

**CHESAPEAKE WOMEN'S NETWORK**  
**Queen Anne's**  
**County, Maryland**  
**BY-LAWS**

**ARTICLE I. NAME**

The name of this organization shall be the Chesapeake Women's Network (CWN) - Queen Anne's County, Maryland

**ARTICLE II. PURPOSE**

The purpose of CWN shall be to facilitate personal enrichment and professional growth through communication, support, and to stimulate business opportunities for professional women in the community.

**ARTICLE III. MEMBERSHIP**

- A. Membership in CWN requires completion of application, acceptance of Code of Conduct, attendance at one of the general membership meetings, and approval by the Board of Directors.
- B. Membership criteria is:
  1. Employment in an executive, professional or managerial position, ownership of an established enterprise or private practice, or election to a government position.
  2. Payment of the annual membership dues.
  3. Members in good standing may continue their membership in perpetuity, as long as they remain active in CWN.
- C. Membership Levels & Dues
  1. General Membership \$55/year - Includes:
    - Donation to Scholarship Fund
    - Member name and business included in the CWN website directory
    - One free spotlight for the member's business via social media post
  2. Premium Membership \$100/year - Includes:
    - Donation to Scholarship Fund
    - Member name and business included in the CWN website directory
    - Business name and logo listed on CWN website
    - One free spotlight for the member's business via social media
  3. The annual membership dues shall be payable in September each year.
  4. A late fee of Twenty-Five Dollars (\$25.00) shall be assessed for membership dues not paid on or before October 15th.
  5. Any member who does not fulfill the membership requirements may have her membership terminated by a majority vote of the Board of Directors.

#### ARTICLE IV. PHILANTHROPY

Our main philanthropy is providing scholarships for women who are at least 22 years of age, live and/or work in Queen Anne's County, Maryland and are pursuing an accredited program, certificate program, or U.S. college degree.

Scholarship Applications will be available online no later than January 31

Applications are due by March 31

Applicants will be interviewed by the scholarship committee of 3 individuals.

##### QUALIFICATIONS

- Female
- At least 22 years old.
- Resident or employee in Queen Anne's County.
- US Citizen or US National.
- High School Graduate or GED.
- I have been accepted into an accredited program or certificate program to a US college, University or accredited vocational program. \*\*
- I am scheduled for at least 3 credits or equivalent per semester.
- I have a clear career plan described in my essay.
- I need financial assistance to attend/complete my studies.
- My degree is at the associate, bachelor or master level.

#### ARTICLE V. MEETINGS

- A. General membership meetings shall be held monthly from September through June.
- B. The Board of Directors shall meet approximately once a month prior to each general membership meeting.

## ARTICLE VI. BOARD OF DIRECTORS

A. The Board of Directors shall consist of the following elected officers:

1. President\*
2. Vice President (Membership)\*
3. Treasurer\*
4. Secretary\*
5. Events Chair
6. Communications Chair
7. Scholarship Chair

\*The CWN Board Officers are elected by the entire board.

B. The regular term of office for each Board of Director shall be three years. No person may serve more than two consecutive terms except after an absence from the Board of Directors of one year. All terms commence July 1.

C. The CWN Board Officers will be responsible for filling the Chair positions. All Chairs are responsible for building committees as they see appropriate.

D. The President shall fill any vacancy on the Board of Directors, with approval by the majority of the Board, by appointment from the general membership, and such interim appointee shall serve the remainder of the term for the vacancy.

E. A member of the Board of Directors may be removed from office for cause by a vote of the majority of the Board of Directors

F. Attendance Requirement - All board members are expected to attend at least 75% of board meetings. Excessive absences may result in termination from the board.

## ARTICLE VII. DUTIES OF OFFICERS

- A. The President shall serve as Chairperson of the Board of Directors and shall be responsible for overseeing all CWN activities.
- B. The Vice President shall assist the President in carrying out her duties and will preside at Board of Directors and general membership meetings in absence of the President. Duties include managing the membership of the organization
  - Review all membership applications and submit to Board of Directors
  - Maintain membership directory
  - Distribute renewal invoices by August 1
- C. The Treasurer shall receive, disburse and account for all monies and make a report at each regular board meeting of all receipts and disbursements
  - At the June Board meeting, the Treasurer shall present an annual report of the preceding fiscal year.
  - Provided funds are available in the Treasury, on June 30th of each year, up to \$1,000 will carry over to the next year's start-up operating expenses.
- D. The Secretary shall record and distribute all minutes from Board of Directors meetings.
- E. The Events Chair shall schedule the location for all general membership meetings.
  - The Events Chair shall make all arrangements with the host facility including reservations prior to the meeting.
  - The Events Chair shall plan for guest speakers and facilitate an introduction of the speaker at the general membership meetings.
- F. The Communications Chair shall keep all members informed of general membership meetings, create and distribute a monthly newsletter and make membership announcements as requested. Chair will also take photographs at events for the newsletter and handle press releases to local media. Maintain social media.
- G. The Scholarship Chair shall coordinate the application process for annual scholarship distribution in June.
  - Coordinate fundraisers for scholarships
  - Review scholarship applications, schedule and interview prospective recipients, and recommend to the board the amount to be rewarded for each.

## **ARTICLE VIII. ELECTION OF OFFICERS**

- A. The officers of this organization who shall be elected by the Board of Directors shall be President, Vice President, a Secretary and a Treasurer, all of whom shall be members of the Board of Directors. All officers shall hold office for one year or until their successors are elected and qualify. Term should not exceed 3 years.
- B. A slate of officers shall be communicated by the Board of Directors to the general membership at least ten days before the June meeting.
- C. The new officers will be inducted at the June meeting.

## **ARTICLE IX. COMMITTEES**

- A. The Chairs shall authorize and define the powers and duties of all committees and shall confirm the appointment of all committee members
- B. The Nominating Committee shall consist of the members of the Board of Directors.
- C. A By-Laws Committee shall be appointed every two (2) years in January to review the By-Laws and make a report to the general membership at the May or June meeting. This committee shall consist of five (5) members appointed by the President, should include 1 other board member and 3 general members.

## **ARTICLE X. FISCAL YEAR**

The fiscal year will be July 1 through June 30.

## **ARTICLE XI. AMENDMENTS**

These By-Laws may be amended by a majority vote of the Board of Directors.

## **ARTICLE XII. CODE OF CONDUCT**

- A. Respect: Members shall embrace and celebrate each other's achievements and diversity and treat each other with respect.
- B. Citizenship: Members shall strive to make Queen Anne's County a better place to live by working together and giving back.
- C. Caring: Members shall strive to demonstrate how they care about someone else's success by referring her or utilizing her business.
- D. Trustworthiness: Members shall be honest and display integrity when building relationships with business associates.
- E. Fairness: Members shall treat other members with the same level of value and dignity.
- F. Responsibility: Members shall demonstrate responsibility by acting in a professional manner at all times, by completing tasks that they volunteer to do, and by following the mission of CWN.

**ARTICLE XIII. RULES OF ORDER**

Roberts Rules of Order shall govern all meetings when it does not conflict with these By-Laws.

**ARTICLE XV. DISSOLUTION**

If at any time the CWN is dissolved, the Board of Directors will determine the disbursement of all assets, subject to the approval of the general membership in attendance at a general or special meeting. If an organization with a similar purpose and objective exists, the Board of Directors should consider such group as a recipient of CWN's assets.

By\_Liz Verhelle  
President  
Chesapeake Women's Network

Witnessed by

Janet Salazar\_\_\_\_\_

Secretary

Updated and approved on May 5, 2022