



## WNOCC By-Laws

**The Women's Network of Collier County By-Laws are in accordance with the Robert's Rules of Order, see ARTICLE XIII, and were reviewed by a third party for accuracy.**

### Article I Name:

The name of this non-profit corporation shall be Women's Network of Collier County, Inc., herein, for convenience, also referred to as WNOCC.

### Article II About WNOCC:

#### Section 1: Purpose

- Women's Network of Collier County, Inc. (WNOCC), founded in 1988, is a business organization formed to provide a networking system for women to work together professionally in the Collier County area. Members pledge to support one another by promoting members' businesses. The Board Members volunteer their time and talent to improve the quality of the networking system. The Women's Network of Collier County shall observe all local, state, and federal laws which apply to a non-profit corporation as defined in Section 501 © (6) of the Internal Revenue Code. (see appendix for 501c document)
- Leadership: Expose women leaders within our community to new skills, leadership development, and access to training and various resources.
- Connection: Build a stronger community for the future by connecting members to our community business and organization leaders, educational institutions, as well as to our grant recipients in order to assist them with opportunities for future growth.
- Empowerment: Empowerment: Inspire women to be confident in taking their business to the next level and to empower other women to do the same.

#### Section 2: Style Identity & Brand Guidelines

- A brand book (see appendix) was created for consistency.
- A simple, timeless and classy logo in a circle. A classic W & N reach out to one another to suggest connection.
- Brand book consists of:
  - Logo proportions, versions, and proper use of logo.
  - Brand color
  - Brand font
  - Stock photography that was purchased for WNOCC use for print or digital media.
- Electronic version of the brand book, fonts, logos, stock photography are maintained by the Vice President role.



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### Article III Membership

#### Section 1: Eligibility

- Any person having an interest in the objectives of the organization shall be eligible to apply for membership as individual's business.
- Paid in full membership fee and fee for lunch every meeting, regardless if member elects to enjoy the food offered.
- Memberships paid by a company or an individual may NOT be transferred from one employee to another.
- No person or member shall be excluded from participation in any activities provided or sponsored by the WNOCC on basis of race, national origin, sex, handicap, marital status, religion or age.
- A membership constitutes one (1) business representation

#### Section 2: Membership Process

- Applications for membership shall be submitted via
  - Paper application provided by the Board of Directors (BOD) or Chair persons of WNOCC
    - Application must be accompanied by the payment of the membership fee:
      - Check payable to WNOCC
      - Credit card issued to the Treasure or authorized WNOCC BOD member.
      - *No Cash Excepted* (see appendix for membership application)
  - Online application via our website [www.wnocc.org](http://www.wnocc.org) and paid via PayPal or credit card.
- The membership year runs from February 1 through January 31 of each year
- Member renewal must be in Good Standing (refer to Section 3: Member in Good Standing)
- All members shall receive a receipt for their membership (upon payment)
  - If payment is made in person, a written receipt shall be given (see appendix copy of invoice)
  - If payment is done by PayPal (or any online payment application) an electronic invoice will be sent with email on file.
- Members may not use WNOCC for political forum (elections, petitions, community complaints, display of materials, etc.)
- All members shall receive an invoice for renewal due date (January)
- Guests may have only two (2) visits prior to joining the WNOCC.
- Guests visits will be tracked by the Secretary and Treasurer.
- No Guest will be allowed a political forum (elections, petitions, community complaints, display of materials, etc.)
- All BOD and Committee members are volunteers and do not take a salary or compensation.



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### Section 3: Membership, Special Events and Luncheon Dues

- Membership dues shall be at such rates, schedule or formula, as established by the Board of Directors
- Annual Dues are payable annually by February 1, \$85.00 (amount subject to change)
- If annual memberships are not renewed for previous years member, they must pay guest luncheon price until membership is paid in full.
- Previous years member dues payable after April 1<sup>st</sup> will pay \$95.00 and an additional \$10.00 admin fee (amount subject to change)
- Pro-rated membership dues are \$40.00 for new memberships only; from August 1 – January 31.
- Membership lapse if payment of dues is not made within thirty (30) days of the due date.
- Members and Guests who pay at the door for luncheon event will have an additional \$5.00 administrative.
- Dues for any resigning or expelled member will not be refunded. Funds have already been allocated to Scholarship Fund day of membership activation when membership dues were paid in full.
- Member fees are collected to off-set the operational cost and scholarship fund (see Article section) donations to eligible applications.
- Luncheon fees collected are used to off-set the cost of our meal, facility rental and remaining monies goes into the scholarship fund.
- All BOD and Committee Members are responsible to pay for membership dues, luncheon fees, special events fees, and administration fees.
- All guest/member speakers receive complimentary lunch the event they are presenting.

### Section 4: Member in Good Standing

- A member is in Good Standing if:
  - Member has paid membership annual fee
  - Monthly lunch fees are paid
  - If membership was not revoked (see Section 5 Removal from Membership)

### Section 5: Removal from Membership

- Any member may be expelled by a 2/3 vote of the Board of Directors for conduct that is unbecoming of a member or prejudicial to the aims of the Network, after notice and an opportunity for a hearing are afforded the member complained against.
- Member complaints must be submitted to BOD in writing before investigation begins.
- If the BOD received a reoccurring complaint of the same member (see section 6: Procedure of Removing a Member from Membership)
- A member that is removed by the Board is not entitled to a refund of their annual dues. A member that is removed may reapply for membership three years (3) after the date of their removal.
- Members who are removed will be notified through written correspondence. (see appendix for letter of dismissal letter)



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### Section 6: Procedure of Removing a Member from Membership

- Any person (complainer) may bring a complaint to the WNOCC BOD regarding a WNOCC member's conduct.
- If the BOD finds the complaint to be valid, a 2/3 vote of the Board will result in the Board issuing a letter to the offending member warning that the conduct is unacceptable.
- The member receiving the warning letter may appear at a closed Board meeting to refute the letter of warning. (see appendix for letter of warning)
- If a second complaint is received by the BOARD regarding the same member and the same conduct, a unanimous vote of the Board will result in removal from Membership (see Section 5).
- Such termination should be explained in a written letter to the Member that is receiving termination of membership. (see appendix for termination letter)

### Section 7: Limitations

- No member of WNOCC has the authority to incur an individual debt, or other obligations on behalf of the organization.
- Only the BOD has the authority to incur debt, obligations, favor, etc. on behalf of the organization, through a regular majority vote of approval via BOD.

### Section 8: Refund Policy

- Whether you are a member of WNOCC or guest, refunds for luncheons, fundraisers or special events require a written 48-hour notice. Two (2) full business days prior to the function to receive a refund. No exceptions as monies collected are allocated to the scholarship fund, food and beverage and overhead costs.
  - Email to [vp@wnocc.org](mailto:vp@wnocc.org)
- All refunds will have a 10% administrative fee deducted.
- A transfer toward another luncheon or person is not allowed.
- A transfer of membership from one person to another is not allowed.
- Special events tickets paid may be transferred to another person (member or guest).

## ARTICLE IV: Officers and Their Duties

### Section 1: Eligibility for Office

- Any member in good standing may run for office according to the regular procedures for electing or appointing officers, committee chairmen, and committee members (see Article VI Nominations, Elections, Vacancies and Terms of Office).



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### Section 2: Officers

- Elected officers are as follows:
  - President
  - Vice President
  - Secretary
  - Treasurer
- Other BOD members include:
  - Committee Chairmen appointed by the elected officers to committees (see Article V: Board of Directors)

### Section 3: Terms of Office

- Term of office is one year, beginning officially on January 1 and ending January 31<sup>st</sup> of the following year (13 months), this allows for transfer of knowledge to incoming BOD.
- Officers will be formally installed at the January Member meeting of WNOCC.

## ARTICLE V: Board of Directors

### Section 1: Board of Directors

- The Board of Directors shall consist of nine (9) volunteer members: mandatory 4 officers and 5 (*but not limited to*) committee chairmen (see Article VIII):
  - Officers (*see appendix for job descriptions, skills and requirements*):
    1. President
    2. Vice President
    3. Secretary
    4. Treasurer
  - Committee Chairmen for the following positions must be voted by elected officers:
    1. Growth and Development Chairman
    2. Event/Fundraising Chairman
    3. Scholarship Fund Chairman
    4. Hospitality Chairman
    5. Business Partnerships Chairman
    6. Election Committee (identified and committed June of each year)
    7. Audit Committee (identified and committed by November of each year)
  - WNOCC may elect to add committees as needed.



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### Section 2: Duties of the Board of Directors

- The governing of WNOCC shall be vested in the BOD, who shall control its property, be responsible for its finances and direct its affairs
  - Determine mission and purpose: It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents being served.
  - Select the President: Boards must reach consensus on the President's responsibilities and undertake a careful search to find the most qualified individual for the position.
  - Support and evaluate the President: The board should ensure that the President has the moral and professional support he or she needs to further the goals of the organization.
  - Ensure effective planning: Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
  - Monitor and strengthen programs and services: The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
  - Ensure adequate financial resources: One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
  - Protect assets and provide proper financial oversight: The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
  - Build a competent board: All boards have a responsibility to articulate any prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
  - Ensure legal and ethical integrity: The board is ultimately responsible for adherence to legal standards and ethical norms.
  - Enhance the organization's public standing: The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.
- Like Officers, the term of election or appointment for the Board members, committee chairmen and assistance are one (1) year.
  - Term shall begin January 1 and ends on January 31 of the following year.
  - Board members, committee chairmen, and assistants may be elected or appointed for two (2) consecutive terms.
  - Board members and committee chairmen may not succeed themselves for a third (3) consecutive term.
    - Committee chairmen may serve additional consecutive term if there are no other qualified appointees and approved by the BOD.
  - Board members (including officers), committee chairmen, and assistance volunteer for service; these are not paid positions.
  - All proposed Board members must be members of WNOCC in good standing for at least 4 months prior to their official appointment to duty.
  - Board members are expected to attend at least nine (9) of the thirteen (13) board meetings each year.



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- Following a third (3) absence, a letter of warning will be issued to that Board member by the President.
- Following a fourth (4) absence, the Board member will be asked to surrender his or her position. *Exceptions to this rule may be considered by BOD majority vote.*
- In the case that a Board member is not able to attend a board meeting, that Board member:
  - Must notify the Board of Directors
  - Provide the President and Vice President 48 hours prior to a meeting, a report any necessary information that is the responsibility of the absent Board member.
  - If voting is taking place during the Board members absence, that absentee Board member has no voting right.
- The Board of Directors will oversee all committees, sub-committees and ad-hoc committee.

### Section 3: Proceeding Votes of the Board of Directors

- In any proceeding in which voting by the Board of Directors is called for, each Board member shall be entitled to cast one vote. President role shall be a tie breaking vote.
- All members of the Board, regardless of the position have equal voting rights that are in Good Standing (see section Article III Section 4).
- Members of the general membership and subcommittees may attend the Board meeting, but only Board members are eligible to vote.
- A Board Member's written proxy (vote) is acceptable (see section Article III Section 4). ([see appendix for written proxy](#))
- Board Quorum (minimum of ½ the BOD) is reached by attendance of a simple majority of Board members in Good Standing (see section Article III Section 4).

### Section 4: Taxes and Financials

- To protect the Chapter's tax-exempt status as a non-profit organization the laws governing tax-exempt status are to be followed, and such laws shall be reviewed by the Board each January.
- Approved budget to be approved in December BOD for the following year
- At the beginning of the New Year, the Board members will turn over to the new incoming Board members a general fund of \$1000.00 (emergency fund) plus sufficient funds to cover any remaining expenses from the previous year.
- Any remainder of the funds in the treasury account are to be used for operational expenses and the scholarship fund.
- All monies paid to WNOCC shall be placed in the general operating fund.
- Upon approval of the budget, the Treasurer is authorized to make disbursements on accounts and expenses provided for by the Budget without additional approval of the Board.
- Treasurer must maintain WNOCC's:
  - Financial records
  - Check book



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- Tax papers
- And any other appropriate items
- Disbursements shall be made by Check.
  - For amounts under \$1000.00 one authorized signature shall be required.
  - For amounts over \$1000.00 signatures of any two of the four Board of Director Executives (President, Vice President, Secretary and Treasurer) shall be required.
- An annual audit of the WNOCC financial records is required. (see appendix for work flow chart)
  - Prior to the November Board Meeting, the Board should designate and audit committee which consists of at least three (3) members of WNOCC, specifically excluding the Treasurer, who should facilitate the audit but not participate as a member of the committee.
  - At least one (1) audit committee member must currently serve on the Board.
  - At least one (1) audit committee member should be a member of the general membership not currently serving on the Board. If not present on membership BOD may seek outside professional services.
  - Any correction to the financial records should be made immediately and the committee will present a final report to the Board at the November Board of Directors meeting and to the General Membership at the January Member Meeting.
- Following the election of officers in December of each year, each board member shall with the newly elected or appointed member to prepare and review the budget for the coming year (and provide to the General Membership upon request) and submitted to the Treasurer by December 31<sup>st</sup>.
- The treasurer will compile the entire budget and submit to the Board of Directors for final approval. (see appendix for monthly budget sheet template)
- The new budget will be submitted to the General Membership in December with the Annual Report.
- December meeting BOD will approve calendar of events for following year.

### Section 5: Chapter Records

- Chapter records should be maintained and passed on to successive Board members in December.
- Each officer, member of the BOD, Committee Chairman, Ad-hoc Committee Chairman and Sub-Committee Chairman should maintain and pass on records to the appropriate succeeding member in December.
- All records are property of WNOCC and shall not be retained by individual members of the chapter.
- The Secretary should maintain a record of all:
  - Bylaws
  - Standing Chapter Rules
  - Minutes (see appendix for minutes template)
  - And other associated records
- These records should be transferred to the incoming Secretary in December.





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### ARTICLE VI: Nominations, Elections and Vacancies

#### Section 1: Nominating Committee & Election Process (see appendix for work flow chart)

- WNOCC Nominating committee has responsibility for nominating board members.
- This will be the governance committee and BOD to oversee the process.
- The nominating committee to be identified and formed by **JULY BOD Meeting**.
- Prior to seeking nominations, the board Secretary or Vice President should give the committee a membership list (see appendix for member list template), a copy of the bylaws, a description of board member job descriptions, skills and requirements.
  1. The first step for the nominating committee is to evaluate current Board of Directors to assess whether they are performing satisfactorily and should be considered for re-election if they are eligible. (see appendix for evaluation sheet)
    - Evaluations are to be performed by the nominating committee or an independent third party to ensure fairness. If we do not have a nominating committee a third party can be a hired consultant to review and tally evaluations.
  2. The second step for the nominating committee is to receive recommendations for new board members from the General Membership and current Board Members.
    - Letters of Intent to be submitted by **SEPTEMBER 30<sup>th</sup>** (see appendix for letter of intent)
    - The nominating committee should review the resumes of potential candidates, assessing their skills and experience to determine if they meet qualifications for the position. In reviewing candidate profiles, the committee should also consider criteria that is listed on the Job Descriptions and Skills and requirement (see appendix) to be completed by **October 1**.
  3. The third step for the nominating committee is to give a list of candidates to the full committee for discussion and review in the **October nominating committee meeting**. (see appendix for candidate list assessment template)
- The committee then contacts each candidate by **October 31** to:
  - Make an assessment for a high level of personal and professional integrity.
  - To assess their level of commitment to the organization, and availability.
  - An assigned member of the nominating committee will bring a candidate summary with recommendations back to the full committee.
  - Additional interviews by the nominating committee and the current BOD may be necessary to ensure due diligence.
  - Additional interviews may be conducted with the assistance of a third party.
- The committee forms a final slate of recommended candidates to the full board for formal approval by **November BOD meeting**. (see appendix for final recommended candidate list)
  - Nominees should not be present at this meeting to allow for open discussion by the board.
- Nominees to be contacted by a member of the Nominating Committee to congratulate them by **December 1**.
- Nominations to be announced at the **December General Member Meeting**.



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- New Board of Directors take an oath at the **January General Member Meeting**. (see appendix for Certificate of BOD)
- New Board of Directors invited to the **January BOD Meeting**.

### Section 2: Vacancies in Office

- In the case of a vacancy in the office of President, the Vice President will become the President.
- In the case of a vacancy in the office of Vice President, Secretary, or Treasurer, the BOD will select a member in Good Standing (see Article III Section 4) and appoint that person as the new office, following a vote of approval by a 2/3 majority of the BOD.
- The appointed office will serve the remainder of the regular term.

## ARTICLE VII: Meetings

### Section 1: General Member Meetings

- Speakers scheduled for monthly meetings to be approved by Vice President (see appendix for work flow to schedule speakers)
- WNOCC Annual **Business Round Table Leaders** (see appendix for work flow BRT) to be given first opportunity to fill the following years calendar based on interest of membership group.
- Priority of speakers go to members, if skill/talent is not available in the membership group, WNOCC will seek non-member speakers.
- Topics are to be educational in nature, of interest to most of the members and may not be for self-promotion, religious or political purposes.
- A panel of speakers can be formed when several members in the same field wish to present. (see appendix for panel speakers)
- Vice President will send an email to the speaker at least 4 (four) weeks prior to the event the speaker will present with the following information:
  - Guidelines
  - Tips for successful presentations
  - Do's and Don'ts to present to our WNOCC community
- Speakers will have 30 (thirty) minutes to present and allow time for questions from the audience.
- Speakers must provide slides or work with Vice President to create slides at least 1 week prior to the meeting (preferably at 2-3 weeks prior for input/editing)
- Member Business Spotlight to be presented in a 5 (five minute) interviewing style with Vice President. (see appendix for spotlight interview)
  - If Vice President is absent a pre-determined replacement will voted and approved by BOD.
- See appendix for:
  - Member meeting room schematics
  - Check list for pre-meeting action items
  - Check list for meeting action items
  - Check list for post-meeting action items



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### ARTICLE VIII: Committees, Committee Chairs and Special Appointees

#### Section 1: Types of Committees and Chairs

- The following committees are considered standing committees (see appendix for job descriptions, skill and requirements)
  - Growth and Development Chairman / Committee
  - Event/Fundraising Chairman / Committee
  - Scholarship Fund Chairman / Committee
  - Hospitality Chairman / Committee
  - Business Partnerships Chairman / Committee
  - Election Committee (identified and committed June of each year)
  - Audit Committee (identified and committed by November of each year)
  - Public Relationship Chairman / Committee
  - Reservations Chairman / Committee
  - Financial Chairman / Committee
  - But not limited to the above
- Sub and Ad-hoc committees may be added or dissolved as voted by the BOD.
- All committee members shall be WNOCC members in Good Standing (see Article III Section 4)
- All members are eligible to volunteer for and serve on committees.

#### Section 2: Parliamentarian

- In addition to the regular standing committees, sub committees, and special committees the Board shall appoint a Parliamentarian.
- The Parliamentarian will maintain the Bylaws, oversee the process of any requests for changes or changes, and ensure that all procedures of the BOD and general membership occur in accordance to the WNOCC Bylaws and/or Standing Organizational Rules.
- The Parliamentarian is not a member of the BOD and does not have a vote during Board Meetings.
- A Parliamentarian does not have to be a member of the WNOCC but may volunteer their services to WNOCC.

### ARTICLE IX: Quorum

#### Section 1: Quorum for BOD Meetings

- Board quorum means  $\frac{1}{2}$  the members of the BOD

#### Section 2: Quorum for Membership Meetings

- For purposes of voting on changes in the WNOCC Scholarship Fund Bylaw, a quorum will consist of  $\frac{2}{3}$  of the members in good standing.

### ARTICLE X: Fiscal Year

- The fiscal year of the WNOCC shall close on January 31<sup>st</sup>, unless otherwise designated by the Board.
- Board members remain on the Board and are responsible to complete the duties of their office through January 31.



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### ARTICLE XI: Competitive Bidding

- Members of WNOCC may volunteer their services at no cost.
- When no member volunteers a needed service, a competitive bidding procedure (RFP) must be followed. (see appendix for RFP workflow)
- All members in good standing who have applied to be considered for bids will be asked to submit their bid to the BOD.
- If only one (1) member within the membership can offer needed services, BOD may go into the community at large for additional bids.
- If there are no bids, the Board may go to the community at large for services needed.
- All bids for services needed, member and nonmember, BOD must obtain minimum 3 bids.

### ARTICLE XII: SCHOLARSHIP INFORMATION

- 75% of the Scholarship Fund is allocated to single mothers (see eligibility requirements)
- After minimum of four (4) Scholarships are distributed to single mothers, funds remaining 25% of the Scholarship Fund is allocated to an educational based program for Female High School age group.
- WNOCC offers an educational based Scholarship Fund allowing for the grant recipient(s) to receive \$1000.00 towards their education.
- Eligibility Requirements:
  - Single mothers 18 years of age or older
  - Currently enrolled in a program of study at an accredited college or university
  - Resident of Collier County
  - Demonstrated need for financial assistance
  - Good academic standing
  - Previous recipients may apply
- Online Scholarship Application must be filled out and submitted no later than October 31.

### ARTICLE XIII: Parliamentary Authority

- The latest edition of Robert's Rules of Order Newly Revised shall govern in all instances where they are applicable and in which they are not superseded by these Bylaws and Standing WNOCC rules.
- A designated BOD must have the latest edition of the Robert's Rules of Order at each BOD meeting for reference.



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### ARTICLE XIV: Bylaws Amendments

#### Section 1: Process to Amend the Bylaws

- In October of each year, the BOD will review the Bylaws and Standing Rules and will petition the Bylaws Committee (or General Membership if Bylaws Committee is not established) to submit to the current board any requested changes to the Bylaws and/or Standing Rules.
- Members may propose Bylaws amendments to the BOD and the Bylaws Committee shall present proposed amendment(s) to the BOD for review and for approval to be sent to the membership prior to the publication of the amendments.
- Bylaws committee will be chaired by the Parliamentarian and will consist of at least one member of the BOD and one other WNOCC member not currently serving on the BOD.
- Written notice of the proposed amendments shall be sent to the membership via mail, email or fax at least 10 days before the next Membership Meeting at which such amendments will be discussed and voted majority on by the membership.

#### Section 2: Vote required to Amen the Bylaws

- These Bylaws may be amended by the members, at any membership meeting with a 2/3 vote, provided that written notice of the proposed amendment(s) that have been sent to each member as stated in Article XIII, Section 1.

#### Section 3: Availability of Bylaws

- Bylaws, as amended, should be made available to the General Membership annually or should be provided to any member in good standing upon request.
- Bylaws are posed on the WNOCC website ([www.wnoc.org](http://www.wnoc.org))

### ARTICLE XV: Indemnification

Women's Network of Collier County, by resolution of the Board, may provide for indemnification by the Network of any and all its Board Members, present or former, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding, in which they or any of them are parties, or a party, by reason of having been members of the Board of Directors except in relation to matters as to which such members shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

### ARTICLE XVI: Dissolution

Women's Network of Collier County shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of the said funds shall inure, or be distributed to, members of the Network. On dissolution of the Network, any and all funds shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organization to be selected by the Board as defined in Section 501 (c) (6) of the Internal Revenue Code.



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### APPENDIX

- Roberts Rules of Order
- 501c Documentation
- Membership Application
- Membership Invoice
- Member Receipt
- Removal of Membership Letter
- Termination of Membership
- Board of Directors and Chair Committee: Job Descriptions, Skills and Requirements
- Board of Directors Written Proxy
- Financial Audit Work Flow Sheet
- Board of Directors Meeting Minutes
- Treasurer Monthly Budget/Financial Report
- Nominations and Election Process Flow
- Member List
- Board of Directors Evaluation Sheet
- Letter of Intent for Elections
- Candidate List and Assessment Tool
- Candidate Final Recommended List
- Certificate of New Board of Directors
- Speakers Scheduled for Monthly Meetings
- WNOCC Annual **B**usiness **R**ound **T**able Leaders Workflow
- Panel Speakers Format
- Member Business Spotlight Interviewing Format
- Member Meeting Room Schematics
- Check List for Pre-Meeting Action Items
- Check List for Meeting Action Items
- Check List for Post-Meeting Action Items