

CONSTITUTION

ARTICLE I - NAME (Amended May 2004)

ORIGINAL TEXT:

The name of this organization shall be "The International Women's Club – Bermuda" (hereinafter known as the "IWC".)

PROPOSED CHANGES: The name of this organization shall be "The International Women's Club – Bermuda" (hereinafter known as the "IWC" [insert: or "Club"]).

JUSTIFICATION: This document refers to the "Club" as well as "IWC".

PROPOSED FINAL WORDING:

The name of this organization shall be "The International Women's Club – Bermuda" (hereinafter known as the "IWC" or "Club").

ARTICLE II - OBJECTS

The objects of the Club are to promote intellectual growth, to encourage social fellowship, to provide service to the community and to provide support and assistance in the integration of newcomers to Bermuda.

ARTICLE III - LIQUIDATION

In the event of liquidation of the Club, the assets are to be distributed to philanthropic organizations or institutions in Bermuda as appointed by the Executive Board (hereinafter referred to as the "Board").

BY-LAWS ARTICLE I - MEMBERSHIP [delete: (Amended May 2007)]

N.B. New numbering system throughout for ease of reference.

JUSTIFICATION: To update.

ORIGINAL TEXT:

1. The membership of the Club shall be open to women of all nationalities residing in Bermuda who actively support the objectives of the Club.

PROPOSED CHANGES:

[Insert: 1.1 Eligibility]

JUSTIFICATION: New section heading for ease of reference.

[Delete: 1.] The membership of the Club shall be open to women of all nationalities [delete: residing in Bermuda] who actively support the objectives of the Club.

JUSTIFICATION: We also have overseas members.

PROPOSED FINAL WORDING:

1.1 Eligibility

The membership of the Club shall be open to women of all nationalities who actively support the objectives of the Club.

ORIGINAL TEXT:

2. Any member who has served as President shall automatically be elected to Honorary Life Membership on completion of a full term of office. Any other member on recommendation of the Board and with approval of the membership may become an Honorary Life Member.

An Honorary Life Member shall have all the privileges and responsibilities of a regular member, but she shall be exempt from yearly dues. She shall be responsible for all other fees and charges. Exception: The Founding President of IAWC, even though an Honorary Life Member shall be exempt from all dues, fees and charges.

Honorary membership shall be given to the wife of the Governor of Bermuda, wife of the Premier of Bermuda and wife of the United States Consul General. If any of the above positions are held by a woman, she shall be the Honorary Member. The Honorary Member shall be exempt from all dues, fees and charges and shall not have voting privileges.

PROPOSED CHANGES:

[Insert: 1.2 Types of Member There shall be three types of members: Active Member, Honorary Life Member and Special Honorary Member.

JUSTIFICATION: New section, sub-headings and numbering for ease of reference.

[Insert: 1.2.1 Active Member

Active Members are those whose Club dues and/or Club fees and charges for the current year have been paid and are up-to-date.]

[Insert: 1.2.2 Honorary Life Member] [Delete: 2.]

(insert: 1.2.2.a) Any member who has served as President shall automatically be elected to Honorary Life Membership on completion of one year of office.

(insert: 1.2.2.b) Any other member on recommendation of the Board and with approval of the membership may become an Honorary Life Member.

(insert: 1.2.2.c) An Honorary Life Member shall have all the privileges and responsibilities of [delete: a regular] [Insert: an Active] Member, but she shall be exempt from yearly dues. She shall be responsible for all other fees and charges. Exception: The Founding President (delete: of IAWC), even though an Honorary Life Member, shall be exempt from all dues, fees and charges.

[Insert: 1.2.3 Special Honorary Member]

(insert: 1.2.3.a) Special Honorary membership shall be [delete: given] [Insert; extended] to the [Insert: persons holding the following positions or to their spouse or partner if the office is not held by a woman:] [delete: wife of] the Governor [insert: and/or Deputy-Governor,]of Bermuda, [delete: wife of] the Premier of Bermuda and [delete: wife of] the United States Consul General. [Delete: If any of the above positions are held by a woman, she shall be the Honorary Member.]

[Insert: 1.2.3.b If the invitation is accepted this type of member [delete: The Honorary Member] shall be exempt from all dues, fees and charges [insert: at the discretion of the Board] and shall not have voting privileges.

[Insert: 1.2.3.c Special Honorary Membership shall cease on termination or the removal from office of the member or the member's spouse as appropriate.]

JUSTIFICATION: To clarify the 3 types of Membership. Special Honorary Membership does not have to be taken up and the Board should have discretion to be able to charge fees etc for these members in certain cases eg for social events. The reference to the IAWC (International American Women's Club is now obsolete.

PROPOSED FINAL WORDING:

1.2 Types of Member

There shall be three types of members: Active Member, Honorary Life Member and Special Honorary Member.

1.2.1 Active Member

Active members are those whose Club dues and/or Club fees and charges for the current year have been paid and are up-to-date.

1.2.2 Honorary Life Member

- 1.2.2.a Any member who has served as President shall automatically be elected to Honorary Life Membership on completion of a full term of office.
- 1.2.2.b Any other member on recommendation of the Board and with approval of the membership may become an Honorary Life Member.
- 1.2.2.c An Honorary Life Member shall have all the privileges and responsibilities of an Active member, but she shall be exempt from yearly dues. She shall be responsible for all other fees and charges. Exception: The Founding President, even though an Honorary Life Member, shall be exempt from all dues, fees and charges.

1.2.3 Special Honorary Member

- 1.2.3.a Special Honorary Membership shall be extended to the persons holding the following positions or to their spouse or partner if the office is not held by a woman; the Governor of Bermuda, the Premier of Bermuda and the United States Consul General.
- 1.2.3.b If the invitation is accepted this type of member shall be exempt from all dues, fees and charges at the discretion of the Board and shall not have voting privileges.
- 1.2.3.c Special Honorary Membership shall cease on termination or the removal from office of the member or the member's spouse as appropriate.

ORIGINAL TEXT:

3. Resignations shall be presented in writing as they occur to the Membership/Database Chairperson, who shall present same to the Board.

PROPOSED CHANGES:

[Move Article I, paragraph #3 to new section 1.7 Resignation of Membership]

JUSTIFICATION: For ease of reference.

[Insert: 1.3 Application for Active Membership]

[insert former Article IV – ELECTION OF MEMBERSHIP #1.:] (insert: 1.3.1) Women who wish to join the Club shall apply using the [delete: Club] [insert: new member] application form (as amended from time to time).

[Insert 1.3.2 Once a completed new member application form has been delivered to the Membership Chairperson and the Treasurer has confirmed receipt of the membership dues the Membership

Chairperson shall present applications received at the next Board meeting for approval and, subject to Board approval, the applicants shall be admitted to Membership at the next Bi-Annual or Annual General Meeting or Hospitality event of the Club. Access to the Club's website shall then be made available to the member.]

JUSTIFICATION: To bring all membership concerns under one section. To clearly layout that membership now only starts on receipt of a completed membership form and payment of dues. (Board approval is considered necessary to ensure some Anti-money laundering/"Know your client" protection against automatic membership (as presently provided) in the event, albeit it unlikely, that a prospective member is not considered suitable. To remove them thereafter would prove difficult and require a full hearing and appeal and should be unnecessary.) Membership can now start anytime during the year including during the summer Dues amounts are referenced in new Article III Dues and Finance 3.2.3.

PROPOSED FINAL WORDING:

1.3 Application for Active Membership

- 1.3.1 Women who wish to join the Club shall apply using the new member application form (as amended from time to time).
- 1.3.2 Once a completed new member application form has been delivered to the Membership Chairperson and the Treasurer has confirmed receipt of the membership dues the Membership Chairperson shall present applications received at the next Board meeting for approval and, subject to Board approval, the applicants shall be admitted to membership at the next meeting or Hospitality event of the Club. Access to the Club's website shall then be made available to the member.

ORIGINAL TEXT:

4. Any member failing to pay her dues by August 31, provided that due notice has been given in the IWC Newsletter, shall forfeit her membership, and shall not be included in the Directory.

PROPOSED CHANGES:

[Move Article I, paragraph #4 to new section 1.6 Renewal of Membership]

JUSTIFICATION: For ease of reference

[Insert New Section: 1.4 Rules of Membership [Insert numbering]

1.4.1 Members must conduct themselves at all times in line with the Club's Constitution, By-laws and Standing Rules.

1.4.2 Provided a member's dues and any Club fees and/or charges are up-to-date they are entitled to join in all the activities and social events arranged by the Club and in addition (except for Special

Honorary Members) are entitled to vote at the Club meetings.

1.4.3 [insert former ARTICLE IV – ELECTION OF MEMBERSHIP #3.] Any member in arrears with her dues or whose membership is suspended due to non-payment of arrears of Club fees and/or charges shall have no right to take part in the proceedings of any meeting [insert: or Club event,] nor vote on any project.

JUSTIFICATION: To clearly lay out a members' obligations, entitlements and the consequences of non-payment of monies due to the Club.

PROPOSED FINAL WORDING:

1.4 Rules of Membership

- 1.4.1 Members must conduct themselves at all times in line with the Club's Constitution, By-laws and Standing Rules.
- 1.4.2 Provided a member's dues and any Club fees and/or charges are up-to-date they are entitled to join in all the activities and social events arranged by the Club and in addition (except for Special Honorary Members) are entitled to vote at the Club meetings.
- 1.4.3 Any member in arrears with her dues or whose membership is suspended due to non-payment of arrears of Club fees and/or charges shall have no right to take part in the proceedings of any meeting or Club event, nor vote on any project.

ORIGINAL TEXT:

5. Any member who is in arrears with any Club fees and/or charges for more than 30 days after notice of the arrears has been sent by the Board shall have her membership suspended until such arrears are paid in full.

PROPOSED CHANGES:

[Insert New Section: 1.5 Temporary Suspension of Membership]

[Delete: 5.]

Any member who is in arrears with any Club fees and/or charges [insert: other than membership dues] for more than 30 days after notice of the arrears has been sent by the Board shall have her membership suspended until such arrears are paid in full.

JUSTIFICATION: Late payment of dues is dealt with in section 1.6.3.

PROPOSED FINAL WORDING:

1.5 Temporary Suspension

Any member who is in arrears with any Club fees and/or charges other than membership dues for more than 30 days after notice of the arrears has been sent by the Board shall have her membership suspended until such arrears are paid in full.

Add new sections 1.6, 1.7 and 1.8

JUSTIFICATION: To bring all membership issues into one Article and for ease of use.

PROPOSED CHANGES:

[Insert new section: 1.6 Renewal of Membership]

[Insert: 1.6.1 The membership year runs from 1st July each year.

1.6.2 Renewals are accepted by the Club using one of the following payment methods: online banking, local cheque or cash.]

1.6.3 [Insert former ARTICLE I, paragraph #4:][Delete: 4.] Any member failing to pay her dues by 30 September, provided that due notice has been given in the IWC Newsletter, shall [delete: forfeit her membership, and will not be included in the Directory] [insert: be considered to have resigned from the Club and shall no longer have access to the Club website or be allowed to participate in any Club activity.]

JUSTIFICATION: To clarify the membership year, renewals payment method. Reference to the Directory has been removed as this is now included in the Website.

[Insert new section: 1.7 Resignation of Membership]

[Insert former ARTICLE I, paragraph #3] [Delete: 3.] (insert 1.7.1) Resignations shall be presented in writing as they occur to the Membership [Delete:/Database] Chairperson [insert:;] who shall [delete: present same to the Board][insert: amend the Club database accordingly and remove access to the Club website.)

(insert: 1.7.2) Upon resignation, all rights and privileges of membership cease.]

JUSTIFICATION: The membership chairperson is no longer referred to as a Membership/ Database Chairperson. There is no longer any requirement to notify the Board of all resignations.

[Insert new section: 1.8 Reinstatement]

[insert former ARTICLE IV paragraph #4] A member having resigned in good standing may reapply for membership [Insert: at any time by following the rules in Section 1.3.2].

JUSTIFICATION: To bring all membership issues into one Article and clarify the procedure for reapplying.

PROPOSED FINAL WORDING:

1.6 Renewal of Membership

1.6.1 The membership year runs from 1st July each year.

1.6.2 Renewals are accepted by the Club using one of the following payment methods: online banking, local cheque or cash.

1.6.3 Any member failing to pay her dues by 30 September, provided that due notice has been given in the IWC Newsletter shall be considered to have resigned from the Club and shall no longer have access to the Club website or be allowed to participate in any Club activity.

1.7 Resignation of Membership

1.7.1 Resignations shall be presented in writing as they occur to the Membership Chairperson, who shall amend the Club database accordingly and remove access to the Club website.

1.7.2 Upon resignation, all rights and privileges of membership cease.

1.8 Reinstatement

A member having resigned in good standing may reapply for membership at any time by following the rules in Section 1.3.2

ARTICLE II - OFFICERS (Amended May 2007)

ORIGINAL TEXT:

1. The officers of the Club, who shall form the Board, shall be President, First Vice President – Membership/Database, Second Vice President – Hospitality, Third Vice President – Programs, Fourth Vice President – Philanthropic, Secretary, Treasurer, Social Chairperson, IWC New Islanders Chairperson, Publicity Chairperson, Publications Chairperson and Webmaster. (Amended May 2009, May 2010)

An outside auditor shall be appointed by the President. On completion of her full term of office, the outgoing President shall become a voting member on the Board for one year in an advisory capacity. Her term may be extended at the discretion of the President and the Board. (Amended May 2007)

2. A majority of the Board shall constitute a quorum for the transaction of business.

3. In each Club year the President may appoint a maximum of three officers to fill vacancies on the Board.

PROPOSED CHANGES:

ARTICLE II - OFFICERS ~~(Amended May 2007)~~ [Insert numbering]

JUSTIFICATION: For clarification and style consistency.

2.1. The officers of the Club, who shall form the Board, shall be:

(insert: 2.1.1) President;

(insert: 2.1.2) First Vice President – Membership; ~~/Database~~

JUSTIFICATION: Database management is a duty of the Membership Chairperson not a separate Chair.

(insert: 2.1.3) Second Vice President – Philanthropic;

(insert: 2.1.4) Third Vice President – Programs;

(insert: 2.1.5) Fourth Vice President – Hospitality;

(insert: 2.1.6) Secretary;

(insert: 2.1.7) Treasurer;

(insert: 2.1.8) Social Chairperson;

(insert: 2.1.9) New Islanders Chairperson;

JUSTIFICATION: 2.1.3 AND 2.1.5 Changed to bring into line with other charities/non profit.

(insert: 2.1.10) Publicity Chairperson;

(insert: 2.1.11) Publications Chairperson; and

(insert: 2.1.12) Webmaster.

~~[Delete: An outside auditor shall be appointed by the President.]~~

JUSTIFICATION: There is no legal requirement. (See also BY LAWS; ARTICLE VI - DUTIES OF OFFICERS paragraph 8 for further explanation.

(insert: 2.2) On completion of her full term of office, the ~~outgoing~~ [insert: Immediate Past President] shall become a voting member on the Board for one year in an advisory capacity. Her term

may be extended at the discretion of the President and the Board. ~~[Delete:(Amended May 2007)]~~

JUSTIFICATION: In reviewing the role of the “outgoing president” of other organizations this person is most commonly referred to as “immediate past president.” This change is recommended to harmonize with common terminology.

[Move Article II, paragraph #2 to new Article VI – BOARD GOVERNANCE 6.1]

JUSTIFICATION: Move all Board concerns under new ARTICLE VI BOARD GOVERNANCE for clarity.

~~[Delete: 3.]~~[insert: 2.3] In each Club year the President may appoint a maximum of three officers to fill vacancies on the Board.

PROPOSED FINAL WORDING:

ARTICLE II - OFFICERS

2.1 The Officers of the Club, who shall form the Board, shall be:

- 2.1.1 President;
- 2.1.2 First Vice President – Membership;
- 2.1.3 Second Vice President – Philanthropic;
- 2.1.4 Third Vice President – Programs;
- 2.1.5 Fourth Vice President – Hospitality;
- 2.1.6 Secretary;
- 2.1.7 Treasurer;
- 2.1.8 Social Chairperson;
- 2.1.9 New Islanders Chairperson;
- 2.1.10 Publicity Chairperson;
- 2.1.11 Publications Chairperson; and
- 2.1.12 Webmaster.

2.2 On completion of her full term of office, the Immediate Past President shall become a voting member on the Board for one year in an advisory capacity. Her term may be extended at the discretion of the President and the Board.

2.3 In each Club year the President may appoint a maximum of three Officers to fill vacancies on the Board.

ARTICLE III – [Insert: DUES AND] FINANCE

JUSTIFICATION: To bring all items of a financial nature under one Article

ORIGINAL TEXT:

The funds of the Club shall be derived from the dues and from such other sources as the Board may approve.

PROPOSED CHANGES:

[Move Article III, paragraph #1 to new section 3.5 Funds below]

JUSTIFICATION: For ease of reference

[Insert: Section 3.1 Fiscal Year] [Insert former Article III paragraph #3]

The fiscal year shall [delete: begin on] [insert: be from] July 1[delete: of each year] [insert :through June 30].

JUSTIFICATION: To be clear on the definition of fiscal year.

PROPOSED FINAL WORDING:

ARTICLE III – DUES AND FINANCE

3.1 Fiscal Year

The fiscal year shall be from July 1 through June 30.

ORIGINAL TEXT:

2. Distribution of funds may be made with the approval of the Board. Bank accounts in the name of the Club may be established at a bank designated by the Board with the provision that the President and the Treasurer shall be co-signatories. In the absence of either the President or Treasurer, the First Vice President shall become co-signatory.

PROPOSED CHANGES:

[Move Article III, paragraph 2 to new section 3.3 Investments below]

JUSTIFICATION: For ease of reference

[Insert: 3.2 Dues]

[Insert: 3.2.1 Dues for the fiscal year shall be payable annually in advance and forwarded to the

Membership Chairperson on or before 30 September to entitle members to participate in Club activities and gain access to the Club website.]

[Insert former Article III paragraph 4a,:] (insert: 3.2.2] The Board may from time to time review the amount of annual dues, and upon the approval of the membership, change the dues.

JUSTIFICATION: To be clear about payment of dues and entitlement.

[Insert: 3.2.3 Members shall pay dues in the following amounts:

[insert text based on former Article IV, paragraph 5, 2nd sentence:] (insert: 3.2.3.a New Members accepted into the Club shall pay dues of \$50, reduced to \$25 in April, May and June.]

[Insert former Standing Rules 10.][Insert: 3.2.3.b Active Members shall pay renewal] [~~Delete: Renewal~~] dues [~~delete: shall be~~] [insert: of] \$60 per annum, reduced to \$50 [~~delete: per annum~~] if paid by June 30.

JUSTIFICATION: To be clear about dues amounts. To encourage timely payment of renewals by adding a rejoining fee to apply to those memberships terminated for non- payment, rather than notified non-renewal.

PROPOSED FINAL WORDING:

3.2 Dues

3.2.1 Dues for the fiscal year shall be payable annually in advance and forwarded to the Membership Chairperson on or before 30 September to entitle members to participate in Club activities and gain access to the website.

3.2.2 The Board may from time to time review the amount of annual dues and, upon the approval of the membership, change the dues.

3.2.3 Members shall pay dues in the following amounts:

3.2.3.b New Members accepted into the Club shall pay dues of \$50, reduced to \$25 in April, May and June.

3.2.3.b Active Members shall pay renewal dues of \$60 per annum, reduced to \$50 if paid by June 30.

ORIGINAL TEXT:

3. The fiscal year shall begin on July 1 of each year.

PROPOSED CHANGES:

[Move Article III, paragraph #3 to new section 3.1 Fiscal Year above]

JUSTIFICATION: For ease of reference

[Insert new section: 3.3 Investments]

[Insert: 3.3.1 All monies held by the IWC shall be placed in the IWC bank accounts.]

[Insert former Article III, paragraph #2, 2nd sentence] (insert: 3.3.2) Bank accounts in the name of the Club [~~delete: may be~~] [insert: shall be] established at a bank designated by the Board with the provision that the President and Treasurer shall be co-signatories. In the absence of either the President or Treasurer, the First Vice President (insert: and/or the Social Chairperson) shall become co-signatory.

JUSTIFICATION: For clarity.

[Insert: 3.3.3 The Club shall endeavor to keep at least a minimum of 2 years' operating costs in the bank at all times.)

JUSTIFICATION: Introducing reference to a minimum level of funds being held to ensure adequate monies are available for the continuity of the Club.

PROPOSED FINAL WORDING:

3.3 Investments

- 3.3.1 All monies held by the IWC shall be placed in the IWC bank accounts.
- 3.3.2 Bank accounts in the name of the Club shall be established at a bank designated by the Board with the provision that the President and Treasurer shall be co-signatories. In the absence of either the President or Treasurer, the First Vice President and/or the Social Chairperson shall become co-signatory.
- 3.3.3 The Club shall endeavour to keep at least a minimum of 2 years' operating costs in the bank at all times.

ORIGINAL TEXT:

4. a. The Board may from time to time review the amount of annual dues and, upon the approval of the membership, change the dues.

b. Special voluntary subscriptions may be collected for any project undertaken by the Club.

PROPOSED CHANGES:

[Move Article III, paragraph #4.a. to new section 3.2 Dues and move Article III, paragraph #4.b. to new section 3.5 Funds below]

JUSTIFICATION: For clarity.

[Insert: Section 3.4 Disbursements]

[Insert former Article III, paragraph #2, 1st sentence] (insert: 3.4.1) Distribution of funds may be made with the approval of the Board.]

[Insert: 3.4.2 Disbursement of IWC funds shall be by cheque or online bank transfer or cash with receipt.]

JUSTIFICATION: To reflect current practice.

(insert: 3.4.3 The cheque must bear two signatures: from: Treasurer, President or First Vice President and/or the Social Chairperson. At least one of the signatures shall be affixed in person.]

(insert: 3.4.4 Online transfers shall be initiated by the Treasurer and activated by the President or First Vice President.]

JUSTIFICATION: To make it clear that 2 signatures are required on cheques and 2 authorised people are required to activate online transfers – to ensure the funds are safeguarded.

(insert: 3.4.5 All written event, activity, dining, Banquet Event Order (“BEO”) or other contracts and obligations of the Club must be submitted by the Hospitality or Social Chairperson or Activity Coordinator to the President or Treasurer for review and approval before signing such contract or obligation on behalf of the Club.)

JUSTIFICATION: To ensure financial contracts entered into by the Club are reviewed and approved before being signed.

PROPOSED FINAL WORDING:

3.4 Disbursements

3.4.1 Distribution of funds may be made with the approval of the Board.

3.4.2 Disbursement of IWC funds shall be by cheque or online bank transfer or cash with receipt.

3.4.3 The cheque must bear two signatures: from Treasurer, President, or First Vice President and/or the Social Chairperson. At least one of the signatures shall be affixed in person.

- 3.4.4 Online transfers shall be initiated by the Treasurer and activated by the President or First Vice President.
- 3.4.5 All written event, activity, dining, Banquet Event Order Forms (“BEO”) or other contracts and obligations of the Club must be submitted by the Hospitality or Social Chairperson or Activity Coordinator to the President or Treasurer for review and approval before signing such contract or obligation on behalf of the Club.
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ORIGINAL TEXT:

5. Members collecting funds in the name of the Philanthropic Committee must present them to the Chairperson of that committee who shall record them and turn them over to the Treasurer of the Club within seven days.

PROPOSED CHANGES:

[Insert: Section 3.5 Funds]

[Insert former Article III, paragraph #1.] [Delete: The] (insert: 3.5.1) Funds of the Club shall be derived from the dues and from such other sources as the Board may approve.

[Insert former Article III, paragraph #4.b] (insert: 3.5.2) Special voluntary subscriptions may be collected for any project undertaken by the Club.

[Delete 5.] (insert: 3.5.3) Members collecting funds in the name of [delete: the Philanthropic] [Insert: an IWC] committee [insert: , activity or project] must present them to the Chairperson [insert: or coordinator] of that committee [insert: , activity or project] who shall record them.

[Insert: 3.5.4 Amounts in excess of \$200 must be paid] [Delete: and turn them] over to the Treasurer of the Club within [Delete: seven] [Insert:30] days.

JUSTIFICATION: To include funds received from all sources not just Philanthropic and to allow a longer time frame to get the funds to the Treasurer.

To ensure no large sums of money are held by any committee or activity for security reasons.

PROPOSED FINAL WORDING:

3.5 Funds

- 3.5.1 Funds of the Club shall be derived from the dues and from such other sources as the Board may approve.
- 3.5.2 Special voluntary subscriptions may be collected for any project undertaken by the Club.

- 3.5.3 Members collecting funds in the name of an IWC committee, activity or project must present them to the Chairperson or coordinator of that committee, activity or project who shall record them.
- 3.4.5 Amounts in excess of \$200 must be paid over to the Treasurer of the Club within 30 days.

ORIGINAL WORDING:

6. Officers and/or Committee Chairpersons shall make requisitions to the Treasurer for funds necessary for their projects and make monthly reports to the Board.

PROPOSED CHANGES:

[Move Article III, paragraph #6 to new section 3.7 Reimbursements]

[Insert new section: 3.6 Donations]

[Insert former Standing Rule #2.] (insert: 3.6.1) Upon approval of the Board, donations to a charity of [insert: more than] \$1,000 [delete: or more] shall be made with the approval of the members. Donations of [delete: less than] \$1,000 [insert: or less] shall be made by Board approval alone. Delete: (Amended May 2004)]

[insert former Standing Rule #3] (insert: 3.6.2) No appeal on behalf of the Club for a charitable donation shall be made without the consent of the Board.

JUSTIFICATION: To update and bring these Standing Rules concerning the distribution of funds into the By-Laws as it relates to actions that require the approval of the membership.

PROPOSED FINAL WORDING:

3.6 Donations

- 3.6.1 Upon approval of the Board, donations to a charity of more than \$1,000 shall be made with the approval of the members. Donations of \$1,000 or less shall be made by Board approval alone.
- 3.6.2 No appeal on behalf of the Club for a charitable donation shall be made without the consent of the Board.

PROPOSED CHANGES: [Insert new sections 3.7, 3.8 and 3.9]

JUSTIFICATION: For clarity

[Insert: Section 3.7 Reimbursements]

[Insert former Article III paragraph #6.] Officers ~~and/or~~ [insert: ,] Committee Chairpersons [insert: and Activity Coordinators] shall make requisitions to the Treasurer for funds necessary for their projects and make monthly reports to the Board.

JUSTIFICATION: To include Activity Coordinators as well.

[Insert: Section 3.8 Unbudgeted Expenditures)

Any single unbudgeted expenditure of funds shall be presented to the Board for review and approval or ratification.]

JUSTIFICATION: To ensure the proper review of items not previously budgeted for and post expenditure ratification if necessary.

[Insert: Section 3.9 Compensation)

[insert: No member, Officer or member of the Board of the IWC shall be employed by, receive any financial compensation from, or have any business interests with the IWC.]

JUSTIFICATION: To make it clear that no member, Officer or Board Member shall receive any financial gain from membership of the IWC.

PROPOSED FINAL WORDING:

3.7 Reimbursements

Officers, Committee Chairpersons and Activity Coordinators shall make requisitions to the Treasurer for funds necessary for their projects and make monthly reports to the Board.

3.8 Unbudgeted Expenditures

Any single unbudgeted expenditure of funds shall be presented to the Board for review and approval or ratification.

3.9 Compensation

No member, officer or member of the Board of the IWC shall be employed by, receive any financial compensation from, or have any business interests with the IWC.

1. Women who wish to join the Club shall apply using the Club application form (as amended from time to time).
2. The Membership/Database Chairperson shall receive and process all applications for membership. The Membership/Database Chairperson shall present applications received at the next Board meeting for information and the applicants will be admitted to membership at the next meeting of the Club.
3. Any member in arrears with her dues or whose membership is suspended due to non-payment of arrears of club fees and/or charges shall have no right to take part in the proceedings of any meeting nor vote on any project.
4. A member having resigned in good standing may reapply for membership.
5. Women being accepted into the Club from October to March inclusive will pay membership dues of \$50. Women being accepted into the Club in April, May and June will pay reduced membership dues of \$25.

PROPOSED CHANGES:

[Delete entire Article IV and move sections as follows:

#1 - Move to new Section 1.3 in Article I

#2 – Move to new section 1.3 in Article 1.

#3 - Move to new Section 1.4 in Article I

#4 - Move to new Section 1.8 in Article I

#5 - Move to new Section 3.2.3 in Article III]

JUSTIFICATION: To move all sections referring to Membership under Article I and section referring to dues to Article III Dues and Finance. There is now no longer the need to present potential new members to the Board before they are able to join.

ORIGINAL TEXT: ARTICLE V - ELECTION TO OFFICE (Amended May 2007)

1. By the February meeting of the Club, the President shall appoint a Chairperson of the Nominating Committee. Two additional members of the Nominating Committee shall be nominated from the floor at the February meeting of the Club. At this meeting the President shall also appoint an Election Chairperson and two inspectors of election. (Amended May 2009)

PROPOSED CHANGES: ARTICLE V - [insert: Article IV - NOMINATIONS AND] ELECTION TO OFFICE [delete: (Amended May 2007)

JUSTIFICATION: Paragraphs below are divided into 4 sections and numbered to clarify the procedure.

[insert: 4.1 NOMINATING COMMITTEE AND PROCESS]

[insert: 4.1.1 Nominating Committee Appointment]

[delete 1.] (insert: 4.1.1.a) By the February [delete: meeting] (insert: Hospitality event) of the Club, the President shall appoint a Chairperson of the Nominating Committee.

(insert: 4.1.1.b) Two additional members of the Nominating Committee shall be nominated from the floor at the February [delete: meeting] (insert: Hospitality event) of the Club.

[insert: 4.1.1.c If there are no nominations from the floor, efforts shall be made by the Board to solicit members to participate on the Nominating Committee.]

JUSTIFICATION: In recent years no one has offered to help, and the nominating committee has consisted of 1 person. This is a big job, and not easy for 1 person to handle.

[delete: At this meeting the President shall also appoint an Election Chairperson and two inspectors of election. (Amended May 2009)]

JUSTIFICATION: An Election Chairperson and Inspector of Election are not required unless there is more than one nominee for any Office – historically this has been unnecessary. However, should this become a necessity see new paragraph 4.2.2 below.

PROPOSED FINAL WORDING:

ARTICLE IV - NOMINATIONS AND ELECTION TO OFFICE

4.1 NOMINATING COMMITTEE AND PROCESS

4.1.1 Nominating Committee Appointment

4.1.1.a By the February Hospitality event of the Club, the President shall appoint a Chairperson of the Nominating Committee.

4.1.1.b Two additional members of the Nominating Committee shall be nominated from the floor at the February Hospitality event of the Club.

4.1.1.c If there are no nominations from the floor, efforts shall be made by the Board to solicit members to participate on the Nominating Committee.

ORIGINAL TEXT:

2. This Committee shall select one nominee for each office of the Club. The list of the Committee's nominees shall be presented at the April meeting. The slate of proposed officers will be voted on at the May meeting of the Club, installed at the June meeting of the Club and become effective on July 1st.

PROPOSED CHANGES: ~~2.~~ [insert 4.1.2: Nominations)

(insert: 4.1.2.a Nominations for all Board positions shall be accepted from the members of the Club annually.)

(insert: 4.1.2.b All members shall be called upon at the February and March Hospitality events and through the Newsletter to nominate any other member for a Board position.]

JUSTIFICATION: To ensure Members are able to contribute to the nominations process.

(insert: 4.1.2.c This Committee shall select at least one nominee for each office of the Club.)

[insert: 4.1.2.d The position of President should be filled from the existing Board members. If there are no current Board members willing to fill the President's role, the Nominating Committee should solicit nominations from past Board members.]

JUSTIFICATION: To ensure continuity.

[insert: 4.1.2.e The Nominating Chairperson shall update the Board at the March Board meeting of all progress towards filling the Board positions. If positions remain vacant, the Board shall make efforts to solicit members and/or consider changes in the existing Board positions where warranted.]

JUSTIFICATION: To ensure continuity.

(insert: 4.1.2.f) The list of the Committee's nominees shall be [insert: published in the April newsletter and] presented at the April ~~meeting~~ [insert: hospitality event].

PROPOSED FINAL WORDING:

4.1.2. Nominations

4.1.2.a Nominations for all Board positions shall be accepted from the members of the Club annually.

4.1.2.b All members shall be called upon at the February and March Hospitality events and through the Newsletter to nominate any other member for a Board position.

4.1.2.c This Committee shall select at least one nominee for each office of the Club.

4.1.2.d The position of President should be filled from the existing Board members. If

there are no current Board members willing to fill the President's role, the Nominating Committee should solicit nominations from past Board members.

4.1.2.e The Nominating Chairperson shall update the Board at the March Board meeting of all progress towards filling the Board positions. If positions remain vacant, the Board shall make efforts to solicit members and/or consider changes in the existing Board positions where warranted.

4.1.2.f The list of the Committee's nominees shall be published in the April newsletter and presented at the April hospitality event.

ORIGINAL TEXT:

3. Elected officers shall be eligible for election to the same office for two consecutive terms. A term shall consist of one year.

PROPOSED CHANGES:

[insert: 4.1.3 Eligibility]

[delete: 3.] (insert: 4.1.3.a) Elected officers shall be eligible for election to the same office for two consecutive terms.

(insert: 4.1.3.b) A term shall consist of one year.

[insert: 4.1.3.c Officers are eligible to be elected to a different office.)

(insert: 4.1.3.d In the event a position cannot be filled by the Nominating Committee an elected Officer may remain in a position as an Acting Chairperson until a replacement is found.]

JUSTIFICATION: To ensure continuity.

PROPOSED FINAL WORDING:

4.1.3 Eligibility

4.1.3.a Elected Officers shall be eligible for election to the same office for two consecutive terms.

4.1.3.b A term shall consist of one year.

4.1.3.c Officers are eligible to be elected to a different office.

- 4.1.3.d In the event a position cannot be filled by the Nominating Committee an elected Officer may remain in a position as an Acting Chairperson until a replacement is found.

[insert: 4.2 ELECTION PROCESS]

JUSTIFICATION: To update and clarify the procedure.

[insert former Article V, paragraph #2, 3rd sentence.] (insert: 4.2.1 The slate of proposed Officers shall be voted on at the May Annual General Meeting of the Club, installed at the June [delete: meeting] [insert: Hospitality event] of the Club and become effective on July 1st.

JUSTIFICATION: To update and clarify the timeline.

PROPOSED FINAL WORDING:

4.2 ELECTION PROCESS

- 4.2.1 The slate of proposed Officers shall be voted on at the May Annual General Meeting of the Club, installed at the June Hospitality event of the Club and become effective on July 1st.

ORIGINAL TEXT:

4. The election to any office shall be by a majority vote. All absentee ballots must be delivered to the election Chairperson within the two weeks prior to the election.
5. All elections shall be by ballot, but the members present by majority vote may dispense with the ballot when there is but one candidate for each office, and a voice vote taken.

PROPOSED CHANGES:

[move former Article V, paragraph #4. to new section 4.2.3 below]

[delete former Article V, paragraph #5: All elections shall be by ballot, but the members present by majority vote may dispense with the ballot when there is but one candidate for each office, and a voice vote taken.]

[insert: 4.2.2 All elections shall be by show of hands unless there is more than one candidate for any Office in which case the President shall prior to the May Annual General Meeting appoint an Elections Chairperson and an Inspector of the Election to conduct a vote by ballot.]

[insert: 4.2.3 Where there is more than one candidate for any Office, the Elections Chairperson and an Inspector of the Election shall be appointed before the May Annual General Meeting.]

PROPOSED FINAL WORDING:

- 4.2.2 All elections shall be by show of hands unless there is more than one candidate for any Office in which case the President shall prior to the May Annual General Meeting appoint an Elections Chairperson and an Inspector of the Election to conduct a vote by ballot.
- 4.2.3 Where there is more than one candidate for any Office, the Elections Chairperson and an Inspector of the Election shall be appointed before the May Annual General Meeting.

[delete: 4.] [insert 4.2.4] [former Article V, paragraph #4] The election to any office shall be by a majority vote.

[insert: 4.2.5] All absentee ballots must be delivered to the Election Chairperson within the two weeks prior to the election.

JUSTIFICATION: To update and clarify the procedure.

PROPOSED FINAL WORDING:

- 4.2.4 The election to any office shall be by a majority vote.
- 4.2.5 All absentee ballots must be delivered to the Election Chairperson within the two weeks prior to the election.

ORIGINAL TEXT: 6. The term of newly elected officers shall begin after their installation.

PROPOSED CHANGES: [insert: 4.3 Term of Office]

The term of newly elected officers shall [insert: be effective July 1st.]

JUSTIFICATION: To update and clarify the procedure.

PROPOSED FINAL WORDING:

4.3 Term of Office

The term of newly elected officers shall be effective July 1st.

ARTICLE VI - DUTIES OF OFFICERS (Amended May 2007)

ORIGINAL TEXT:

1. The President shall preside at all meetings and shall exercise general supervision over the affairs of the Club. She shall, together with the Secretary, draw up all written contracts and obligations of the Club. She shall be an ex-officio member of all committees except the Nominating Committee.

PROPOSED CHANGES:

ARTICLE [renumber VI to V] - DUTIES OF OFFICERS

[Insert: 5.1 President]

The President shall:

(insert: 5.1.1) Preside at all meetings [delete: and shall].

(insert 5.1.2) Arrange Board meetings and venues

(insert: 5.1.3) Exercise general supervision over the affairs of the Club and

[Move to Article III Dues and Finance Section 3.4 Disbursements: She shall, together with the Secretary draw up all written contracts and obligations of the Club.]

JUSTIFICATION: Expanded definition shall be incorporated in Article III Dues and Finance

[Delete: She shall] (insert: 5.1.4) Be an ex-officio member of all committees except the Nominating Committee.

Move to Standing Rules under new section on Activities and Activity Coordinators:

Move to Article X - Compliance Officer [INSERT: Designate a person to be a compliance officer with responsibility for ensuring that the IWC complies with the Charities (Anti- Money Laundering, Anti-Terrorist Financing & Reporting) Regulations 2014 and any applicable regulatory laws and regulations who shall be appointed by the Board.]

JUSTIFICATION: Following the introduction of these regulations we should provide for this to ensure oversight. Although a separate officer is not required the office of Secretary and possibly the Treasurer should be well positioned to assume this role. Although our risk based assessment should ensure very basic compliance we do need to "tick the box" in our filings.

JUSTIFICATION: For clarification and style consistency.

PROPOSED FINAL WORDING:

ARTICLE V - DUTIES OF OFFICERS

5.1 The President shall:

- 5.1.1 Preside at all meetings;
 - 5.1.2 Arrange Board meetings and venues;
 - 5.1.3 Exercise general supervision over the affairs of the Club; and
 - 5.1.4 Be an ex-officio member of all committees except the Nominating Committee.
-

ORIGINAL TEXT:

2. The First Vice President shall keep the roster up to date. She shall assume the duties of the President in the absence of the President or at her request and also act as Membership/ Database Chairperson. The Membership/ Database Chairperson shall maintain details of members on the Club database and supply the Distribution Chairperson with labels for the mailing of the Club Newsletter and/or for any other necessary Club mailings. She is also responsible for communicating any electronic Club announcements.

PROPOSED CHANGES:

[Delete: 2.] [Insert: 5.2 First Vice President]

The First Vice President shall ~~keep the roster up to date. She shall~~ assume the duties of the President in the absence of the President or at her request and also act as Membership ~~/Database~~ Chairperson. ~~The Membership/ Database Chairperson shall maintain details of members on the Club database and supply the Distribution Chairperson with labels for the mailing of the Club Newsletter and/or for any other necessary Club mailings. She is also responsible for communicating any electronic Club announcements.]~~

[Insert: 5.2.1 The Membership Chairperson shall:

5.2.1.a Maintain members' details on the IWC database;

5.2.1.b Liaise as necessary with the Webmaster, Treasurer and the New Islanders Chairperson in order to carry out this role;

5.2.1.c Present membership statistics to the Board each month as required;

5.2.1.d Carry out the membership dues renewal process commencing in April each year; and

5.2.1.e Deal with general queries from active, former or potential new members as necessary.]

JUSTIFICATION: To clarify and update the role of the Membership Chairperson.

PROPOSED FINAL WORDING:

5.2 First Vice President

The First Vice President shall assume the duties of the President in the absence of the President or at her request and also act as Membership Chairperson.

5.2.1 The Membership Chairperson shall:

5.2.1.a Maintain members' details on the IWC database;

5.2.1.b Liaise as necessary with the Webmaster, Treasurer and the New Islanders Chairperson in order to carry out this role;

5.2.1.c Present membership statistics to the Board each month as required.

5.2.1.d Carry out the membership dues renewal process commencing in April each year; and

5.2.1.e Deal with general queries from active, former or potential new members as necessary.

ORIGINAL TEXT:

5. The Fourth Vice President shall act as Philanthropic Chairperson and also assume the duties of the President in the absence of the President and First, Second and Third Vice Presidents.

PROPOSED CHANGES:

[Delete: 5.] [Insert: 5.3 Second Vice President]

The Second Vice President shall act as Philanthropic Chairperson and also assume the duties of the President in the absence of the President and First Vice President.

[Insert: 5.3.1 The Philanthropic Chairperson shall:

5.3.1.a Arrange fund raising events and charitable projects throughout the membership year to benefit

registered charities;

5.3.1.b Source raffle prizes and other gifts as required for the fund raising events;

5.3.1.c Seek suggestions from the IWC membership for registered charities to receive funds raised;

5.3.1.d Send out, receive and review grant application forms; and

5.3.1.e Present grant applications to the Board for consideration each membership year.]

JUSTIFICATION: To clarify and update the role of the Philanthropy Chairperson.

PROPOSED FINAL WORDING:

5.3 Second Vice President

The Second Vice President shall act as Philanthropic Chairperson and also assume the duties of the President in the absence of the President and First Vice President.

5.3.1 The Philanthropic Chairperson shall:

5.3.1.a Arrange fund raising events and charitable projects throughout the membership year to benefit registered charities;

5.3.1.b Source raffle prizes and other gifts as required for the fund raising events;

5.3.1.c Seek suggestions from the IWC membership for registered charities to receive funds raised;

5.3.1.d Send out, receive and review grant application forms; and

5.3.1.e Present grant applications to the Board for consideration each membership year.

ORIGINAL TEXT:

4. The Third Vice President shall act as Program Chairperson and also assume the duties of the President in the absence of the President and First and Second Vice Presidents.

PROPOSED CHANGES:

[Delete: 4.] [Insert: 5.4 Third Vice President]

The Third Vice President shall act as Program Chairperson and also assume the duties of the President in

the absence of the President and First and Second Vice Presidents.

[Insert: 5.4.1 The Program Chairperson shall:

5.4.1.a Organize speakers or entertainment for Hospitality events, as required.; and

5.4.1.b Assist with other activities during Hospitality events as required.]

JUSTIFICATION: To clarify and update the role of the Programs Chairperson.

PROPOSED FINAL WORDING:

5.4 Third Vice President

The Third Vice President shall act as Program Chairperson and also assume the duties of the President in the absence of the President and First and Second Vice Presidents.

5.4.1 The Program Chairperson shall:

5.4.1.a Organize speakers or entertainment for Hospitality events, as required; and

5.4.1.b Assist with other activities during Hospitality events as required.

ORIGINAL TEXT:

3. The Second Vice President shall act as Hospitality Chairperson and also assume the duties of the President in the absence of the President and First Vice President.

PROPOSED CHANGES:

[Delete: 5.] [Insert: 5.5 Fourth Vice President]

The Fourth Vice President shall act as Hospitality Chairperson and also assume the duties of the President in the absence of the President and First, Second and Third Vice Presidents.

[Insert: 5.5.1 The Hospitality Chairperson shall:

5.5.1.a Organize and make reservations for Hospitality events, such as luncheons, President's Coffees, the Bi-annual and Annual General Meetings and special meetings;

5.5.1.b Sign the BEO (Banquet Event Order) when required for Hospitality events after approval by the President or Treasurer;

5.5.1.c Take members' reservations and collect payments for Hospitality events.

5.5.1.d Arrange a Hospitality event in February, March and April at which Nominations and Elections business can be conducted.]

JUSTIFICATION: To clarify and update the role of the Hospitality Chairperson.

PROPOSED FINAL WORDING:

5.5 Fourth Vice President

The Fourth Vice President shall act as Hospitality Chairperson and also assume the duties of the President in the absence of the President and First, Second and Third Vice Presidents.

5.5.1 The Hospitality Chairperson shall:

5.5.1.a Organize and make reservations for Hospitality events, such as luncheons, President's coffees, the Bi-Annual and Annual General Meetings and special meetings;

5.5.1.b Sign the BEO when required for Hospitality events after approval by the President or Treasurer;

5.5.1.c Take members' reservations and collect payments for Hospitality events; and

5.5.1.d Arrange a Hospitality event in February, March and April at which Nominations and Elections business can be conducted.

ORIGINAL TEXT:

The Secretary shall record the minutes of all meetings and send necessary correspondence and communications as authorized by the Board.

PROPOSED CHANGES:

[Delete: 6.] [Insert: 5.6 Secretary]

5.6.1 The Secretary shall:

5.6.1.a Record the minutes of all meetings [delete: and] [insert: ;]

5.6.1.b Send necessary correspondence and communications as authorized by the Board;

5.6.1.c Liaise with the Webmaster to publish minutes of the Bi-annual and Annual General Meetings or special meeting on the IWC website;

5.6.1.d Submit a list of current Board Members and Constitutional changes to the Registrar General annually; and

5.6.1.e Contact the Registrar General to update legal requirements to maintain charitable status annually.]

JUSTIFICATION: To clarify and update the role of the Secretary.

PROPOSED FINAL WORDING:

5.6 Secretary

5.6.1 The Secretary shall:

5.6.1.a Record the minutes of all meetings;

5.6.1.b Send necessary correspondence and communications as authorized by the Board;

5.6.1.c Liaise with the Webmaster to publish minutes of the Bi-annual and Annual General Meeting or special meeting on the IWC website;

5.6.1.d Submit a list of current Board Members and Constitutional changes to the Registrar General annually; and

5.6.1.e Contact the Registrar General to update legal requirements to maintain charitable status annually.

ORIGINAL TEXT:

7. The Treasurer shall submit an accurate account at each meeting of the Board and Club. The Treasurer shall receive all Club funds. In the event of the absence of the Treasurer, the Board shall appoint one of its members to act as Treasurer.

8. The Treasurer shall have the accounts of the treasury audited by an accountant and shall report the findings to the Board when received and to the members at the first monthly meeting thereafter.

PROPOSED CHANGES: ~~7.]~~ 5.7 Treasurer]

5.7.1) The Treasurer shall:

5.7.1.a Submit an accurate account at each meeting of the Board ~~and Club];~~

5.7.1.b [Insert: Ensure that monthly accounts are available on request of a Member in good standing;]

5.7.1.c [Insert: Ensure that the Balance Sheet shall be published on the Website in September of each year;]

JUSTIFICATION: The approved accounts shall be available to Club Members in good standing on request and published once a year in the form of the Annual Financials, as filed with the Charities Commission, on the Club Website.

5.7.1.d [~~Delete: The Treasurer shall~~] Receive all Club funds.

5.7.1.e (insert: Submit a signed balance sheet and income statement annually to the Registrar General; and

5.7.1.f In the event of the absence of the Treasurer, the Board shall appoint one of its members to act as Treasurer.

[~~Delete: 8. The Treasurer shall have the accounts of the treasury audited by an accountant and shall report the findings to the Board when received and to the members at the first monthly meeting thereafter.~~]

JUSTIFICATION: The Charity Commissioners do not require audited accounts. Furthermore, accounting companies no longer provide this service free of charge. Additionally, the IWC Board reviews the accounts and the approved accounts shall be made available to the membership on the IWC website.

REPORTING REQUIREMENTS STATEMENT BY REGISTRAR GENERAL:

Charitable status usually adds credibility to an organisation. Obtaining such status is a relatively easy process and the regulations and reporting requirements are not onerous.

The Charity Commissioners have a responsibility to ensure that a charity is a “fit and proper organisation”. Further, the Charities Act requires all registered charities to submit a signed balance sheet and income statement annually, along with a notification of any Board changes or changes to the charity’s mission.

The required activities are tasks that a responsible governing board would usually require of itself without any outside authority’s enforcement.

The Charities Act does not determine annual review procedures and the Charity Commissioners have no published particulars, standards, or criteria to use in evaluating any of the information they receive.

Be aware that the Charity Commissioners’ current stated policy might change from time to time, especially as the Charity Commissioners are appointed annually.

PROPOSED FINAL WORDING:

5.7 Treasurer

5.7.1 The Treasurer shall:

- 5.7.1.a Submit an accurate account at each meeting of the Board;
- 5.7.1.b Ensure that monthly accounts are available on request of a Member in good standing;
- 5.7.1.c Ensure that the Balance Sheet shall be published on the Website in September each year;
- 5.7.1.d Receive all Club funds;
- 5.7.1.e Submit a signed balance sheet and income statement annually to the Registrar General; and
- 5.7.1.f In the event of the absence of the Treasurer, the Board shall appoint one of its members to act as Treasurer.

ORIGINAL TEXT: 9. The Social Chairperson shall organize two social functions for Club members each year.

PROPOSED CHANGES:

[Delete: 9.] [Insert: 5.8 Social Chairperson

5.8.1) The Social Chairperson shall:

JUSTIFICATION: Renumbering necessary for consistency, as former #8 has been included in paragraph #7.

(insert: 5.8.1.a) Organize [insert: at least] four Social events for Club members [insert: which may include their family or partner or guest] each year; and

JUSTIFICATION: To clarify and update the role of the Social Chairperson. To consider an increase in the number of social functions

[insert: 5.8.1.b Sign the BEO when required for Social events after approval by the President or Treasurer.]

JUSTIFICATION: Many venues require a signed contract or BEO. The approval process shall protect the Social Chairperson and the IWC from unauthorized contractual commitments.

PROPOSED FINAL WORDING:

5.8 Social Chairperson

5.8.1 The Social Chairperson shall:

5.8.1.a Organize at least four Social events for Club members which may include their family or partner or guest each year; and

5.8.1.b Sign the BEO when required for Social events after approval by the President or Treasurer.

ORIGINAL TEXT:

10. The IWC New Islanders Chairperson shall prepare and distribute a welcome package to contacted new residents and hold two social functions per year. (Amended May 2009)

PROPOSED CHANGES:

[Delete: 10.] [Insert: 5.9 New Islanders Chairperson]

5.9.1 The [delete: IWC] New Islanders Chairperson shall:

JUSTIFICATION: IWC is redundant.

5.9.1.a [Delete: prepare and Distribute a welcome package to contacted new residents] [insert: Send welcome email to new members;]

[Delete: and hold two social functions per year. (Amended May 2009)]

[Insert: 5.9.1.b Hold monthly coffee events throughout the year from October to May;]

5.9.1.c Arrange at least five additional social events and one end of year event to include all New Islanders registered within one year;

5.9.1.d Issue invitations to registered New Islanders and Board members. Additional invitations may be issued to the general membership at the discretion of the New Islanders Chairperson in special circumstances;

5.9.1.e Announce new members to the membership at the Club Biannual and Annual General Meetings or Hospitality events; and

5.9.1.f Solicit and match Club members to be mentors for New Islanders as required.

JUSTIFICATION: To clarify and update the role of the New Islanders Chairperson.

PROPOSED FINAL WORDING:

5.9 New Islanders Chairperson

5.9.1 The New Islanders Chairperson shall:

- 5.9.1.a Send welcome email to new members;
- 5.9.1.b Hold monthly coffee events throughout the year October to May;
- 5.9.1.c Arrange at least five additional social events and one end of year event to include all New Islanders registered within one year;
- 5.9.1.d Issue invitations to registered New Islanders and Board members. Additional invitations may be issued to the general membership at the discretion of the New Islanders Chairperson in special circumstances;
- 5.9.1.e Announce new members to the membership at the Club Bi-annual and Annual General Meetings or Hospitality events; and
- 5.9.1.f Solicit and match Club members to be mentors for New Islanders as required.

ORIGINAL TEXT:

11. The Publications Chairperson shall compile and publish all publications and printed matter relating to the Club newsletter.

PROPOSED CHANGES:

[Delete: 11] [Insert: 5.10 Publications Chairperson

5.10.1 The Publications Chairperson shall:

- 5.10.1.a Send email communication with link to the Newsletter;
- 5.10.1.b On request print and mail the newsletter to members who do not have email addresses;
- 5.10.1.c Gather monthly reports from the Board members and Activity Coordinators to compile into the monthly IWC Newsletter; and
- 5.10.1.d Submit the IWC Newsletter to the President and Secretary or nominated Board member to proofread and approve before publication.

JUSTIFICATION: To clarify and update the role of the Publications Chairperson.

PROPOSED FINAL WORDING

5.10 Publications Chairperson

5.10.1 The Publications Chairperson shall:

- 5.10.1.a Send email communication with link to the Newsletter;
- 5.10.1.b On request print and mail the newsletter to members who do not have email addresses;
- 5.10.1.c Gather monthly reports from the Board members and Activity Coordinators to compile into the monthly IWC Newsletter; and
- 5.10.1.d Submit the IWC Newsletter to the President and Secretary or nominated Board member to proofread and approve before publication.

ORIGINAL TEXT:

12. The Publicity Chairperson shall take charge of all public relations relating to the Club and keep a scrapbook of the year's events.

PROPOSED CHANGES:

[Delete: 12.] [Insert: 5.11 Publicity Chairperson

5.11.1) The Publicity Chairperson shall:

JUSTIFICATION: Renumbering necessary for consistency.

5.11.1.a [delete: take charge of] [insert: Manage] all public relations relating to the Club.;

5.11.1.b [delete: and Keep a scrapbook] [Insert: Keep a digital yearbook] of the year's events [insert: to be presented to the President upon completion of her full year of office];

5.11.1.c Design other Club publications as needed (for example, a flyer or brochure for a special event; and

5.11.1.d Manage social media.]

JUSTIFICATION: To clarify and update the role of the Publicity Chairperson.

PROPOSED FINAL WORDING:

5.11 Publicity Chairperson

5.11.1 The Publicity Chairperson shall:

5.11.1.a Manage all public relations relating to the Club;

5.11.1.b Keep a digital yearbook of the year's events to be presented to the President upon completion of her full year of office;

5.11.1.c Design other Club publications as needed (for example, a flyer or brochure for a special event); and

5.11.1.d Manage social media.

ORIGINAL TEXT:

13. The Webmaster shall be responsible for the operation and maintenance of the Club Website. (Amended May 2010)

PROPOSED CHANGES:

[Delete: 13.] [Insert: 5.12 Webmaster]

5.12.1) The Webmaster shall:

(insert: 5.12.1.a) Be responsible for the operation and maintenance of the Club Website;

(insert: 5.12.1.b Manage the "Cloud" or other filing system for IWC records and documents;

5.12.1.c Manage email setup for all Board members with addresses @iwcbda.com; and

5.12.1.d Maintain digital archives.

JUSTIFICATION: To clarify and update the role of the Webmaster.

PROPOSED FINAL WORDING:

5.12 Webmaster

5.12.1 The Webmaster shall:

5.12.1.a Be responsible for the operation and maintenance of the Club Website;

- 5.12.1.b Manage the "Cloud" or other filing system for IWC records and documents;
- 5.12.1.c Manage email setup for all Board members with addresses @iwcdba.com;
and
- 5.12.1.d Maintain digital archives.

ORIGINAL TEXT:

14. The Board shall meet once a month from October to June, inclusive, and shall pass upon all plans of committees.

15. No officer of the Club or Chairperson of a committee shall transact any business of the Club without the consent of the Board.

16. The Board shall have power to act in all emergencies.

17. An officer who is absent from three consecutive meetings of the Board without valid excuse may, at the discretion of a majority of the remaining officers, be replaced for the balance of her term by an appointee. The President shall be empowered to appoint an interim replacement who must be approved by the Board to fill a vacancy until the next election.

PROPOSED CHANGES:

[insert new article: ARTICLE VI – BOARD GOVERNANCE]

JUSTIFICATION: Move all Board concerns under new ARTICLE VI BOARD GOVERNANCE for clarity.

[Insert former Article II, paragraph #2: insert numbering: 6.1] A majority of the Board shall constitute a quorum for the transaction of business.

JUSTIFICATION: To bring all Board concerns under one heading.

[Delete: 14.] [Insert: 6.2] The Board shall meet once a month from [delete: October] [insert: September] to June, inclusive. (delete: and shall pass upon all plans of committees.)

JUSTIFICATION: Update to current practice and remove inessential wording.

[Delete: 15.] [insert: 6.3] No officer of the Club, [delete: or] [insert: ,] Chairperson of a committee [insert: or Activity Coordinator] shall transact any business of the Club [insert: or communicate on behalf of the Club outside of their remit] without the consent of the Board.

JUSTIFICATION: To include the Activity Coordinators' responsibilities regarding communication and to permit them to perform their specified duties set out in the By-Laws without the need for consent on

each occasion.

[Delete: 16.] [Insert: 6.4] The Board shall have power to act in all emergencies.

[Delete: 17.] [Insert: 6.5] An officer who is absent from three consecutive meetings of the Board without valid excuse may, at the discretion of a majority of the remaining Officers, be replaced for the balance of her term by an appointee. The President shall be empowered to appoint an interim replacement who must be approved by the Board to fill a vacancy until the next election.

PROPOSED FINAL WORDING:

ARTICLE VI – BOARD GOVERNANCE

- 6.1 A majority of the Board shall constitute a quorum for the transaction of business.
- 6.2 The Board shall meet once a month from September to June, inclusive.
- 6.3 No officer of the Club, Chairperson of a committee or Activity Coordinator shall transact any business of the Club or communicate on behalf of the Club outside of their remit without the consent of the Board.
- 6.4 The Board shall have power to act in all emergencies.
- 6.5 An officer who is absent from three consecutive meetings of the Board without valid excuse may, at the discretion of a majority of the remaining officers, be replaced for the balance of her term by an appointee. The President shall be empowered to appoint an interim replacement who must be approved by the Board to fill a vacancy until the next election.

[Move section on Deputies to Article VI – BOARD GOVERNANCE.]

JUSTIFICATION: Move all Board concerns under new ARTICLE VI BOARD GOVERNANCE for clarity.

ORIGINAL TEXT: ARTICLE XI - DEPUTIES

1 A Chairperson may propose a Deputy Chairperson who shall be approved by a majority vote of the Board.

2 In the absence of a Chairperson, her Deputy Chairperson shall attend all Board meetings and assume all responsibilities of the Chairperson.

3 A Deputy Chairperson shall have a proxy vote of the absent Chairperson only upon prior notice to the President by the Chairperson.

4 An Officer may not be a Deputy of another Officer of the Board.

PROPOSED CHANGES:

[Delete: ARTICLE XI – DEPUTIES]

[Insert: 6.6 DEPUTIES]

[delete: 1.] [insert: 6.6.1] A Chairperson may propose a Deputy Chairperson who shall be approved by a majority vote of the Board.

[delete: 2.] [insert: 6.6.2] In the absence of a Chairperson, her Deputy Chairperson shall attend all Board meetings and assume all responsibilities of the Chairperson.

[6.6.3] A Deputy Chairperson shall have a proxy vote of the absent Chairperson. (Delete: only upon prior notice to the President by the Chairperson.)

JUSTIFICATION: For clarification

[delete: 4.] [insert: 6.6.4] An Officer may [Delete: not] be a Deputy of another Officer of the Board. [insert: In the event a vote needs to be taken the Deputy Officer shall only be allowed to vote once.]

JUSTIFICATION: We have had difficulties with some board members finding their own deputy, so they have used other board members as theirs, potentially raising problems with quorums-

PROPOSED FINAL TEXT:

6.6 DEPUTIES

6.6.1 A Chairperson may propose a Deputy Chairperson who shall be approved by a majority vote of the Board.

6.6.2 In the absence of a Chairperson, her Deputy Chairperson shall attend all Board meetings and assume all responsibilities of the Chairperson.

6.6.3 A Deputy Chairperson shall have a proxy vote of the absent Chairperson.

6.6.4 An Officer may be a Deputy of another Officer of the Board. In the event a vote needs to be taken the Deputy Officer shall only be allowed to vote once.

ORIGINAL TEXT:

ARTICLE VII – COMMITTEES

1. Committee Chairperson necessary to carry on the objectives of the Club shall be appointed by the President.

2. The Chairperson of each committee shall submit plans for the Club year to the Board for approval.

PROPOSED CHANGES:

[delete: ARTICLE VII] [insert: 6.7 Special Committees and/or Sub-Committees]

JUSTIFICATION: Move all Board concerns under new ARTICLE VI BOARD GOVERNANCE for clarity.

[delete 1.] [insert 6.7.1] [insert text from former Article VII, paragraph #1:] (delete: Special) Committee (delete: or Activity or Sub-Committee) Chairperson [insert:s] necessary to carry on the objectives of the Club shall be appointed by the President.

[insert: 6.7.2 A committee for any specific event or project shall be chaired by the relevant Board Chair and made up with Club members interested in the event or project.]

JUSTIFICATION: The organization of larger events should be carried out by committee to share the tasks of setting up the event.

[delete former Article VII paragraph #2: 2. The Chairperson of each committee shall submit plans for the Club year to the Board for approval.] [insert: 6.7.3 The (delete: Special) Committee, (delete: Activity or Sub-Committee) Chairperson shall update the Board of progress at the IWC Board meetings as needed.] (deleted: or requested by the Board.)

JUSTIFICATION: Previous text assumed the committee would be set up at the beginning of the Club year.

PROPOSED FINAL WORDING:

6.7 Special Committees and/or Sub-Committees

6.7.1 Committee Chairpersons necessary to carry on the objectives of the Club shall be appointed by the President.

6.7.2 A committee for any specific event or project shall be chaired by the relevant Board Chairperson and made up with Club members interested in the event or project.

6.7.3 The Committee Chairperson shall update the Board of progress at the IWC Board meetings as needed.

[Insert new Article: ARTICLE VII – ETHICAL STANDARDS]

JUSTIFICATION: To bring the By-Laws up-to-date with current standards of an ethical nature.

[Insert: 7.1 Ethical Conduct

The Club requires all its Board and members to observe high standards of ethical conduct in the execution of their duties and responsibilities as specified in the Constitution, By-laws and Standing Rules.

7.2 Confidentiality

The Board and members of the Club shall not disclose personal information held on the Club's website and database other than with the consent of the person concerned and/or to persons who have a legitimate or legal need for such information.

7.3 Conflict Of Interest

7.3.1 The Board members and members of the Club shall act in the best interest of the Club at all times.

7.3.2 The Board members and members of the Club shall be disqualified from acting (unless agreed otherwise with the Board at a Board meeting) when they have any actual or potential conflict of interest that may impede or be perceived as impeding their capacity to act in good faith in the best interest of the Club.

7.4 Presumption of Conflict

7.4.1 A conflict of interest shall be presumed when:

A Board member; or any individual acting in that capacity for a Board member ie their deputy; or member of their immediate family has a close affiliation or interest in an affected organization, company or charity or could expect financial gain or loss from a matter being considered by the Club.

7.5 Discrimination

The Club shall not discriminate against any person based on race, colour, religion, national origin, disability, age or sexual orientation.]

PROPOSED FINAL WORDING:

ARTICLE VII – ETHICAL STANDARDS

7.1 Ethical Conduct

The Club requires all its Board and members to observe high standards of ethical conduct in the execution of their duties and responsibilities as specified in the Constitution, By-laws and Standing Rules.

7.2 Confidentiality

The Board and members of the Club shall not disclose personal information held on the Club's website and database other than with the consent of the person concerned and/or to persons who have a legitimate or legal need for such information.

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A Board member; or any individual acting in that capacity for a Board member ie their deputy; or a member of their immediate family; has a close affiliation or interest in an affected organization, company or charity or could expect financial gain or loss from a matter being considered by the Club.

7.5 Discrimination

The Club shall not discriminate against any person based on race, colour, religion, national origin, disability, age or sexual orientation.

ORIGINAL TEXT: ARTICLE VIII - MEETINGS 1. The regular meeting of the Club shall be held once a month from October to June. 2. The last meeting in June shall be the Annual Meeting.

3. The date of any meeting may be changed by the Board upon due notice to the members.

4. A special meeting may be called by the President or by the Board at any time. Each member shall in such event be notified.

5. Twenty members shall constitute a quorum for the transaction of business.

PROPOSED CHANGES:

(insert Article VIII – Meetings)

[delete: 1.The regular meeting of the Club shall be held once a month from October to June.]

[insert: 8.1 The Bi-annual and Annual General Meetings of the Club shall be held in October and May, respectively, each year. Minutes shall be taken and published on the website.]

JUSTIFICATION: These meetings are the only meetings at which Club business is usually conducted and minutes taken.

[delete: 2. The last meeting in June shall be the Annual Meeting.] [insert: 8.2 The May meeting shall be the Annual General Meeting.]

JUSTIFICATION: To update to current practice.

[Delete: 3.] [Insert: 8.3 The date of any meeting may be changed by the President upon due notice to the members.]

[Delete: 4.] [Insert: 8.4] A special meeting may be called by the President or by the Board at any time. Each member shall in such event be notified.

[Delete: 5.] [Insert: 8.5] Twenty members shall constitute a quorum for the transaction of business.

PROPOSED FINAL WORDING:

ARTICLE VIII - MEETINGS

- 8.1 The Bi-annual and Annual meetings of the Club shall be held in October and May, respectively, each year. Minutes shall be taken and published on the website
- 8.2 The May meeting shall be the Annual General Meeting.
- 8.3 The date of any meeting may be changed by the President upon due notice to the members.
- 8.4 A special meeting may be called by the President or by the Board at any time. Each member shall in such event be notified.
- 8.5 Twenty members shall constitute a quorum for the transaction of business.

ARTICLE IX – PARLIAMENTARY AUTHORITY

ORIGINAL TEXT:

- 1. Robert’s Rules of Order, Revised shall govern the proceedings of the Club provided it does not conflict with the Constitution and By-Laws.

PROPOSED CHANGES:

ARTICLE IX – [Insert: Parliamentarian and] PARLIAMENTARY AUTHORITY

[delete 1.] [insert: 9.1] Robert’s Rules of Order, Revised shall govern the proceedings of the Club provided it does not conflict with the Constitution and By-Laws.

[insert: 9.2 A Parliamentarian shall be appointed by the President and approved by the Board to research and advise on Robert’s Rules of Order as required.]

JUSTIFICATION: Clarifying role.

PROPOSED FINAL WORDING:

ARTICLE IX – PARLIAMENTARIAN AND PARLIAMENTARY AUTHORITY

- 9.1 Robert’s Rules of Order, Revised shall govern the proceedings of the Club provided it does not conflict with the Constitution and By-Laws.
- 9.2 A Parliamentarian shall be appointed by the President and approved by the Board to research and advise on Robert’s Rules of Order as required.

(insert: ARTICLE X – COMPLIANCE OFFICER

10.1 A Compliance Officer shall be appointed by the Board.

10.2 The Compliance Officer shall be responsible for ensuring that the IWC complies with the Charities (Anti-Money Laundering, Anti-Terrorist Financing & Reporting) Regulations 2014 and any applicable regulatory laws and regulations.)

JUSTIFICATION: Following the introduction of these regulations we should provide for this to ensure oversight. Although a separate officer is not required the office of Secretary and possibly the Treasurer should be well positioned to assume this role. Although our risk based assessment should ensure very basic compliance we do need to “tick the box” in our filings.

PROPOSED FINAL WORDING:

ARTICLE X – COMPLIANCE OFFICER

- 10.1 A Compliance Officer shall be appointed by the Board.
- 10.2 The Compliance Officer shall be responsible for ensuring that the IWC complies with the Charities (Anti-Money Laundering, Anti-Terrorist Financing & Reporting) Regulations 2014 and any applicable regulatory laws and regulations.)

ARTICLE X - AMENDMENTS

ORIGINAL TEXT:

1. The Constitution and By-Laws may be amended by a two-thirds vote of the members present at a regular or special meeting, provided the proposed amendment has been approved by a two-thirds vote of the Board and a copy thereof sent to each member at least one month before the vote is taken.

PROPOSED CHANGES:

(renumber: ARTICLE XI - AMENDMENTS

[delete: 1.] [insert: 11.1] The Constitution and By-Laws may be amended by a two-thirds vote of the members present at a regular or special meeting, provided the proposed amendment has been approved by a two-thirds vote of the Board and a copy thereof sent to each member at least one month before the vote is taken.

PROPOSED FINAL TEXT:

ARTICLE XI - AMENDMENTS

11.1 The Constitution and By-Laws may be amended by a two-thirds vote of the members present at a regular or special meeting, provided the proposed amendment has been approved by a two-thirds vote of the Board and a copy thereof sent to each member at least one month before the vote is taken.

ARTICLE XI – DEPUTIES

[Move section on Deputies to Article VI.]

JUSTIFICATION: Move all Board concerns under new ARTICLE VI BOARD GOVERNANCE for clarity.

Please note that the Club members are not required to consider or vote on Standing Rules. They are included here for reference as many Standing Rules have been proposed for inclusion in the By-Laws.

Additionally proposed additions have been included as discussion points for the Board.

The Board shall consider Standing Rules and may change them from time to time by a simple majority. – Robert’s Rules of Order.

STANDING RULES

[delete 1. All Club notices sent out by officers or committee chairpersons must have the approval of the Board.

JUSTIFICATION: Covered by Article V,6.3.

[Move to By-laws Article III 3.6 Donations: 2. Upon approval of the Board, donations to a charity of \$1,000 or more shall be made with the approval of the members. Donations of less than \$1,000 shall be made by Board approval alone.]

Move to By-laws 3.6 Donations:

[delete: 3.] [insert: 3.6.2] No appeal for any charity shall be made without the consent of the Board.

JUSTIFICATION: This is covered by Article III 3.6.2

[delete: 4. Appointed chairpersons shall be appointed yearly by the President.]

JUSTIFICATION: This is covered by Article VI,6.7.1.

[delete: 5. Officers and chairpersons shall submit a copy of their annual reports to the Board before delivering their reports at the Annual Meeting. (Amended May 2007)]

JUSTIFICATION: No longer relevant.

[delete: 6.Only members whose dues are paid in full and whose membership is not suspended due to non-payment of arrears of club fees and/or charges may receive club publications, except that IWC New Islanders may receive a copy of the IWC Newsletter.

(Amended May 2009)]

JUSTIFICATION: Rules of membership are covered in Article I, 1.4.

[delete: 7. A meeting of the Board members shall be called by the President before October 31 to outline plans and budget expenses for the coming year.]

JUSTIFICATION: Actually carried out in September and included in Article 6.2.

ORIGINAL TEXT:

8. Each Chairperson shall keep a handbook to be turned over to her successor.

PROPOSED CHANGES:

[delete: 8.] [insert: 1 Records]

1.11) Each [delete: Chairperson] [insert: Board member and Activity Coordinator] shall keep [delete: a handbook to be turned] [insert: appropriate records to hand] over to her successor.

JUSTIFICATION: Chairperson originally referred to the women now referred to as Activity Coordinators. This change is recommended to alleviate confusion between Board members who are also referred to as chairpersons, such as Membership Chairperson or Programs Chairperson, and the Activity Coordinators.

PROPOSED FINAL WORDING:

1.1 Each Board member and Activity Coordinator shall keep appropriate records to hand over to her successor.

ORIGINAL TEXT:

9. Non-members may attend two luncheon or breakfast meetings per calendar year, either as the guest of a member or by invitation of the Board. Non-members may participate in Club functions at the discretion of the Board. (Amended May 2009)

PROPOSED CHANGES:

[delete: 9.] [insert 2.1] Non-members may attend two [delete: luncheon or breakfast meetings] [insert: Hospitality events or Social events] per calendar year, either as the guest of a member or by invitation of the Board. Non-members may participate in Club functions at the discretion of the Board. [delete: (Amended May 2009)]

JUSTIFICATION: To reflect current practice.

PROPOSED FINAL WORDING:

2.1 Non-members may attend two Hospitality events or Social events per calendar year, either as the guest of a member or by invitation of the Board. Non-members may participate in Club functions at the discretion of the Board.

[Move to By-laws Article III 3.2.3: 10. Renewal dues shall be \$60 per annum, reduced to \$50 per annum if paid by June 30.]

ORIGINAL TEXT: 11. Only members may make or cancel reservations for club meetings.

PROPOSED CHANGES:

[delete: 11.] [insert: 2.2] Only members may make or cancel reservations for [insert: Hospitality events, Social functions, activities and meetings.]

JUSTIFICATION: To reflect current naming of functions.

PROPOSED FINAL WORDING:

2.2 Only members may make or cancel reservations for Hospitality events, Social functions, activities and meetings.

ORIGINAL TEXT:

12. Any member who cancels a reservation made for a club meeting for herself (or any non member guest she has invited) after the reservation deadline has passed must pay the appropriate charge within 30 days.

PROPOSED CHANGES:

[delete: 12.] [insert: 2.3] Any member who cancels a reservation made for [delete: a club meeting] [insert: Hospitality events, Social functions, activities and meetings] for herself (or any non-member guest she has invited) after the reservation deadline has passed must pay the appropriate charge within 30 days.

JUSTIFICATION: To reflect current naming of functions.

PROPOSED FINAL WORDING:

2.3 Any member who cancels a reservation made for Hospitality events, Social functions, activities and meetings for herself (or any non member guest she has invited) after the reservation deadline has passed must pay the appropriate charge within 30 days.

(Insert: 2.4 The President shall appoint Board members each year to act as the liaison to support the Activity Coordinators.

2.5 Board members shall update the President and fellow Board members on their liaison activities at the Board meetings.

2.6 Each Activity Coordinator shall nominate a deputy.

2.7 The coordinator or deputy of each Activity shall update information on the IWC website.

2.8 When an Activity must be cancelled or venue changed the 'blog' section of website must be updated.)

(insert 3. NEW ACTIVITY – Guidelines

3.1 Anyone wishing to start up a new activity shall seek Board approval to be classed as an IWC Activity.

3.2 The following need to be provided to the Board before consideration can be given to any proposed new activity:

3.2.1 A trial of 2/3 months is recommended before the proposal shall be considered.

3.2.2 Who is and will be the Coordinator of the activity going forward once approval has been granted?

3.2.3 How many people are interested in this activity? And the average number of attendees during the trial period? This information is needed, to see if this activity is sustainable going forward.

3.2.4 How often and on what day and time is this activity proposed to take place?

3.2.5 Is there any cost to this activity?

3.3 The IWC Board shall support and actively promote for members, and new members, to participate in the activity through the website and other medium.

3.4 Once Board approval is given a Board liaison shall be appointed who shall then update the Board on

progress.

JUSTIFICATION: To consider and allow for new activities to be developed, consider the viability of existing activities; consider their impact on existing activities, prejudicial or otherwise, and on a sustainable basis; to allow for viability reports; provide a degree of accountability and manage reporting and costing.