

Awesome Women in Business

BYLAWS

Revised and Adopted by the Board of AWIB, February 2016
(Amended list dates when meetings occur and changes are made)

ARTICLE I - Name and Location

- Section 1. The name of this association shall be Awesome Women in Business, hereinafter referred to as AWIB.
- Section 2. The principal office of AWIB is the founder's home address 9312 Brock Road, Plain City, OH 43064.

ARTICLE II - Vision, Mission and Purposes

- Section 1. Awesome Women in Business envisions business women connecting, developing relationships, and support all members.
- Section 2. The mission **statement** of AWIB is to provide supportive community where women in business share ideas, build relationships and promote personal professional growth so that women can be confident leaders and succeed. We will do this by having regular meetings, providing speakers, and have social events.

Article III – MEMBERSHIP

- Section 1. Qualifications: Membership in the Awesome Women in Business Association shall be open to all business women located in Central Ohio and its surrounding communities who request to be a member.
- Section 2. Become an Official Member: This application is located on the website at www.awesomewomeninbusiness.com/become-a-member . The potential member must meet the qualifications listed above and must also remit any fees/dues associated with membership as determined by the Board which is outlined below in Article IV, Section 1.
- Section 3. Voting: All members, as defined above, shall have one vote each to be cast during attendance at any general or special meeting. Decisions of the AWIB shall be made by a majority vote of those members present at any meeting.

Article IV - FINANCIAL SUPPORT

- Section 1. Dues: Charging of dues/ "official" AWIB Membership fees shall be made in the form of the \$95 year dues for each member. \$5 collected at door from guests and non-official members. A business woman can be a member of Meetup.com/AwesomeWomenInBusiness. No fees to join this group. Facebook membership also has no dues. See Membership Brochure.

Section 2. Lunch & Learns, Raffles, and Sponsorship opportunities, included but not limited to that list. AWIB shall also reserve the right to request donations intermittently for fund raising efforts that may be authorized by the Board.

ARTICLE V - Organizational Structure

- Section 1. AWIB has an Advisory Board. The AWIB Advisory Board shall establish guidelines for officers, duties, and committees as are necessary to carry out the mission of AWIB.
- Section 2. The AWIB Advisory Board shall be composed of the President, Vice President, Program Director, Membership Director, Treasurer, Secretary, Charity Liaison/ Event Coordinator, and Website Mistress.
- Section 3. Support Team/Go-to-Leadership Team: of Website Coordinator, Graphics, Legal Adviser, PR, Photographer, and Editor, Social Media, Facebook, Greeter, Hostess, Printer, Timer, Coordinator of Go-to-Leadership Team, and shall attend AWIB and Board Meetings as necessary.

ARTICLE VI – Advisory Board Volunteer Positions

- Section 1. There shall be a minimum of seven officers on the Advisory Board.
- Section 2. Vacancies on the board shall be filled by the AWIB Advisory Board. There is an application process. Staggered months to fill positions.
- Section 3. The AWIB Advisory Board shall meet the first Tuesday of each month and/or at other times as they shall determine. They will attend the monthly meeting of the AWIB.
- Section 4. The officers of The AWIB Advisory Board Positions and Responsibilities:

Article VII- Amendment

- Section 1. These bylaws may be amended by a two-thirds vote of AWIB Advisory Board present at a duly called meeting of the AWIB Board after written notice of the proposed changes has been distributed to the members of the AWIB Advisory Board.
- Section 2. AWIB membership has voting rights: Vote for Bylaws and Charter. Members will vote to approve the slate of officers. Members may vote on any other items requiring membership vote.

Article VIII- Support Team (Volunteer Positions)

Legal Adviser: provides general legal advice on the business matters of the organization, including review, negotiation, and drafting of contracts and mediating any disputes.

PR Adviser: promotion of AWIB meetings to print and online media to ensure meeting notices reach as many potential attendees as possible.

Graphic Design: Assist with Graphics and Branding when needed. Consult with Committee to organize or produce printed projects. Provide assistance to the Webmaster when needed.

Web Mistress runs both the AWIB website as well as the Meet Up website.

Photographer will take pictures during meetings and events and provide copies for the websites.

Editor shall read over written documents and edit as necessary.

Awesome Women In Business 2016 Advisory Board

Mission Statement: To provide a supportive community where women in business share ideas build relationships and promote personal and professional growth so that women can be confident leaders and succeed. We will do this by having regular meetings, providing speakers, and have social events.

Meeting Format: There is a written agenda for the meetings.

General Information Board Members:

- 1) Attend monthly Board Meetings.
 - a) Absences from meetings family/illness/business
 - b) Skype or phone in
 - c) If not attending in person, have your part of meeting information (in writing) to president the Monday before the Tuesday meeting.
- 2) Attend AWIB Meetings
 - a) Be there 1 hour before and remain 30 minutes after the meeting
- 3) Perform the duties of your position.
 - a) Failure to do so shall result in follow up
 - b) Possible loss of position could result

- 4) Prepare recommendations, including budget requests, programs, projects, and activities which will further our goals and objectives of AWIB. Complete your responsibilities in a timely manner.
- 5) Work diligently and professionally as a team keeping the best interest of AWIB members always at the forefront of our minds.
- 6) At end of meetings be sure room is returned to pre-meeting condition.