

# IWC BYLAWS

As approved at the Annual General Meeting 7 May 2024.  
To replace all previous versions

## ARTICLE I. Members

1. Application for membership in the International Women's Contact Amsterdam is made by filling in a membership application form and submitting it to the Membership Officer.

Membership will be accepted if the representation of the nationality of the applicant is less than one third (1/3) of the total regular membership, once the relevant memberships fees have been paid.

A chronological waiting list of applicants for various nationalities not eligible at the time of application will be established.

The membership list may be used for private purposes only.

It is expected that all members will abide by the IWC Code of Conduct and the IWC Complaints Process. These documents can be viewed on our website and/or sent via email to any member who requests them.

### 2. Postal Members

Postal members must either reside outside of The Netherlands, or be approved as such by the Chair or the Membership Officer.

Postal members are entitled to receive the Newsletter and all other official communications, such as the Membership Directory.

Postal members may attend no more than six (6) IWC monthly meetings and/or activities, excursions or events in any club year.

### 3. Members with Dutch Nationality

Applicants for membership with Dutch nationality are required to have been a resident in a country other than The Netherlands within the last five years.

## ARTICLE II Nominating Committee

1. The Nominating Committee shall consist of the Vice, the Membership Officer and three appointed regular members who should preferably not stand for office in that coming year. The Vice convenes and chairs the Nominating Committee.
2. The Executive Board, excluding the Chair, appoints the three (3) regular members by 1 February, making a conscious effort to represent as many of the of the various nationality groups in IWC as possible.

3. The names of the committee members shall be announced in the newsletter. following the appointments.
4. The names of the nominees shall be communicated to the members not later than four weeks prior to the Annual General Meeting.
5. Should a vacancy occur before the election of these officers, the Nominating Committee shall reconvene and submit another nomination for the vacant office not later than the Annual General Meeting.
6. When appointing a new Board, it is to be hoped that, if at all possible, the Nominating Committee will ensure that either the Chair or the Vice should preferably have had some experience on the Board already: at least one year.

### **ARTICLE III Finance**

1. The Financial year shall run from 16 March to 15 March.

#### **2. Fees**

- a. For new members who join the IWC within four (4) calendar months to the end of the club year, membership fees shall be one half the normal amount, plus a one-time joining fee.
- b. For new members who join IWC within two (2) calendar months to the end. of the club year, membership fees shall be one quarter the normal amount, plus a one-time joining fee.
- c. Membership fees shall be due and payable by 15 June.
- d. Membership fees are delinquent after 15 July. A member who is still in arrears, after having received a reminder from the Membership Officer, will be deleted from the membership list and will not be entitled to receive the newsletter or Membership Directory.

#### **3. Budget**

Before the financial year-end, the Treasurer shall prepare a proposed budget for the new financial year, to be approved by the Executive Board. The proposed budget is to be presented to and approved by the Annual General Meeting for the new club year. Any budget item changes necessary are to be made within that current financial year.

#### **4. Accounts**

All accounts shall be in the name of International Women's Contact Amsterdam and shall require the signature of the Treasurer, up to amounts decided by the Executive Board, and of the Treasurer and Chair for all others. In the absence of the Treasurer and/or Chair, the signature of the Secretary is required.

#### **5. Expenditure of funds**

After all expenses are paid, a minimum of five thousand euro (€ 5.000) shall be left in reserve in the club accounts at the end of each financial year, in addition to any dues paid in advance for the following year.

#### **6. Expenses by Board Members**

Board members shall be entitled to be reimbursed by the Treasurer for any reasonable expenses

incurred on behalf of the IWC, such expenses to be approved by the Treasurer and the Chair. Additionally, these expenses must be itemised in the Treasurer's annual report.

#### **ARTICLE IV Committees**

The newly elected Executive Board may appoint committees for the club year.

#### **ARTICLE V Standing Committees**

The newly elected Executive Board may appoint Chairs for any committees necessary for the operation of the club for the club year. All members of such committees are chosen for the club year by the Chair of each committee.

#### **ARTICLE VI Guests**

1. There are two types of guests: Visiting and local.
2. Visiting guests are friends or relatives of members who do not reside in the IWC region. They can attend a meeting or activity twice per club year, so long as there is space available and all members who want to attend can do so and fees are paid.
3. Local guests live within the IWC region and may be introduced not more than twice before applying to join the IWC. They can attend events as long as space is available and all members who want to attend can do so, and the attendance fees are paid.

#### **ARTICLE VII Interest Groups**

An Interest Group may be formed and organised by any member who wishes to do so, subject to the approval of the Executive Board. Participation in any Interest Group must be open to all members; however, the nature of an Interest Group might limit the number of participants. Responsibility for Interest Groups lies with the Vice.

#### **ARTICLE VIII Newsletter Team**

Responsible for designing, publishing and circulating the Newsletter and all other digital communications. Also produces promotional materials as required.

#### **ARTICLE IX Charity Selection**

Every two years members may propose and, by a voting system, choose a charity to be supported by funds raised through various club activities.

The votes shall be counted by two (2) members of the club appointed by the Board. Board Members and members of the Charity Team are not allowed to present charities for election or to count votes.

A charity is eligible for sponsorship by the IWC if its cause is to support children and/ or women, the organisation is non-religious, is a foundation under Dutch law and has an ANBI status or CBF Keurmerk.

#### **ARTICLE X Duties of Officers**

1. **Chair**

- a. Presides over monthly meetings, board meetings and other convened meetings of the IWC.
- b. Coordinates all club activities through regular contact with various officers and Chairs of committees.
- c. Is a member, ex officio, of all committees except the Nominating Committee.

## **2. Vice**

- a. Works closely with the Chair and performs all of the Chair's duties in her absence.
- b. Convenes and chairs the Nominating Committee.
- c. Insures Interest Groups are organised in line with the club's ideals.

## **3. Secretary**

- a. Is the official record-keeper of the Executive Board.
- b. Serves in an administrative capacity for the governing body, official club functions and club correspondence.
- c. Directs incoming general inquiries to the appropriate officers.

## **4. Treasurer**

- a. Has the overall responsibility for the IWC's financial affairs.
- b. Pays the bills of the IWC and checks transfers and withdrawals to and from the IWC accounts regularly via internet banking.
- c. Prepares the annual budget.
- d. Presents an overview of the accounts to the Executive Board on a regular basis.
- e. Works closely with the Membership Officer to keep paid-up membership and mailing lists current.

## **5. Membership Office**

- a. Keeps the membership list up to date in close cooperation with Treasurer.
- b. Sends information and membership application form to prospective members.
- c. Checks membership list regularly so that no more than 1/3 of any nationality become members, keeps waiting lists of applicants for this purpose if applicable and informs eligible applicants when vacancies occur.
- d. Sends out the Regulations & Bylaws, Membership Directory and most recent newsletter to newcomers after payment of membership fees.
- e. Sits on the Nominating Committee.
- f. Works closely with the chair of the Welcoming Team.
- g. Responsible for updating Membership Directory and issuing it to members.

## **6. Activities Officer**

- a. Is responsible for the club outings that are open to all members.
- b. Keeps the Executive Board informed of her plans for further activities.
- c. Informs members about outings at monthly meetings and by announcing details of the outings through the Newsletter Team.
- d. Ensures that the cost of such activities is fully covered by the participants.

## **7. Program Officer**

- a. Sets up the yearly program for the monthly meetings including the Holiday/Christmas Luncheon.
- b. Is responsible for all aspects of the organisation of the meeting's.

- c. Keeps the Executive Board informed of activities and plans well in advance.

## **8. Public Relations Officer**

- a. Coordinates all public relations activities on behalf of the club actively promoting the IWC.
- b. Responsible for updating the website and social media sites to ensure they remain online, function without flaw, and provide users with a rich online experience at all times. Sites must be kept current with images and content in line with the club's ideals.
- c. Works with the Newsletter Team in the production of the newsletter, and with the Membership Officer in the production of the Membership Directory.

## **9. Member at Large**

- a. Supports officers of the Board.
- b. Is responsible for special projects.

## **10. Chair of the Charity Team**

- a. Organizes and coordinates the club's contacts with the chosen charity.
- b. Initiates and develops all charity activities of the club in accordance with the club's charity policy.
- c. Keeps the Executive Board informed of all appointees to the Charity Team. and submits minutes of the Charity Team's meetings to the Chair. Through attendance at such meetings by an appointed Board Member, presents an overview of all plans and activities to the Executive Board on a regular basis.
- d. Informs members about charity events at monthly meetings and by announcing details of the events via the Newsletter Team.

## **11. Chair of the Welcoming Team**

- a. Initiates and develops all activities related to the welcoming of new members. to the club in accordance with the club's Welcome Policy.
- b. Works closely together with the Membership Officer to ensure coordination between the Executive Board and the Welcoming Team.
- c. Keeps members informed of Welcoming Team activities by announcing details through the Newsletter team.

## **12. Additional Members of the Executive Board**

Additional Members, with full voting rights, may also be elected at the Annual General Meeting. These Members at Large do not hold a specific office, and their number should be in proportion to the pressure of work on the regular members of the Board.

## **Liability/Disclaimer**

The Club cannot accept any liability or responsibility for any injury, loss or damage, howsoever arising, to any member or guest, whether in whole or in part, attributable to any act or omission on the part of the Club or any of its committees, its agents or its servants, while such members, their families or their guests are participating in any of the Club activities.