



# ROCKFORD NETWORK OF PROFESSIONAL WOMEN

## **Policies of Rockford Network of Professional Women**

The following policies and procedures are to ensure efficiency, fairness, and consistency.

### **Meetings, Programs, and Registration**

1. Self-introductions and announcements shall be adjusted according to time limitations at networking and programming meetings. Members always have the benefit of displaying brochures and flyers at the provided display tables; however, members are not allowed to sell products at the meetings.
2. Program topics shall be consistent with the goals of the Rockford Network. Guest speakers may sell books or materials at the meeting, if desired.
3. Rockford Network members may not be used as speakers for our meetings unless there is an exception made by the board.
4. Each year, the Board will approve a budgeted dollar amount to be utilized by the Program Committee throughout the year for speaker expenses. The Program Committee will seek Board approval for programs that exceed the annual budget.
5. All registration fees for monthly meetings will be determined by the Rockford Network Board each program year.
6. There will be no refunds for registration fees; however, a member can apply a fee toward a future meeting if notified before the registration cut-off date.
7. On a meeting day when Rockford Public Schools close because of snow (not cold), Rockford Network will cancel their meeting. The speaker and venue will be notified, and members will be notified through email, website, voicemail message, social media, television, and radio public service announcements. Registrations will be credited for a future meeting.

### **Politics**

1. Rockford Network is a nonpartisan organization. It neither endorses political candidates nor provides funds for campaigns; however, Rockford Network encourages its members to become candidates, contributors, and workers in the political process.
2. No candidate for public office shall be a featured speaker at a program meeting 90 days prior to an election.

3. Political candidates may introduce themselves at meetings, announcing their name and the office that they are seeking. However, attendees (members or guests) shall not promote or endorse political candidates at Rockford Network meetings.
4. Member profiles of political candidates may not appear in the newsletter within 60 days prior to an election.

### **Membership**

1. A person may be a guest only two times in one program year before being required to join or renew their membership in Rockford Network. This would allow someone a chance to attend both a program and a networking meeting before deciding to join. The "Professional Development Workshop" is not considered a "meeting" for the purposes of this policy.
2. Annual membership dues shall be determined annually by the Board. New members joining in April, May or June of any fiscal year will be considered members for the remainder of the fiscal year as well as the following fiscal year.

### **Speakers Bureau**

When Rockford Network members obtain speaking engagements through the Rockford Network Speaker's Bureau, the decision of whether to charge a fee shall be left to the discretion of each speaker.

### **Awards**

1. Only Rockford Network members shall be nominated for awards. When a member is nominated by Rockford Network for an award, Rockford Network will pay the costs of the nomination, including the awards meal for both the nominee and one person from the Awards Committee.
2. In order to maintain the spirit of the nominations process, Rockford Network members shall not nominate themselves as nominees endorsed by Rockford Network.

### **Policy**

A written copy of the Policies and Bylaws of Rockford Network will be provided to new Board members at the joint meeting of the outgoing and incoming Officers and Board Members, and when a new member joins the Board after the joint meeting has taken place.

### **Contributions**

Considering our organization's diversity and recognizing that Rockford Network members are actively involved in the community, financial contributions by Rockford Network to other organizations will not be made; however, Rockford

Network encourages its members' involvement in other organizations or causes and suggests contributions by individual members.

### **Publications**

1. Rockford Network publishes a monthly newsletter during the program year, either in printed or electronic form.
2. A website is maintained that includes the most recent newsletter and additional information about Rockford Network.
3. An electronic membership directory is published annually, and it is maintained and updated throughout the fiscal year.
4. In order to provide members with promotional opportunities, advertising shall be allowed in the newsletter. Ad size and fees will be determined annually by the Rockford Network Board.

### **Scholarship/Educational Grants**

1. Scholarships/educational grants are awarded annually to women in order to provide educational opportunities for career enhancement. The scholarship committee will seek applicants, review applications, interview candidates and recommend a scholarship recipient to the Board. The Board will vote on the Scholarship Committee's recommendation.
2. Membership of Rockford Network is not a requirement for a scholarship nominee. The recipient of the award will also receive a one-year membership to Rockford Network.
3. In order to avoid a conflict of interest, a Scholarship committee member shall not apply for a scholarship while serving on the committee. Committee members shall also refrain from voting on an applicant who is related by family, who they know personally, or who is attending an institution that employs a committee member.
4. The monetary value of the awards will be based on the resources of Rockford Network at the time and determined by the Rockford Network Board. Every effort will be made to ensure valid applicant financial need. All awards will be made payable and sent directly to the academic institution rather than the award winner.

### **Committees**

1. Standing Committees are set forth in the By-laws.
2. Written guidelines shall be established for each Committee and transferred to new chairpersons at the annual transition meeting. The established guidelines shall be followed, unless prior Board approval has been obtained.

3. Chairpersons shall follow the budget as it relates to their committees. Any expenditure exceeding the budget must be approved by the Board prior to committing to the expense.

### **Board of Directors and Officers**

1. Rockford Network shall carry Directors and Officers Insurance to protect board members from liability.
2. Board members should make every attempt to notify the President if missing a board meeting. Excused absences include, but are not limited to, sickness, funeral, prior vacation plans or business appointments. If a committee has two co-chairs, both are welcome to attend meeting but only one must be represented at every meeting.
3. Each member shall be allowed two unexcused absences before being asked to step down from their board position. If the board member does not willingly step down, they shall be removed by a 2/3 Board vote.
4. Board members not renewing their membership to RNPW after repeated reminders will automatically forfeit their board position.