



Cache Chamber of Commerce
Women in Business
Bylaws

Article I Names

Section 1 The name of the organization shall be Women in Business, hereafter referred to in this document as “WIB”. This organization is a branch of the Cache Chamber of Commerce.

Article II Purpose

Section 1 The organization’s two main purposes are to assist business and professional women by providing networking and professional development opportunities and to raise funds to provide scholarships to women in the community who demonstrate a financial need and meet other scholarship criteria.

Article III Membership and Dues

Section 1 Membership is open to individuals who are dues-paying members of the Chamber of Commerce or whose employers are dues-paying members of the Chamber.

Section 2 Individuals who are not members of the Chamber of Commerce or whose employers are not members may join the WIB as Associate Members by paying Associate Member Women in Business dues.

Section 3 To be a member in good standing of WIB, annual dues and assessments must be current. The annual dues of members in good standing shall cover the period from July 1 through June 30, and shall not be prorated based on date of entry.

Section 4 The dues of members per company shall be an amount not to exceed \$50 per year.

Section 5 Members in good standing are eligible to vote on matters pertaining to WIB, and are eligible to receive all benefits as outlined in Article II, Section I.

Section 6 Members may invite guests to attend a maximum of two monthly meetings each fiscal year without paying dues.

Article IV Funds

- Section 1 The funds of WIB shall be deposited in a bank in the name of Women in Business. They shall be withdrawn only by checks signed by the Treasurer and countersigned by the President or Past President.
- Section 2 Copies of monthly deposits/ transactions shall be forwarded to the Chamber of Commerce each month.

Article V Program of Work

- Section 1 A Program of Work will be completed as needed by the WIB President to include any items not indicated in the Bylaws. These will be additional activities that the Executive Board will work on during the current year.

Article VI Standing Committees

- Section 1 The standing committees of WIB shall include the following:
Nominations Committee and Scholarship Committee.

Nominations Committee A nominations committee shall consist of five members of WIB including the WIB President. The Past President will select the Nominations Committee Chair. The nominations committee shall recommend WIB members in good standing to fill the offices being vacated the current year. These names will be presented to the Executive Board and acceptance by candidates will be obtained prior to presenting the new officers to the members.

Scholarship Committee. The scholarship committee shall consist of six members of the WIB including the Scholarship Chair, the Scholarship Chair Elect and the Scholarship Past Chair. The Scholarship Chair will serve as chair of this committee. The committee will select scholarship recipients for Utah State University, Bridgerland Applied Technology College (BATC) and Stevens-Henager College; the committee will also select one scholarship recipient to receive the Bridgerland Applied Technology College full-tuition waiver scholarship (offered by BATC). (Stevens-Henager College matches the WIB award(s) to recipient(s) chosen by the WIB Scholarship Committee.) The scholarship committee members will perform any other assignment designated by the Scholarship Chair.

Article VII Amendments

Section 1 These Bylaws may be amended by a two-thirds vote of those in attendance at any monthly meeting of WIB. The Secretary prior to the monthly meeting, at which final action is taken, shall present the proposed amendments in writing to each member.

Article VIII Executive Committee

Section 1 The Executive Board of WIB shall be members in good standing and shall consist of the following: President, President-elect, Past President, Secretary, Scholarship Elect, Scholarship Chair, Past Scholarship Chair, Treasurer, Membership Chair, Historian/Newsletter Editor, Public Relations Chair, Chamber Liaison, Raffle Donations Chair, IT Specialist, and IT Specialist-Elect.

Section 2 The WIB President shall be an ex-officio member of the WIB Executive Board.

Section 3 The following WIB Executive Board Officers shall serve a term of one year beginning July 1 and concluding June 30: President, President-elect, Past President, Scholarship Chair Elect, Scholarship Chair, Past Scholarship Chair. The following WIB Executive Board Officers shall serve a term of two years beginning July 1 and concluding June 30: Secretary, Treasurer, Membership Chair, Newsletter Editor, Public Relations Chair, and Raffle Donations Chair. The Chamber Liaison is a three-year position.

Section 4 All WIB Executive Board Officers shall attend the monthly Executive Board meetings.

Article IX Duties of the Executive Board

Section 1 President

1. The President will preside at all WIB and Executive Board meetings including the following:
 - Determine time and place of meetings
 - Prepare the agenda with the help of the Secretary
 - Invite committee chairs or other resource persons to attend and participate without votes at any meetings of the Executive Committee
2. Be an ex-officio member of all committees.
3. Appoint a member of the Executive Board to be a liaison with the Chamber Finance Committee (WIB Treasurer); and shall appoint a member of the Executive Committee to be a liaison with the Public Relations Committee (Chamber Liaison).
4. Prepare an annual summary for the Chamber Board of Directors.
5. Assume responsibility for the program delegation for monthly WIB luncheon meetings. Coordinate with the Executive Board Member in charge of the monthly luncheon to correspond a confirmation of the date, time, and place to each person who speaks at the monthly luncheon.

6. Appoint, with the approval of a majority of the Executive Board, chairs of special committees.
7. Review the monthly financial statement prepared by the Treasurer and present it at the monthly Executive Board meeting.
8. Review and update a calendar to be distributed to the Board Officers at the August meeting.
9. Develop the program of work for the Board and present it to the Board Officers for approval at the August meeting.
10. Co-sign checks with the Treasurer.
11. Prepare a written report of the year's accomplishments for the WIB membership for publication in the June Newsletter.
12. Render all other duties coincident with the office.
13. Provide information to the incoming WIB President regarding duties, responsibilities, and procedures of the office.

Section 2 President-Elect

1. The President-elect shall perform such duties as delegated by the President and the Executive Board.
2. Assume the office of the President at the end of president-elect term.
3. Write letters during February to the Chamber of Commerce members requesting donations for the scholarships. Prepare follow-up letters during March/April as necessary to reach donation goal.
4. Provide a list of donors to the Scholarship Chair.
5. Send thank you letters to scholarship donors.
6. See that letterhead is available to all members of the Executive Board.
7. Provide information to the incoming WIB President-elect regarding duties, responsibilities, and procedures of the office.

Section 3 Past President

1. The Past President shall perform such duties as delegated by the President and the Executive Board.
2. Assist in maintaining continuity by providing information to the President and Executive Board.
3. Chair the Nominating Committee and select at least four WIB members to serve on the Nominating Committee. The WIB President is automatically a member of this committee for a total of five committee members. Nominations should be presented to the Executive Board during the April meeting. The Past President will prepare ballots for the membership to vote yes/no on the new year's Executive Board nominees.
4. Provide information to the incoming WIB Past President regarding duties, responsibilities, and procedures of the office.
5. Assume the responsibility of revising and keeping up to date the bylaws and procedures of WIB.
6. Send a WIB letter that indicates luncheon charges to members of WIB who have made reservations for luncheons, did not attend, and did not cancel reservations.

Section 4 Secretary

1. The Secretary shall take minutes of every Executive Board meeting and shall submit a copy of the minutes to Executive Board Officers.
2. Distribute the agenda, prepared by the President, to the Executive Board Officers prior to each month's meeting.
3. Provide information to the incoming WIB Secretary regarding duties, responsibilities, and procedures of the office.

Section 5 Scholarship Chair

1. Meet with area high school counselors by the third Friday in January concerning the high school scholarship to Utah State University, Bridgerland Applied Technology College and Stevens-Henager College.
 - a. Provide the counselors with posters and scholarship criteria/applications.
 - b. Check back with high school counselors periodically until application deadline (third Monday in March).
2. Meet with financial aid officers at Utah State University by the third Friday in January concerning scholarships to their school.
 - a. Provide financial aid officers with posters and scholarship criteria/applications.
 - b. Check back with the financial aid officers periodically until application deadline (third Monday in March).
3. Meet with financial aid officers at Bridgerland Applied Technology College and Stevens-Henager College by the third Friday in January concerning scholarships to their schools.
 - a. Provide financial aid officers with posters and scholarship criteria/applications.
 - b. Inform Bridgerland Applied Technology College financial aid counselor to put out the BATC Tuition Waiver applications and begin their process (one full-tuition waiver offered by BATC).
 - c. Check back with the financial aid officers periodically until application deadline (third Monday in March).
4. Take opportunity to advertise scholarship program and call for applications through local media venues (newspaper, radio, social media, etc.), in cooperation with Public Relations Chair.
5. Gather the scholarship applications and posters from the high schools, Utah State University, Bridgerland Applied Technology College and Stevens-Henager College immediately after the scholarship application deadline (third Monday in March).
6. Chair the scholarship selection committee and appoint up to six other WIB members to serve on the committee. The Scholarship Chair-Elect and Past Scholarship Chair should be members of the group; it is also appropriate for other WIB Executive Board Members to be on this committee.
 - a. Based on set criteria, select the Utah State University, Bridgerland Applied Technology College and/or Stevens-Henager College scholarship recipients.

7. Attend High School awards ceremonies and present scholarships to recipients; or assign the Scholarship Chair-Elect, Past Scholarship Chair, or a member of the WIB Executive Board to attend.
8. Facilitate preparations for the May scholarship luncheon.
 - a. Reserve banquet hall and caterer; determine menu selection.
 - b. Invite scholarship recipients and one guest to attend the luncheon (no charge).
 - c. Prepare printed program for scholarship luncheon.
 - d. Confirm banquet hall set-up and food count to caterer.
9. Conduct WIB scholarship meeting (May).
10. Obtain invoices and request dispersal of the funds to the respective educational facilities.
11. Report final dispersal of funds to WIB Executive Board during board meeting.
12. Assist the Past Scholarship Chair in planning and facilitating the annual WIB Auction held in October.
13. Provide information to the incoming WIB Scholarship Chair regarding duties, responsibilities, and procedures of the office.

Section 6 Scholarship Chair-Elect

1. Assist in development of advertisements (posters, newspapers, etc.) for the WIB scholarship program.
2. Participate in the scholarship selection committee.
3. Assist Scholarship Chair in preparations of the May scholarship luncheon.
4. Attend high school awards ceremonies and present scholarships to recipients, if assigned by Scholarship Chair.
5. Assist the Past Scholarship Chair in planning and facilitating the annual WIB Auction held in October.
6. Provide information to the incoming WIB Scholarship Chair-Elect regarding duties, responsibilities, and procedures of the office.

Section 7 Past-Scholarship Chair

1. Assist in development of advertisements (posters, newspapers, etc.) for WIB scholarship program.
2. Participate in the Scholarship Selection Committee.
3. Assist Scholarship Chair in preparations of the May scholarship luncheon.
4. Attend high school awards ceremonies and present scholarships to recipients, if assigned by Scholarship Chair.
5. Arrange for select past/present scholarship recipients to attend a WIB luncheon for a 2 minute progress report on scholarship usage, if assigned by Scholarship Chair.
6. Plan and facilitate the annual WIB Auction held in October; with assistance of Scholarship Chair and Scholarship Chair Elect.
7. Provide information to the incoming WIB Past Scholarship Chair regarding duties, responsibilities, and procedures of the office.

Section 8 Treasurer

1. The Treasurer will prepare a monthly financial report for the WIB Executive Board meetings and to Cache Chamber of Commerce.
2. The Treasurer will receive, care for, and disburse money for WIB keeping detailed and accurate records of all transactions.
3. Deposit all cash or checks received within one week of receipt of funds.
4. Work with the Scholarship Chair to coordinate payment for scholarship recipients for Utah State University, Bridgerland Applied Technology College, and Stevens-Henager College.
5. Change the signature cards for the bank accounts to include new President, Past President, and current Treasurer.
6. Fax bank statements to Cache Chamber/Accountant monthly and upon request.
7. Retain copies of financial records for a period of three years.
8. Arrange for an independent audit of financial records yearly in September with USU School of Accountancy then with Cache Chamber Accountant.
9. Provide information to the incoming WIB Treasurer regarding duties, responsibilities, and procedures of the office.

Section 9 Membership Chair

1. Send a communication to each business yearly encouraging them to renew membership in WIB.
2. Promote membership in WIB through regular communications.
3. Provide nametags to each attendee at WIB luncheons.
4. Write a letter to each new Chamber of Commerce Business, encouraging their employees to join WIB.
5. Provide a membership list to each member of the Executive Board.
6. Provide a permanent reservation list for the WIB President, Treasurer, and Secretary with names of members who have paid for the year, and also those who want to be on the list but have not paid.
7. Provide information to the incoming WIB Membership Chair regarding duties, responsibilities, and procedures of the office.

Section 10 Newsletter Editor

1. Shall gather information for monthly newsletter from various board officers and others.
2. Prepare a monthly newsletter for distribution to general WIB membership by email.
3. Provide information to the incoming WIB Newsletter Editor regarding duties, responsibilities, and procedures of the office.

Section 11 Public Relations Chair

1. Notify the Herald Journal and Logan radio stations of WIB meetings.
2. Coordinate preparation of a press release for The Herald Journal and other entities for scholarship recipients in cooperation with Scholarship Chair.
3. Perform other duties as the President and/or Executive Board may delegate.
4. Coordinate release of luncheon information to general WIB membership including an auto email reminder on day of final RSVP, and on day of luncheon meeting.
5. Coordinate with the assigned Executive Board Officer to contact the designated restaurant/caterer the day before the date of the luncheon with a count of monthly attendees and room set-up.
6. Provide information to the incoming WIB Public Relations Chair regarding duties, responsibilities, and procedures of the office.

Section 12 Raffle Donations Chair

1. Organize and invite WIB members to provide raffle donations for the monthly WIB meetings.
2. Every six months or as needed, hand out sign up sheets, allowing for a minimum of two businesses to sign up for each month bringing two raffles each.
3. Two days before the WIB meeting/luncheon call each of the businesses to give them a friendly reminder that they have signed up for the raffles that month.
4. Encourage WIB members to purchase extra raffle tickets to increase proceeds going toward scholarship fund.
5. At the WIB meeting/luncheon collect the raffle donations making sure that each assigned business is participating.
6. Facilitate raffle drawing and presentation of raffle prizes at monthly meetings making sure that the businesses giving the raffles are acknowledged and thanked.
7. Provide information to the incoming WIB Raffle Donations Chair regarding duties, responsibilities, and procedures of the office.

Section 12 Chamber Liaison

1. Serve as the liaison person between the Cache Chamber of Commerce and WIB.
2. Attend Cache Chamber meetings/retreats that are pertinent to WIB.
3. Add a link to the WIB newsletter from the Chamber Newsletter monthly; and shall perform any other assignments delegated by the President.
4. Arrange for monthly newsletter spotlights on businesses that donated raffles.
5. Provide information to the incoming Women in Business Chamber Liaison regarding duties responsibilities, and procedures of the office.

Section 13 IT Specialist

1. Assist WIB Executive Board with IT support issues.
2. Create, maintain, and update IT Training Manual.
3. Create, maintain, and update WIB website.

4. Provide information to incoming WIB IT Specialist.

Section 14 IT Specialist-Elect

1. Assist IT Specialist with technical support issues for WIB Executive Board.
2. Assist IT Specialist with creation and maintenance of WIB website and training manuals.
3. Provide information for incoming WIB IT Specialist-Elect.