
3. We agree to keep confidential our individual interactions at IWF Georgia Member programs and meetings and to limit our posts to the topics discussed by speakers.



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IWF Georgia incorporates by reference the attached IWF Global policy on Social Media Website Posting.

Conflict of Interest

Anyone making decisions on behalf of IWF Georgia should always act based on the best interests of the organization. No individual associated with the IWF should use his or her position for personal benefit, for the benefit of friends or relatives, or to further any outside interests or personal agenda. This standard applies to all transactions and decision, whether or not covered by our policies and procedures.

If a Board Member has an affiliation or business connection to another company or firm with which IWF Georgia is entering into a transaction, that Board member or Officer shall declare the potential conflict of interest in advance of the deliberation and decision about the transaction. She may participate in the discussion and may elect to vote on the action or record her abstention. The conflict of interest will be noted in the minutes of the meeting.

IWF Georgia incorporates by reference the attached IWF Global policy on Conflict of Interest.

Membership Directory Distribution and Usage

IWF Georgia produces an annual roster of members which is distributed electronically to members and is posted at the Members Only section of the IWF Georgia website. Members provide updates to their contact information through the IWF Global website.

The IWF Georgia membership directory is for the sole use of members. It cannot be made available for commercial solicitation purposes nor may it be shared with non-members.

Members may not use IWF Georgia's membership directory for purposes of soliciting on behalf of their own businesses or events. Member may, through the network of direct contacts and relationships they have made at IWF, reach out to those contacts on a personal basis. However, IWF Georgia's membership directory is not to be used for broad based solicitation.

Supporting Members' Achievements and Endeavors

IWF Georgia is proud and supportive of Members' professional and community achievements, such as grand openings of businesses and publishing books. IWF Georgia will acknowledge these achievements at Member meetings, in the newsletter and with email messages to the membership. IWF Georgia seeks to be equitable in noting Members' achievements and asks that Members make the Administrator and Newsletter Editor aware of these achievements as they occur from time to time.

IWF Georgia seeks to be fair in acknowledging all Members' achievements and will announce Members' grand openings, fundraisers, and book signing, etc., but those activities cannot be conducted at Member meetings.

Whistleblower Policy

Reporting Suspected Fraud or Illegal Activity

IWF Georgia encourages reporting of illegal or suspected illegal and improper activities. IWF Georgia will not abide unethical behavior within the organization and does not retaliate against those who report suspected illegal activities in the organization.

Any suspected fraudulent or illegal activities are to be reported to the President of the Organization. If the suspected fraudulent or illegal activities involve the President, the report is to be made to the Secretary of the Board of Directors.

If a good faith report of suspected fraud or illegal activity cannot be substantiated, the person reporting the suspected activity will not be reprimanded or subject to other discipline or retaliation.

Suspected fraudulent or illegal activities could include the accuracy, quality, timeliness or effectiveness of any aspect of IWF Georgia's receipt, use, or accounting for funds, including but not limited to membership dues or contributions from a member/sponsor for a Member meeting or Annual Meeting.

Reports can be submitted anonymously by preparing a written description of the suspected fraudulent or illegal activity, placing the description in an envelope marked "For the President of IWF Georgia Only" or "For Secretary of the Board of Directors Only".

Approval of IWF Georgia Programs and Events

The Program Committee operates under the direction of the IWF Georgia Board of Directors. We entrust the Chair and the Committee with developing programs that, to the extent possible, provide a unique experience for our members.

The Program Committee presents the proposed programs and speakers for the coming calendar to the Board of Directors for approval, usually in late fall, after the Program Committee has identified the topics and speakers. In instances where all program topics are not ready for approval in this time frame, the Program Committee presents the topics and speakers to the Board of Directors for approval as soon as it is possible to do so, with the understanding the Board of Directors appreciates being given sufficient time to ask questions about the topics and speakers. The Board of Directors gives consideration to whether there are other organizations where particular content is best obtained.

Annual Budget

The Board of Directors of IWF Georgia has approved a policy of accumulating and retaining a cash reserve of up to six months of operating expenses, to be used in deemed emergency matters. The use of this reserved cash will require approval by the Board of Directors.

Dues

Periodically, as deemed necessary, the Board of Directors convenes a task force to review our dues structure for annual membership. (Membership dues, members' and third parties' contributions to support programs or events and in-kind contributions are the only sources of revenue to cover our operating costs.) During 2016, such a task force recommended changes to the dues structure, which the Board approved. IWF Georgia's dues have been relatively low, and IWF Global has raised its per-capita dues from \$80 to \$120. The new approved annual dues are \$450. There is a reduced dues level of \$325 for members who are over 80, retired and in good standing for 15 or more years and those otherwise eligible for reduced dues (as an example: Approved Inactive Members).