

WPF Policies, Procedures, and Guidelines

Updated October 2023

This document has been prepared with the intent of providing guidelines regarding WPF policies and procedures.

I. Membership Categories:

A. Active Membership:

1. Criteria/Requirements
 - a. Be employed full-time or be employed in a career where the content and professionalism of the work is the measure of eligibility and not number of hours worked.
 - b. Be a resident and/or employee in the greater Greensboro area. "The greater Greensboro area" shall be interpreted to be "Guilford County."
 - c. Be an experienced upper management executive, licensed or degreed professional, business owner, or elected or appointed to public office, as stated in the Bylaws.
 - d. Must have a minimum of five years' professional experience and a minimum of two years' experience in the same or related field of work in which the applicant is engaged at the time of her application.
 - e. Be sponsored by three Active, Active Retired or Emeritus members with one of the Active or Active Retired members identified as the primary sponsor (Note: An Emeritus member may not be a primary sponsor).
 - f. Be approved for membership in this category by the Board of Directors.
2. Meeting Attendance
 - a. Attend 50% of scheduled regular monthly meetings each year. If an Active member knows that she will not be able to attend 50% of the meetings, she should discuss her particular situation with the Membership Chair. Other active involvement and participation in such things as committees, Special Interest Groups, and hosting/attending small group dinners will be favorably considered when an Active member is unable to attend 50% of the scheduled monthly meetings. In general, a temporary or occasional situation (sessions of legislature or a temporary assignment out of town, for example) does not require any change in membership status and, with the approval of the Membership Chair, an Active member may cancel luncheon reservations for a period of time. The

final decision regarding membership status rests with the Board of Directors.

- b. May bring guests to luncheon meetings by making timely reservations and ensuring that the luncheon fee is paid by the day of the meeting.
- c. Must notify the Administrative Assistant or designated individual by the established deadline date if unable to attend a monthly luncheon meeting.
- d. A report reflecting the monthly attendance of each Active member shall be provided to the Membership Chair by the Administrative Assistant. A reminder notice of the WPF attendance policy shall be sent to noncompliant members by the Membership Chair after the June meeting.

3. Benefits

- a. May vote.
- b. May sponsor new members.
- c. Receives electronic communication and WPF website access.

4. Resigning/Changing Status

- a. Shall notify the Chair of the Membership Committee in writing within thirty (30) days of any change in employment status or employment category.
- b. May resign by notifying the Membership Chair in writing at least thirty (30) days prior to the effective date. In such event, there will be no dues refund for the current membership year.
- c. If an Active member chooses or is placed in Supporting status or if she seeks Active Retired or Emeritus status during the fiscal year, the Active membership dues will serve as payment of Active Retired, Supporting or Emeritus membership dues for the remainder of that fiscal year.
- d. Active members in good standing who resign may reapply, by June 1, to be restored to Active membership by returning the membership application without necessity of attending 3 meetings and having 3 sponsors, assuming there is space in the total membership and space in the appropriate membership category.

5. Occupational Categories of Members

- 1. Accounting
- 2. Advertising/Marketing
- 3. Banking
- 4. Business Owner
- 5. Communications/Media
- 6. Information Technology

7. Consulting
8. Development
9. Education
10. Engineering/Architecture
11. Fine Arts
12. Government/Elected/Appointed Official
13. Health Services/Mental
14. Health Services/Physical
15. Health Services/Other
16. Human Resources/Training
17. Design
18. Investments/Financial Services
19. Insurance/Risk Management
20. Law - Judicial/Government
21. Law/Private Practice (1-5 in firm)
22. Law/Private Practice (6+ in firm)
23. Manufacturing/Production
24. Religious
25. Nonprofit Agency
26. Printing/Photography
27. Real Estate
28. Retail
29. Transportation/Travel
30. Foundation
31. Other

B. Active Retired Membership

1. Criteria/Requirements

- a. Be an Active member for three full years prior to applying for Active Retired membership status; and
- b. Be 55 years of age or older; or
- c. Be under 55 years of age with at least 25 years of professional service; and
- d. No longer be employed full-time; and
- e. Be approved for this status by the Board of Directors through a recommendation by the Membership Committee.

2. Meeting Attendance

- a. Not required to satisfy any attendance requirements.
- b. Must notify the Administrative Assistant or designated individual by the established deadline date if unable to attend a monthly luncheon meeting.
- c. May bring guests.

3. Benefits/Restrictions
 - a. May serve as Secretary, Treasurer, Director-at-Large and Membership Chair.
 - b. May chair or serve on a committee.
 - c. May chair or participate in a Special Interest Group
 - d. Receives electronic communications and access to WPF website
 - e. May vote.
 - f. May sponsor new members.
4. Resigning/Changing Status
 - a. May resign by writing to the Membership Chair at any time; however, there will be no dues refund for the current membership year.
 - b. Any change in status from Active Retired status will be handled on an individual basis by the Membership Committee with a recommendation to the Board of Directors.
 - c. Active Retired members in good standing who resign may reapply, by June 1, to be restored to Active Retired membership by returning the membership application without necessity of attending 3 meetings and having 3 sponsors.

C. Supporting Membership

1. Criteria/Requirements
 - a. Must be an Active member for two full years prior to applying for Supporting membership status.
 - b. Does not or cannot meet Active membership requirements. Must be approved for this status by the Membership Committee with a recommendation to the Board of Directors.
 - c. This membership category is meant for Active members encountering special circumstances expected to last no more than one year and does not renew automatically. Supporting member seeking to retain this membership status for longer than one year must reapply.
2. Meeting Attendance
 - a. Not required to satisfy any attendance requirement.
 - b. May attend any luncheon meeting by making a reservation and paying the appropriate fee by the time of the meeting.
3. Benefits/Restrictions
 - a. May chair or participate in a Special Interest Group.
 - b. Receives electronic communications and access to the WPF website.
 - c. May not vote.
 - d. May not serve as an officer.
 - e. May not sponsor a new member.
 - f. May not chair any committee.

- g. May be a full member of any committee other than the Membership Committee.
- 4. Resigning/Changing Status
 - a. May resign by writing to the Membership Chair at any time; however, there will be no dues refund for the current membership year. Supporting members may resume Active membership by contacting the Membership Chair and meeting the eligibility and attendance requirements as reflected in the Bylaws. A Supporting member is not required to obtain sponsors or go through the membership application process. If the Membership Committee determines that there is an opening with respect to the total membership cap, the category cap, and the place of business cap, the Supporting member will be restored to Active membership immediately upon receipt of her prorated dues for the remainder of the fiscal year.

D. Emeritus Membership

- 1. Criteria/Requirements
 - a. Be an Active and/or Active Retired member for ten full years prior to applying for Emeritus membership status; or
 - b. Have been an Active and/or Active Retired member for ten full years who left the organization in good standing and wishes to return as an Emeritus member; and
 - c. Be 55 years of age or older; and
 - d. No longer be employed full-time; and
 - e. Be approved for this status by the Board of Directors through a recommendation by the Membership Committee.
- 2. Meeting Attendance
 - a. Not required to satisfy any attendance requirements.
 - b. May attend any luncheon meeting by making a reservation or paying the appropriate fee by the time of the meeting.
 - c. May bring guests.
- 3. Benefits/Restrictions
 - a. May chair or serve on a committee.
 - b. May chair or participate in a Special Interest Group.
 - c. Receives electronic communications and access to WPF website.
 - d. May not vote.
 - e. May not serve as an officer.
 - f. May co-sponsor a new member.
- 4. Resigning/Changing Status
 - a. May resign by writing to the Membership Chair at any time; however, there will be no dues refund for the current membership year.

- b. Any change in status from Emeritus status will be handled on an individual basis by the Board of Directors through a recommendation by the Membership Committee.

II. Limitations on Membership:

- A. Active membership is currently limited to 150. Active Retired, Supporting and Emeritus members are not included in this total.
- B. No more than 10% of the Active membership can be in any one occupational category and no more than 5% from any one company.
- C. Occupational category is determined by each member's job description.
- D. Membership is not transferable within a company by which a member is employed.

III. Membership Application Procedures:

- A. New members are accepted once yearly. Completed applications must be received by the Membership Chair by June 1 for membership beginning August 1 of that same calendar year.
- B. An Active and Active Retired member may either sponsor or co-sponsor a total of no more than two (2) new member applications in any fiscal year. An Emeritus member may co-sponsor no more than two (2) new member applications in any fiscal year.
- C. New members may be a sponsor after 24 months of membership. The waiting period to sponsor a new member does not apply to WPF members who have been reinstated as members after having left WPF in good standing.
- D. The primary sponsor shall obtain the application for the prospective member from the Membership Chair, at which time the sponsor and the Membership Chair shall discuss the qualifications of the prospective member.
- E. Prospective members will attend a WPF luncheon meeting with each of her sponsors, a total of three meetings, within the twelve months prior to application.
- F. Sponsors will agree to provide any information about the prospective member as requested by the Membership Committee.

- G. If an applicant is rejected for membership, the primary sponsor and co-sponsors will be notified prior to notifying the applicant.
- H. Members of the Membership Committee, WPF President, and Supporting members cannot act as sponsors.
- I. Primary Sponsors and Co-Sponsors shall maintain contact with the new member and assist in the assimilation of the new member into the organization for a minimum of two years after the new member has joined the organization. Sponsors shall invite the new member to join her at WPF luncheon meetings and other WPF activities, introduce the new member to other members of the organization and encourage the new member's participation in the organization.

IV. Bylaws: Amending or Repealing:

The Board of Directors, or a simple majority (more than one half) of the Active and Active Retired members may initiate an amendment or repeal of the Bylaws. An Active or Active Retired member shall present a suggested Bylaw change in writing to an officer with a statement of the rationale for that change. The officer will then present the change to the Board of Directors for review at the next scheduled Board of Directors meeting. The member(s) requesting the change may be asked to make themselves available for additional information, either at the Board of Directors meeting or at a special meeting. At the next scheduled membership meeting, the Bylaw change will be introduced to the Active and Active Retired membership. The following month's Newsletter will outline the Bylaw change and rationale. At the following membership meeting, the Bylaw change will be discussed and voted on. For passage, the amendment or repeal must receive a simple majority vote of a total of the Active and Active Retired members present.

V. Dues, Fees, Expenses, and Budgets:

A. Dues Notices and Collection Procedure: Original dues notices will be mailed by the Membership Committee in conjunction with the Administrative Assistant in January of each year.

1. Dues must be paid by March 1.
2. Dues may be paid in installments with the permission of the Board of
3. Directors.
4. At the March membership meeting, the Administrative Assistant will attach a Dues Reminder Notice to the name tag of any member from whom dues are not received by March 1
5. The Administrative Assistant will send a reminder notice and/or call to any member from whom dues are not received by March 15.
6. By April 1, a list of members, if any, from whom no dues have yet been received will be provided to the Board of Directors. Each member with delinquent dues will be called by the Membership Committee to encourage continued membership.

7. Any member whose dues have not been paid by April 1 will be deemed to have resigned.
8. The Membership Committee Chair will send a letter expressing regret at the choice to discontinue membership.

B. Dues for Active Retired members shall be the same as dues for Active members.

C. Fees for guest lunches, socials, seminars, and workshops are due at the time of or prior to the event.

D. Refunds: Dues and fees are not refundable.

E. Budgets: Committee Chairs will submit budgets, when requested by the Treasurer, by year end. The WPF budget and dues will be based on a cumulative surplus no lower than \$5,000 at the end of the fiscal year. If the proposed budget requires a change in dues, the membership will be notified in the November Newsletter and it will be voted on at the December meeting.

F. Expenses: Committee Chairs are authorized to spend money up to the amount of and in the categories of the approved budget without seeking additional Board of Directors approval. Each committee should monitor its annual budget (either coordinated by the Chair or designee.) All expense reimbursement requests (including Administrative Assistant expenses) should be submitted to the Chair or designee. This individual then must approve and record the expense and submit it to the Treasurer for reimbursement. No committee shall exceed its budget without prior approval of the Board of Directors. Three bids must be submitted on any non-budgeted purchases or costs that exceed \$500.

Dues Calculation: Dues for members joining at times other than the beginning of the year will be pro-rated according to the number of months remaining in the WPF year.

G. Special Interest Groups are self-sustaining.

VI. Nominations and Election Schedule:

The Nominating Committee designates a slate of officers and presents the slate to the Board of Directors by October of each year. The slate is derived from information collected from the annual committee preference questionnaire, as well as specific requests from WPF members. The slate is presented to the membership at the November meeting, and nominations are solicited from the floor or by email. The slate then appears in the Newsletter. At the December meeting the vote is taken. New officers assume their positions on January 1. The members of the Nominating Committee are precluded from nominating themselves. Only one person from any given organization or business can be nominated for and serve on the Board of Directors during the same year.

VII. Committees:

- A. Each Committee Chair shall be appointed as set forth in the Bylaws.
- B. Committee Chairs whose positions are not elected members of the WPF board are appointed by February 1 and serve through January of the following year.
- C. The Chair of each committee is responsible for keeping the Board informed of the work of each committee for which she is responsible and for seeking necessary Board of Directors approval for the actions of the committee for which she is responsible.

VIII. Perihelion Award:

- A. The Perihelion Award is an extraordinarily special award to be given to a member for outstanding service to WPF.
- B. The Award was first awarded in 1991 and was awarded a second time in 2005. The award was reinstated in 2016 to be awarded in 2017, during WPF's 40th anniversary year, and shall be awarded at such other times as provided herein.
- C. The Award is not an annual award. It shall be given only occasionally when it is determined that there is a member especially deserving of such special recognition.
- D. The Award shall be awarded by the WPF Board upon nomination by any WPF Board Member or WPF Board Member and a vote of the majority of the current WPF Board of Directors.
- E. The Award shall be presented to the recipient at the WPF Annual Business Meeting in December. The Award itself shall be determined by the WPF Board of Directors at the time of the Award.

IX. News of Our Sisters:

- A. **Death of a Member:** In the event of the death of a WPF member, the first member who is aware of the death should notify the President.
- B. **Death or Illness of Member, Parents, Spouse, or Child:**
 - 1. **Cards/Notification in Newsletter.** Cards should be sent for the death of a parent, spouse, child, or member; the illness of a member, or the birth of a child. Cards should be selected based upon the event and the individual circumstances whenever possible. When appropriate, and with the permission of the member, notification of the event may be included in the Newsletter. The Board of Directors or its designee will assume responsibility for these acknowledgements.

2. **Contributions.** Contributions may be made by the Board of Directors in the member's name to the WPF Foundation or to another nonprofit organization such as the Heart Association, Hospice, etc. if the member has been a strong advocate for that organization. The contribution shall be \$100 in the case of the death of the member and \$50 in the case of the death of a member's spouse or child.

C. **Career Changes:** Career Changes and advancements may be published in the Newsletter or News of Our Sisters.

X. Miscellaneous:

- A. The monthly meetings of the Board of Directors are open to members. The meeting day is determined by the President.
- B. Announcements at the luncheons and information placed on the dining tables are limited to WPF business only. Other topics of interest can be presented on the Information Exchange Table.
- C. As a benefit of membership, WPF members' political candidacy may be announced from the podium. Leaflets describing political candidates and flyers regarding political candidates, their qualifications or activities, may be placed at the Information Exchange Table for retrieval by members at any time.
- D. The President of the Board of Directors shall review the activities of the Administrative Assistant. The President may choose to delegate this responsibility to the Past President. The yearly review and contract renewal will take place each December prior to the election of the new officers and board members in December and their installment in January.
- E. In the event of inclement weather, regularly scheduled meetings will follow the schedule of the facility at which luncheons are held. Members should check local news for closings of the facility. Information will also be posted at WPForum.org on home page.
- F. **Women's Professional Forum Private Facebook Group- Purpose and Policies**
WPF created a private Facebook group page for sharing news of WPF meetings, events, activities and other communications to the membership. Only WPF members may participate in the group. Posts are limited to news from the WPF Board and announcements and photos of WPF events, including events and activities sponsored or held by Special Interest Groups. Any items that do not involve a WPF event or activity will not be permitted and, if posted, will be deleted. Only WPF members will be able to see who is in the group and what they post. Self-promotion, spam and irrelevant links are not permitted. Questions regarding the WPF Facebook page should be directed to the 2nd Vice President.

Below is a non-exhaustive list of examples of posts that are **not** permitted on the WPF Facebook group page:

- Members' personal or company announcements;

- Notice of or information about non-WPF fundraisers;
 - Community and non-profit events;
 - Requests for participation in upcoming drives, events or activities that are not sponsored by WPF
- G. Information about non-WPF events and news, including those related to any non-profits outside of WPF, may be shared with the members by placing written materials about such events and news on the information table in the lobby at Starmount Forest CC before each monthly luncheon meeting.
- H. WPF-wide solicitations by individual members or Special Interest Groups for donations to nonprofit organizations, other than the Women's Professional Forum Foundation, are not allowed. Members participating in a SIG activity that benefits a nonprofit may donate to such nonprofit. For example, WPF members participating in a charity run may donate to the sponsoring charity and may seek other WPF members to join the run. They may not make a general solicitation for donations from the WPF membership at large to support their participation in the run or the charity.
- I. Special Interest Groups (SIGs) are a benefit and privilege of WPF membership. As such, attendance at SIG events should be limited to WPF members or those actively seeking membership. However, it is permissible for a SIG member to invite a guest to a SIG event on occasion, should space allow (WPF members have preference if space is limited).