BY-LAWS OF
WOMEN IN BUSINESS – CACHE VALLEY

ARTICLE I: NAME, SEAL, AND OFFICES

1.01. **Name.** The name of this corporation is Women in Business – Cache Valley, hereafter referred to in this document as “WIB.” This organization is an affiliate of the Cache Chamber of Commerce.

1.02. **Seal.** There shall be no corporate seal.

1.03. **Offices.** The principal office of the corporation shall be at 160 North Main Street, Logan, Utah 84321. The corporation also may have offices at such other places as determined by the Board of Directors.

ARTICLE II: PURPOSE

2.01. **Purpose.** The corporation is organized and shall be operated exclusively for charitable and educational purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). (All references herein to any section of the Code shall be deemed to refer to any analogous successor provisions of the Internal Revenue Code.) Specifically, but not limited to, 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. A Program of Work will be completed as needed by the WIB President to include any items not indicated in the By-Laws. These will be additional activities that the Executive Board will work on during the current year.

ARTICLE III: MEMBERS

3.01. **Members.** The initial members of the corporation shall be the current Board of Directors and office holders. Membership is open to individuals who are dues-paying members of WIB. 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. 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. The dues of members per company shall be an amount not to exceed $75.00 (seventy-five dollars) per year, unless the Board of Directors approves an increase. 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. Members may invite guests to attend a maximum of two monthly meetings each
fiscal year without paying dues. Other individuals may be admitted to membership in the corporation pursuant to Paragraph 3.02 below. Upon the death of all members of the corporation, or the sole member, as the case may be, the corporation shall cease to have members and all rights and responsibilities granted to members pursuant to the Certificate of Incorporation or these By-laws shall become vested in the Board of Directors. The Certificate of Incorporation shall be amended accordingly at such time.

3.02. Qualifications for and Classifications of Membership. Any individual, over eighteen (18) years of age and a citizen or legal resident of the United States, shall be eligible for membership in the corporation, and may be admitted to membership in the corporation upon the receipt of the consent of a majority of the existing directors of the corporation. The corporation shall have a single class of members and all members shall be of equal standing.

ARTICLE IV:
DIRECTORS, CORPORATE POWERS AND ADVISORY BOARD

4.01. Directors. The authorized number of directors is at least 3 but not more than 15 directors until changed by an amendment to these By-Laws by the Board of Directors.

4.02. Corporate Powers. All of the corporate powers of the corporation shall be exercised by the directors serving as a Board of Directors, except to the extent specifically provided otherwise by law or by these By-Laws.

4.03. Advisory Board. From time to time the Board of Directors may appoint one or more persons who are active in charitable organizations to serve on an Advisory Board to the Board of Directors. Members of the Advisory Board shall serve for a term of one year and may be removed from office with or without cause by the affirmative vote of a majority of the Board of Directors. Members of the Advisory Board shall not be entitled to vote on any matter presented to the Board of Directors for decision.

4.04. Board Officers. 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, Social Media / Public Relations Chair, and Raffle Donations Chair. The Chamber Liaison will be the Past President.

ARTICLE V: TERM AND ELECTION OF DIRECTORS
5.01. **Duration of Term of Office.** There shall be one class of directors. The terms of each of the initial directors of the corporation shall be deemed to have begun on the date of the corporation's incorporation. The directors shall serve for successive terms of 1 (one) year each. The term of each director shall expire at the close of the annual meeting of the corporation in the last year of such director's term, provided, however, that a director shall remain in office, beyond the expiration of her term, until such time as her successor shall be duly elected and shall have assumed office. A director shall leave office prior to the expiration of her term immediately upon her death, disability, removal or resignation, or if she becomes ineligible to serve as director. There shall be no limit on the number of consecutive terms a director may serve.

5.02. **Election.** Directors will be appointed by the nominations committee, elected by a quorum during the board meeting prior to the annual meeting, and presented to the members at the annual meeting.

5.03. **Assumption of Office.** Newly-elected directors shall assume office upon the expiration of their predecessor's term, if any, and if there is no predecessor, a newly-elected trustee shall assume office immediately.

5.04. **Removal of Directors.** Any director of the corporation may be removed from office with or without cause by the affirmative vote of a majority of the members of the corporation.

5.05. **Vacancies.** The Board of Directors may fill any vacancy among the directors, including a vacancy caused by death, disability, removal, resignation, ineligibility, or otherwise, by appointing a successor trustee to serve the remainder of the vacating director's term. The directors may fill a vacancy even if they lack a quorum to decide other matters. Any person elected to fill a vacancy on the Board of Directors shall hold office until the later of the expiration of his predecessor's term or the date on which his/her successor is duly elected and assumes office.

**ARTICLE VI: MEETINGS**

6.01. **Annual meetings.** The annual meeting of the members of the corporation for the presentation of directors and the annual meeting of the directors of the corporation for the election of officers, and for the transaction of such other business as may properly come before the meeting, shall both be held at such time and place fixed by the Board of Directors.

6.02. **Regular Meetings.** Regular meetings of the directors of the corporation shall be held at least 2 (two) times per year at the principal office of the corporation or at such other place within or outside the State of Utah as the Board of Directors shall designate, on such dates and at such times as the Board of Directors may determine by resolution.
6.03. **Special Meetings.** Special meetings of the directors may be called at any time by the President and must be called by the President upon receipt of a written request from any 2 (two) directors, and shall be held at the principal office of the corporation or at such other place within or outside of the State of Utah as the President calling the meeting shall designate. Meetings by telephone conference call shall be permitted, upon proper notice, provided that a quorum of directors participates in any such conference call.

6.04. **Notice of Meetings.** Notice of the time, place, manner, and purpose or purposes of annual, regular or special meetings shall be given or served personally, by mail, email or by telephone, upon each person who appears upon the books of this corporation as a member or director. Notice of any annual, regular or special meeting shall be given not less than 5 or more than 60 days prior to the date of the meeting. Such notice, if mailed, shall be directed to each member or director at his address as it appears on the books of the corporation, unless he shall have filed with the Secretary of the corporation a written request that such notice be mailed to some other address, in which case the notice shall be mailed to the address designated in such request. The President shall send, or cause to be sent, notice of meetings.

6.05. **Waiver of Notice.** Whenever under the provisions of any law or under the provisions of the Certificate of Incorporation or By-Laws of this corporation, the corporation, the members of the corporation, the Board of Directors or any committee thereof is authorized to take any action after notice to the members or directors of the corporation or to the members of a committee or after the lapse of a prescribed period of time, such action may be taken without notice and without the lapse of any period of time if at any time before or after such action is completed the notice requirement is waived in writing by the person or persons entitled to such notice or entitled to participate in the action to be taken, or by her or their duly authorized attorney.

6.06. **Quorum; Majority Vote.** At any meeting of the directors or a committee of the corporation, the presence of a majority of the members, directors or committee members serving at that time shall constitute a quorum for all purposes except as otherwise provided by law or these By-Laws. The act of a majority of those present at any meeting at which there is a quorum shall be the act of the corporation or committee except as otherwise may be provided specifically by statute or by these By-Laws. Either in the absence of a quorum or when a quorum is present, a meeting may be adjourned from time to time by vote of the majority of those present in person, without notice to those in attendance other than by announcement at the meeting. At least 12 hours' notice of the date of the postponement shall be given to any absent member. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting.
6.07. **Voting.** At every meeting of members or directors, each member or trustee shall be entitled to one (1) vote in person.

6.08. **Action by Consent.** Any action required or permitted to be taken at any meeting of the members, Board of Directors or any committee thereof may be taken without a meeting if prior or subsequent to such action, a written consent to such action is signed by all members, trustees or by all members of such committee, as the case may be, and if such written consent is filed with the minutes of proceedings of the Board of Directors or the committee.

6.09. **Contracts and Services.** The members, directors and officers of the corporation may be interested directly or indirectly in any contract relating to or incidental to the operations conducted by the corporation, and may freely make contracts, enter transactions, or otherwise act for and on behalf of the corporation, notwithstanding that they also may be acting as individuals, or as trustees of trusts, or as agents for other persons or corporations, or may be interested in the same matters as stockholders, directors, trustees, or otherwise. However, any contract, transaction, or act on behalf of the corporation in a matter in which any member, trustee or officer is personally interested as a stockholder, director, trustee, or otherwise shall be disclosed to the trustees, conducted at arm's length, and shall not violate the proscription in the corporation's Certificate of Incorporation against the corporation's use or application of its funds for private benefit. In addition, no contract, transaction, or act shall be taken on behalf of the corporation if such contract, transaction or act is a prohibited transaction or an act of self-dealing as those terms are defined in the Code and the regulations thereunder as they now exist or as they may hereafter be amended, or would result in the denial of any tax exemption, deduction, or benefit under any provision of the Code and the regulations thereunder as they now exist or as they may hereafter be amended. In no event, however, shall any person or other entity dealing with the members, directors or officers be obligated to inquire into the authority of the members, directors and officers to enter into and consummate any contract, transaction, or other action.

**ARTICLE VII: COMMITTEES OF THE BOARD OF DIRECTORS**

7.01. **Committees.** From time to time the Board of Directors may authorize by resolution such standing committees and ad hoc committees as shall be necessary.

7.02. **Appointment.** All committees shall be appointed by the President and with the advice of the Board of Directors, and the President shall further appoint the chairman of each committee. Committees shall be appointed following each annual meeting. Non-trustees shall be eligible for appointment as members of committees, but may not serve as the chairman of any committee in the absence of specific authorization by the Board of Directors.
7.03. **Standing Committees.** 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, or suitable alternate of the President's choosing, will select the Nominations Committee. 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 for voting prior to the annual meeting and acceptance by candidates will be obtained prior to presenting the new officers to the members at the annual meeting.

**Scholarship Committee.** The scholarship committee shall consist of up to 6 (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 and determine scholarship award amounts 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 VIII: OFFICERS**

8.01. **Elected Officers.** Upon completion of the Nomination Committee Meeting, the Nomination Committee will present the nominated WIB members selected for any open Officer positions, President-elect and Scholarship-elect. A quorum of the Board of Directors will vote on all open officer positions and these selections will be presented to the members at the annual meeting.

8.02. **Other Officers.** The same process outlined above in 8.01 will be used to elect other officers with the titles and responsibilities as outlined on Exhibit A. Any two (2) or more offices may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one (1) capacity.

8.03. **Term of Office.** All officers of the corporation shall hold their respective offices until the next annual meeting of the Board of Directors at the end of her term and until their successors shall have been elected and qualified or until the earlier of their death or resignation, or removal. The following WIB Executive Board Officers shall serve a term of two years beginning July 1 and concluding June
30: Secretary, Treasurer, Membership Chair, Social Media / Public Relations Chair, and Raffle Donations Chair.

8.04. Resignations. Any officer may resign at any time by giving written notice of her resignation to the corporation. Any such resignation shall be effective upon receipt thereof by the corporation or at such subsequent time as shall be specified in the notice of resignation.

8.05. Removal of Officers and Agents. All officers and agents elected by the Board of Directors may be removed by the Board of Directors with or without cause.

8.06. Vacancies. Any vacancy in any office shall be filled by the Board of Directors.

8.07. President. The President of the corporation, subject to the direction of the Board of Directors, shall be the chief executive officer of the corporation, shall have general charge and supervision of and responsibility for the business and affairs of the corporation, shall have the direction of all other officers, agents and employees and may assign such duties to the other officers of the Corporation as she deems appropriate. She shall have the general powers and duties of management usually vested in the office of the president of the corporation. 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, and be an ex-officio member of all committees.

Additionally, the President shall 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.

Appoint, with the approval of a majority of the Executive Board, chairs of special committees.

Review the monthly financial statement prepared by the Treasurer and present it at the monthly Executive Board meeting.

Review and update a calendar to be distributed to the Board Officers.

Develop the program of work for the Board and present it to the Board of Directors for approval. Co-sign checks with the Treasurer. Prepare a written report of the year’s accomplishments for the WIB membership for publication in the June Newsletter. Render all other duties coincident with the office.

Provide information to the incoming WIB President regarding duties, responsibilities, and procedures of the office.

The President may delegate position responsibilities to existing board members.

8.08. Other Officers as outlined on Exhibit A.
ARTICLE IX: AGENTS AND REPRESENTATIVES

9.01. Authority. The Board of Directors may appoint such agents and representatives of the corporation with such powers and to perform such acts or duties on behalf of the corporation as the Board of Directors may see fit, so far as may be consistent with these By-Laws, and to the extent authorized or permitted by law.

ARTICLE X: CONTRACTS AND ADMINISTRATION OF FUNDS

10.01. Agency. The Board of Directors, except as these By-Laws otherwise provide, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to a specific instance.

ARTICLE XI: FISCAL YEAR

11.01. Calendar Year. The fiscal year of the corporation shall be July-June.

ARTICLE XII:

PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

12.01. Charitable Purpose: Procedure upon Dissolution. No member, director, officer, employee, committee member, or other person connected with the corporation, or any other private individual, shall receive any of the net earnings or pecuniary profit from the operations of the corporation at any time, provided, however, that this shall not prevent the payment to any such person of reasonable compensation, as determined by the Board of Directors, for services rendered to or for the corporation and/or for reimbursement of reasonable expenses incurred in connection with such services. None of the persons enumerated above at the beginning of this Section shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. All directors of the corporation shall be deemed to have expressly consented and agreed that upon the dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation remaining in the hands of the Board of Directors after all debts have been satisfied shall be distributed, transferred, conveyed, delivered and paid over to one or more organizations that are exempt from federal income tax for one or more exempt purposes within the meaning of section 501(c)(3) of the Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XIII: INVESTMENTS

13.01. Reinvestment. The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of
investments which a trustee is or may hereafter be permitted by law to make or any similar restriction. However, no action shall be taken by or on behalf of the corporation if such action would result in the denial of the corporation's income tax exemption under section 501(c)(3) of the Code and the regulations thereunder.

13.02. **Commingling.** The Board of Directors shall incorporate as assets of the corporation all property received and accepted by the corporation and, subject to any limitations, conditions, or requirements which may be a part of any gift, may commingle any assets of the corporation with any other of the corporation's assets, or may maintain any asset or assets in segregated funds or accounts whenever in their sole discretion they shall determine such segregation to be in the best interest of the corporation or when the conditions, limitations, or instructions of any gift, grant, bequest, or devise shall require such segregation.

**ARTICLE XIV: PROHIBITED ACTIVITIES**

14.01. **Preservation of Exempt Status.** Notwithstanding any other provision of these By-Laws, no member, trustee, officer, employee, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation which is not permitted to be taken or carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Code and the regulations thereunder as they now exist or as they may hereafter be amended, or (b) by an organization contributions to which are deductible under section 170(c)(2), section 2055(a)(2), or section 2522(a)(2) of the Code and the regulations thereunder as they now exist or as they may hereafter be amended. Specifically, but not by way of limitation, no substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

**ARTICLE XV: INDEMNIFICATION**

15.01. **Indemnification by Corporation.** Each present and future member of the corporation and each present and future trustee of the corporation and each present and future officer of the corporation and each present and future member of any committee of the Board of Directors, and the legal representatives of such persons, shall be indemnified by the corporation against (i) amounts paid or incurred in satisfaction of settlements, judgments, fines and penalties and (ii) reasonable costs, expenses, and counsel fees paid or incurred (including, to the extent permitted by applicable law, any amounts paid by any person to the corporation in settlement of the corporation's claims against that person) in connection with any action, suit, or proceeding to which any such person or his or her legal
representatives may be made a party by reason of his or her being or having been a member or officer, provided that (a) said action, suit, or proceeding shall be prosecuted against such member or officer, or against his or her legal representatives, to final determination, and no final adjudication shall have been made in said action, suit, or proceeding that he or she was derelict in the performance of his or her duties as such member or officer; or (b) said action, suit, or proceeding shall be settled or otherwise terminated as against such member or officer, or his or her legal representatives, without a final determination on the merits, and it shall be determined by the Board of Directors, or by a committee specifically authorized by the Board of Directors to make such determination, that said member or officer was not derelict in any substantial way in the performance of his or her duties as charged in such action, suit, or proceeding.

15.02. *Indemnification Not in Restriction of Other Privileges.* The right of indemnification described in Section 15.01 above shall be in addition to, and not in restriction or limitation of, any other privilege or power with respect to indemnification or reimbursement which the corporation or the individual seeking indemnification may have.

**ARTICLE XVI: AMENDMENTS**

16.01. *Amendments to By-Laws.* The members of the corporation shall have the power to make, alter, amend, and repeal the By-Laws of the corporation by affirmative vote thereof. The proposed alteration, amendment, or repeal shall be specified in the notice of the meetings of this corporation provided for in Article VI of these By-Laws. 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 XVII: Dissolution**

Upon dissolution, and after payment of creditors, the Board of Directors shall direct that any remaining assets be used exclusively for Internal Revenue Code Section 501(c)(3) exempt purposes.
IN WITNESS WHEREOF, the parties have hereto executed these By-Laws effective the 1st day of June, 2017.

Tara Williams

Mindy Spackman

Cindy Johnson

Monica Neilson Lewis

Kate Astle

Amy Anderson

Sarah Egel

Denise Irwin

Ashley Sampson

Kylie Downs

Leslie Perkins
EXHIBIT A

Article 1 Duties of the Executive Officers

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.

7. Serve as Chamber Liaison.

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.
   - Provide the counselors with posters and scholarship criteria/applications.
   - 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.
   - Provide financial aid officers with posters and links to the Women in Business website with the scholarship criteria/application information.
   - 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.
   - Provide financial aid officers with posters and scholarship criteria/applications.
   - 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).
   - 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). If Bridgerland Applied Technology College awards a full tuition waiver, the candidates name must be sent to BATC for confirmation and approval before notifying the candidate.

6. Chair the scholarship selection committee and appoint six other WIB members to serve on the committee. The Scholarship Chair-Elect and Past Scholarship Chair should be members of the six member group; it is also appropriate for other WIB Executive Board Members to be on this committee.

7. Based on set criteria, select the Utah State University, Bridgerland Applied Technology College and Stevens-Henager College scholarship recipients.

8. If any candidates are chosen that are currently in high school, attend the 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.
9. Facilitate preparations for the May scholarship luncheon.
   - Reserve banquet hall and caterer; determine menu selection.
   - Invite scholarship recipients and one guest to attend the luncheon (no charge).
   - Prepare printed program for scholarship luncheon.
   - Confirm banquet hall set-up and food count to caterer.

10. Conduct WIB scholarship meeting (May).

11. Obtain invoices and request dispersal of the funds to the respective educational facilities.

12. Report final dispersal of funds to WIB Executive Board during board meeting.

13. Assist the Past Scholarship Chair in planning and facilitating the annual WIB Auction held in October.

14. 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. If any candidates are chosen that are currently in High School, attend the 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. If any candidates are chosen that are currently in High School, attend the 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, Social Media/Public Relations Chair

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.


5. Coordinate preparation of a press release for The Herald Journal and other entities for scholarship recipients in cooperation with Scholarship Chair.

6. Perform other duties as the President and/or Executive Board may delegate.

7. 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.

8. 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.

9. Update and maintain WIB Facebook page.

10. Provide information to the incoming WIB Public Relations Chair regarding duties, responsibilities, and procedures of the office.

Section 11 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 – fulfilled by Past President

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.