



BY-LAWS

ARTICLE I – NAME

The name of this organization shall be "GUANGZHOU WOMEN'S INTERNATIONAL CLUB".

ARTICLE II – PURPOSE

The purpose of the organization shall be to promote social and cultural exchange between the women of the Guangzhou expatriate community through meetings, activities and charitable contributions in the spirit of mutual understanding and friendship. Activities shall be non-political and non-profit.

ARTICLE III – EXECUTIVE BOARD

1. The Executive Board consists of 15 board roles, held by 15 Regular Officers and 12 Deputy Officers. In total there are 27 board positions.
2. The Regular Officers and Deputy Officers shall constitute the GWIC Executive Board.
3. A quorum shall be defined as two-thirds of all Board roles represented in the meeting. A Board role can be represented either by its Regular Officer or by its Deputy Officer.
4. A vote is passed on majority.
5. In the event of a Board vote, each role on the board has one vote. If the Regular Officer in a role is absent the Deputy Officer in that role becomes eligible to vote.
6. Executive Board meetings shall be held monthly or at the discretion of the Board. It is expected that members of the Board will attend every regular Executive Board meeting. Should a member miss two consecutive regular Board meetings the Board will review the reasons for such absences.
7. Should an Officer fail to fulfill her duties, the Board may consider removing her from serving on the Board and select a new Officer.
8. Vacancies occurring on the Board shall be filled by a vote of the Board. Thus elected, this person shall serve until the next Annual General Election.

ARTICLE IV – MEMBERSHIP

1. Membership shall be extended to the women of the foreign community in Guangzhou holding a non-PRC passport, or whose husband holds a non-PRC passport, including Hong Kong and Taiwan. Newcomers and Membership Coordinators may ask to see passports before membership is granted.
2. The activities of the club shall be open to all members in good standing. Members in good standing are those whose subscriptions have been paid.
3. The Executive Board has the right to suspend members whose dues are delinquent.
4. Membership in the organization shall be terminated by decision of the Executive Board in the event that a member acts contrary to the club's purpose or image or does not meet the membership's criteria.



5. No refunds or discounts shall be given on membership fees.
6. The annual membership fee will be charged from 1st September to 30th August the following year.
7. The Premium Membership includes free morning coffees, afternoon teas and a minimum of nine Gazette issues.
8. The Basic Membership includes a minimum of nine Gazette issues but will be charged an additional fee when attending Morning coffee and Afternoon tea.
9. Guests and children above six years of age will be charged a fee when attending Morning coffees and Afternoon teas.
10. The membership fees and other fees are revised and approved annually at the discretion of the Executive Board.

ARTICLE V – MEETINGS

An Annual General Meeting (AGM) of the general membership shall be held each May to carry out the election of the Executive Board. The AGM shall be limited to members only.

Meetings of the Executive Board shall be held monthly or when called by the president.

As and when required between monthly board meetings, an extraordinary meeting via telephone or electronic media (such as WeChat) is acceptable. Decisions taken during such an E-meeting must have no less than a two-thirds response from the board roles. Each role shall 'reply all' in response. The Secretary shall post the voting outcome, via WeChat or Email, to the Executive Board as soon as possible. Decisions made in E-meeting should be duly noted in the meeting minutes at the following board meeting.

ARTICLE VI – BOARD OFFICERS

There are 15 Board Roles, which should be appointed by 15 Regular Officers elected at the AGM.

- President (1)
- Vice President (1)
- Secretary (1)
- Treasurer (2)
- Charity Liaison (2)
- Gazette Editor (2)
- Gazette Layout (2)
- Webmaster (2)
- Advertising Coordinator (2)
- Hospitality Coordinator (2)
- Membership Coordinator (2)
- Newcomers Coordinator (2)
- Community Relations Officer (2)



- Activities Coordinator (2)
- Discount Coordinator (2)

All roles of the board, except President, Vice President and Secretary may have a Deputy Officer working together with the Regular Officer. Deputy Officers do not have voting power unless the Regular Officer is absent.

It is recommended that the Regular Officer finds her Deputy Officer herself, as this will ensure the best cooperation on the role.

If the Deputy Officer is known at the time of the AGM, she will be elected into office by the AGM. If the Deputy Officer is found later in the year, she will be voted into office by the Executive Board.

In the case the Regular Officer steps down from the GWIC Executive board, the Deputy Officer will have priority to take the Regular Officer position.

President

- Protect the name, image and purpose of the club. Uphold the Mission Statement and the club's By-Laws.
- In May, call an Annual General Meeting to elect Board Officers.
- Before the AGM, prepare an annual report of the Club's finances, events and membership.
- Ensure an annual audit of the Club's financial records.
- In June, establish the GWIC Calendar of coffees, teas, events, & activities.
- Ensure all board positions are filled throughout the year and recruit additional Officers for the Executive board if needed.
- Conduct announcements at the coffees, teas and events.
- Write the 'Letter from the President' for the Gazette each month.
- In February, appoint the Nominations Committee Chair for the upcoming AGM.
- Liaise with each Board Officer on their respective role.
- Attend and chair the monthly board meeting.

Vice President

- Act as assistant to the President and assume the duties of the President in her absence.
- Act as a resource person on the Executive board if any role on the board becomes vacant.
- Responsible for organizing the annual Holiday Bazaar (arrange venue, assign persons in charge, arrange equipment and inventory, arrange communication...).
- Chair the event committee for any GWIC party organized during the year, such as Children's Christmas Party, Welcome Back Party and End of Year party.
- Recruit event committee members as needed.
- Ensure that all important club information is communicated to the members via the different communication tools the club has access to, such as the WeChat subscription account and WeChat social groups.



- Attend the monthly board meeting.

Secretary

- Prepare the agenda for the monthly board meeting.
- Take minutes at all board meetings and maintain a file of all board meeting minutes.
- Distribute board meeting minutes to all Board Members.
- Update and maintain the master Calendar and email this calendar to Gazette Editor and Webmaster monthly.
- Update and maintain the board members' Contact List.
- Update and maintain all essential GWIC documents as well as files for the GWIC Graphical Profile.
- Order name cards for board members.
- Attend the monthly board meeting.

Treasurer

- Collect money at all GWIC functions & pay all bills.
- Keep records in order with supporting documents/receipts.
- Present a budget for the upcoming year.
- Balance the accounting ledger and update the ledger each month.
- Present a financial summary and updated financial forecast at the monthly board meeting.
- Present an end of year financial report.
- Ensure a yearly audit is completed before the May AGM by a team of 2 people with financial background, one of which is not a Board member.
- Reimburse board members for monthly activities.
- Attend the monthly board meeting.

Charity Liaison

- Liaise with Charity Organizations in Guangdong Province.
- Identify charitable causes to support financially.
- Organize monthly and annually recurring charity events (with the exception of Holiday Bazaar).
- Provide information to members on ways to volunteer their time and/or donate their money.
- Provide monthly articles and pictures of charity outreach to Gazette Editor for publishing in Gazette.
- Ensure that the funds raised for charity are used for charitable purposes with the approval of the GWIC Executive board. It is recommended that a majority of the funds be distributed to board approved entities each year and before the AGM.
- Ensure one person of this position attends the monthly board meeting.



Gazette Editor

- Publish at least nine issues of Gazette per year.
- Plan content for each Gazette issue and follow up on promised articles.
- Attend coffees and teas to take pictures of the events for Gazette and collect pictures from activities and events from other members.
- Edit and proof-read articles before publishing.
- Collate calendar and events for publishing in Gazette.
- Recruit additional members for the Gazette Team as needed.
- Deliver Gazette to printer in time, collect Gazette and pay printer.
- Conduct the Distribution of the Gazette.
- Keep hard copy and electronic copy of Gazette for future reference.
- Ensure one person of the position attends the monthly board meeting.

Gazette Layout

- Work closely with Gazette Editor in all steps of the magazine's production and distribution.
- Review and approve graphical material for Gazette, such as Advertisements, Activity Flyers, Group/club Flyers, Photos and Illustrations.
- If needed, assist with the creation of graphical material for Gazette.
- Assist the Secretary with review and necessary updates to the GWIC Graphical Profile, such as Logos, Letterheads.
- Plan layout for each Gazette issue and prepare all raw data and build the layout digitally.
- Ensure one person of the position attends the monthly board meeting.

Webmaster

- Maintain the GWIC website and GWIC WeChat subscription account.
- Ensure the web server site and domain name is paid.
- Update all website information and maintain open communication with other board members to ensure that the website has current information.
- Provide technical assistance to the board when it comes to communication between the board and its members, such as assist the Vice President to push out club information in the WeChat subscription account.
- Ensure one person of the position attends the monthly board meeting.

Advertising Coordinator

- Contact advertisers & prospective advertisers and introduce GWIC Advertising (Gazette & Website).



- Send advertisers Advertising Agreements and collect the signed agreements.
- Inform advertisers about Gazette & Website Ad requirements, collect appropriate ads from advertisers.
- Contact advertisers to obtain payments, forward the payments to Treasury.
- Work closely with the Gazette Editor & Gazette Layout to submit advertisements for Gazette on time, and review Gazette drafts to ensure advertisements are placed well and will be printed correctly.
- Work closely with the Webmaster to submit advertisements for Website on time.
- Responsible for delivering copies of Gazettes to Advertisers.
- Update Advertising Guidelines, Advertising pricing list, and Advertisement requirements, as needed.
- Ensure one person of the position attends the monthly board meeting.

Hospitality Coordinator

- Secure locations for coffees and teas, decide menu and negotiate price.
- Secure locations for monthly lunches, decide menu and price, collect money & pay the restaurant.
- Secure location for AGM, decide menu and negotiate price.
- Prepares flyers for the upcoming AGM and send to Gazette Layout and Webmaster for publishing in Gazette, on website, and in the WeChat subscription account.
- Take reservations for events and issue receipts.
- Responsible for the check-in of each such event
- Liaise with hotels for monthly Morning coffees and Afternoon teas, decide menu and give minimum head count for each month.
- Liaise with the venue for monthly Board Meeting, decide menu and confirm the number of board members attending.
- Prepares flyers for the upcoming monthly lunch and send to Gazette Layout and Webmaster for publishing in Gazette, on website, and in the WeChat subscription account.
- Ensure one person of the position arrives one hour early to monthly coffees and teas to lead set up of all tables.
- Ensure one person of the position attends the monthly board meeting.

Membership Coordinator

- Responsible for implementing the GWIC Membership Policy.
- Maintain the GWIC Membership database.
- Maintain, update and print Membership Forms & Membership Card.
- Ensure one person of this position arrives one hour early to monthly coffees and teas for set up the Membership sign up table and ensure enough Membership Application forms are printed and available.



- Collect membership fees and issue membership cards.
- Pass money from membership fees to Treasurer.
- Maintain the GWIC WeChat social groups: add new GWIC members to the groups, remove ladies who are no longer members, review and update the group rules.
- Email the updated Membership list to Newcomers Coordinator, Community Relations Officer and Gazette Editor monthly.
- Help promote GWIC at school orientation events.
- Ensure one person of the position attends the monthly board meeting.

Newcomers Coordinator

- Arrange the monthly Meet and Greet Meeting.
- Arrange the large annual Meet & Greet Meeting.
- Work together with the Secretary to promote GWIC at school orientation events.
- Work together with the Membership Coordinator to organize a GWIC member gift.
- Compile the Newcomers' Packs.
- Answer queries from new members via phone, email or WeChat.
- Ensure one person of the position arrives one hour early to monthly coffees and teas for set up the Newcomers table and be there to greet and accompany new members.
- Email Gazette Editor the monthly Newcomers list and photos.
- Ensure one person of the position attends the monthly board meeting.

Community Relations Officer

- Maintain information sharing with organizations of relevance to the expatriate community (consulates, chambers, international schools, international medical clinics...).
- Liaise with the Webmaster to maintain and update the community section on the GWIC website.
- Ensure promotion of GWIC to the expatriate community, such as organize GWIC presence at school orientation events.
- Help sell GWIC event tickets to the members and community when required.
- Communicate with the Housing representatives and Language representatives, and recruit new representatives when necessary.
- Be the central communication point with the GWIC Club leaders and email their calendar to the Gazette Editor and Webmaster monthly.
- Ensure one person from this position attends the monthly board meeting.

Activities Coordinator

- Plan and conduct monthly trips or activities.
- Ensure one person of this position attends the trip to do check in and lead.



- Prepare flyers for upcoming trips and activities and send to Gazette Layout and Webmaster for publishing in Gazette, on website and in the WeChat subscription account.
- Scout out places of interest for future trips or activities.
- Maintain record of transport providers for future trips.
- Ensure one person of this position arrives one hour early to monthly coffees and teas to set up, take reservations, collect payment and issue receipts for the upcoming trips or activities.
- Ensure one person of the position attends the monthly board meeting.

Discount Coordinator

- Responsible for seeking out discounts from various venues around Guangzhou.
- Responsible for sending monthly updates of new discounts to Gazette Editor and Webmaster for publishing in Gazette, Website and in the WeChat subscription account.
- Ensures one person from this position arrives at coffees and teas one hour early for set up of advertisement material.
- Ensures one person from this position attends the monthly board meeting.

Parliamentarian

The Parliamentarian shall be the immediate past president, or someone appointed by the former president. The Parliamentarian role does not have voting power on the GWIC Executive board but should be included in the GWIC Executive board WeChat group or Email list in order to fulfil her task

ARTICLE VII - ELECTIONS

A. Appoint Nomination Committee

1. In January, the President, with advice of the Board, shall appoint a member who will not be running for the Executive board to chair the Nominating Committee.
2. The Chairperson shall recruit two regular members to assist with the election. The Parliamentarian may act as an advisor. Members of the Nominating Committee are not eligible to run for any board position.

B. Notice of Nominations Committee for Board Elections in the February Gazette

1. The job descriptions of each board role shall be placed in the February or March Gazette.
2. During April, nomination forms shall be accessible at as many GWIC events as possible, especially at the Morning Coffee and Afternoon Tea.
3. Completed nomination forms shall be handed into the Nominating Committee throughout April. The Nominating Committee shall collect nominations for all of the elective offices.
4. The Presidential candidate should be made official no later than two weeks prior to the AGM.



5. The complete list of Nominees for the Executive Board shall be published on the GWIC website and in the GWIC WeChat subscription account no later than one week prior to the AGM.

C. The Annual General Meeting

1. The Nominating Committee shall conduct the election at the AGM.
2. In the case of only one nominee per office, the election will be by show of hands.
3. In the case of more than one nominee, then election will be by written ballot.
4. The new officers will be installed at the end of the May Board Meeting.
5. Terms of office shall be for one year following the May Board Meeting and extending through elections the following year (May to May).

ARTICLE VIII – FINANCE

1. The fiscal year for purposes of audited income and expenditure shall be from May 1 to April 30 of the succeeding year.
2. An annual audit of the club's financial records shall be conducted before the May AGM.
3. An addendum titled "GWIC Accountability Guidelines" is attached. These guidelines can be amended by board vote during board meetings. They are included here as procedural guidelines for the handling of funds and club records.
4. An addendum titled "GWIC Advertising Guidelines" is attached. They are included here as internal procedural guidelines for the handling of advertising material intended for the Website and the Gazette. Advertisement prices, approved dimension and other necessary information are included inside the GWIC Advertisement presentation materials and the GWIC Advertising agreement, which are documents handled by the Advertisement Coordinator. Prices and approved dimension can be amended by Board vote during Board Meetings.
5. An addendum titled "GWIC Fees" is attached. The Membership fees and other fees described in this document can be amended by Board vote during Board Meetings.

ARTICLE IX - STANDING RULES

1. Priority in club activities will be given to members.
2. It is highly recommended that any person who wishes to run for President or Treasurer has previously served on the GWIC Executive board or is able to show references of similar roles previously held.
3. All Board Officers and Committee persons shall keep records and submit them to the President as requested.
4. Any club information and/or property shall be surrendered upon position termination.
5. Member data will be for club use only.

ARTICLE X – PARLIAMENTARY



Should procedural questions arise, reference shall be made to Robert's Rules of Order.

ARTICLE XI – AMENDMENTS

These By-laws may be amended by a two-thirds affirmative vote of members present at any AGM providing the proposed amendment has been submitted in writing to the entire membership no less than one month prior to the vote.

ARTICLE XII - DISSOLUTION OF CLUB

In the event of the dissolution of the organization known as “The Guangzhou Women’s International Club”, the balance of the treasury will be donated to a Guangdong charity.

ADDENDUM GWIC FINANCE POLICY

A. EXPENSE REIMBURSEMENT POLICY

Expenses covered by the club

- All reasonable expenses incurred relative to the running of the Club.
- The cost of one beverage for each attendee of the monthly Meet and Greet. Children are not covered, as this is an adult event.
- Meals are generally not covered by the Club unless specifically approved by the Board. It is suggested that working meetings be held in the morning to avoid undue expense.

General Rules

- The Expense Report along with the supporting documents should be approved by both Treasurer and Vice President before reimbursement.
- Expense Reports must be submitted for reimbursement within 3 months of being incurred, or they will not be reimbursed.
- All expenses will be reimbursed at the Treasurer’s earliest convenience, within 10 days.
- Only the GWIC Treasurer is authorized to make reimbursement. Expenses cannot be netted from ticket sales or other GWIC income.
- A cash advance can be requested for any pre-approved expense.

Authorization Levels

- Board members can claim up to RMB200 per month in GWIC-related travel expenses that are incurred relative to their respective board position with the exclusion of coffees and teas. Ride sharing is encouraged where possible to keep cost to a minimum. This travel expense does not need to pre-approval.



- Non-travel related expenses up to RMB500 must get approval from both President or Vice-President before the expense is incurred.
- Expenses of more than RMB500 should be approved by the Finance Committee made up of the President, Vice-President, Secretary and Treasurer through voting. An approved expense means everyone in the Committee favors this act. Otherwise, it will go to the board for vote as per the by-laws.

Documentation Requirements

In order to be reimbursed for any GWIC business related expenditures, board members must provide an expense report with a copy of the approval for the expense and receipts.

B. FEE COLLECTION and INTERNAL FUND TRANSFER PROCEDURES

Event Coordinator

- This applies for activities, monthly lunches and other GWIC events to the exception of the Coffees and Teas.
- For every event, the Event Coordinator will set up a plan and budget to be approved by the Board.
- Flyers should be sent out to GWIC members at least one month in advance, clearly indicating cost, cancellation policy and other necessary information.
- A GWIC Receipt must be issued to GWIC members immediately upon receiving the event fee. Receipts should include the payee's name, event, date and amount.
- For the outings and monthly lunches, the Event Coordinator will collect the receipts of all related expenses and within one month will submit the receipts along and an activity report to the Treasurer for filing purpose.
- Larger events, such as dinner galas, will have an Event Coordinator and a separate Reservations Coordinator. The GWIC Treasurer cannot act as a Reservation Coordinator. All admission money is to be given in total to the Treasurer.

Membership Coordinator

- All membership cards should be numbered at print.
- Membership fees must be paid in cash.
- A GWIC Receipt must be issued upon receiving the membership fee.
- The Membership Coordinator must keep all membership forms for the GWIC year.
- At each event where membership fees are collected, the Membership Coordinator must provide copies of the receipts (stating membership card number, member name, enrolment date and payment amount) as well as the collected money to the Treasurer or, if she is absent, to the person designated by the Treasurer.
- It is the Membership Coordinator's responsibility to keep an inventory record of membership cards and member enrolment forms.

Advertising Coordinator

- Once advertisement contract terms are agreed between the advertiser and GWIC, the contract and an invoice will be sent via e-mail, by the Advertising Coordinator, to the advertiser. The Treasurer will be copied in this email.
- The Advertising Coordinator will ask the advertiser for a copy of the proof of payment and will forward it to the Treasurer.
- The Treasurer will inform the Advertising Coordinator once payment is received and the Advertising Coordinator will then issue a receipt to the Advertiser.
- The GWIC bank account should not be disclosed to the public except to the advertisers for payment purpose.



Hospitality Coordinator - Coffees and Teas

- This applies for the Monthly Coffees and Teas
- The copy of the Contract with hotel where it provides the Coffees and Teas should be submitted to the Secretary and Treasurer once it is signed.
- The extra fee for Classic members and guests should be approved by the Board every year.
- The Hospitality Coordinator will collect the fee in cash at the event and issue a coffee or tea coupon for the attendees.
- A GWIC Receipt must be issued to GWIC members immediately upon receiving a fee. Receipts should include the payee's name, event, date and amount.
- The fee should then be hand to the Treasurer and the Treasurer will pay it to the hotel.

C. VARIOUS

- Any pre-purchased tickets for events are non-refundable after the reservation deadline.
- Any disregard for the GWIC policy or alteration of receipts can result in disciplinary action including stepping down from the board and termination of membership.
- Serving on the GWIC board is a volunteer service. No board members can claim any relative loss of earning and time.

I have read, understood, and agree to abide by the above Finance Policy.

Date

Signature of Board Member



ADDENDUM

GWIC ACCOUNTABILITY GUIDELINES

1st September 2018 – 31st August 2019

GENERAL

1. The GWIC Executive Board members must read and sign a copy of these Accountability Guidelines during the May handover meeting.
2. GWIC will pay trip and entrance fees for the Activities Coordinator and one assistant Coordinator, if applicable. The price charged for a GWIC Trip should be the cost of the transportation plus any entrance fee for coordinator divided by the minimum number of people required for the trip to take place, not including the coordinator. A GWIC Trip is cancelled three days before the date if the minimum number of paid participants has not been met. Reservations without money are not accepted.
3. The Meet & Greet activity covers the cost of one beverage per person from GWIC funds. Children are not covered, as this is an adult event.
4. Any pre-purchased tickets for events are non-refundable after the reservation deadline.
5. Expenses of more than RMB 500 must be presented to the Finance committee at a board meeting, via email or WeChat. A confirmation of approval will then be given based on consensus either verbally, by return email or chat.
6. All reimbursements must be done through the GWIC Reimbursement Sheet, to be signed by both Treasurer and President. Expense reports and receipts proving the expense should be handed in within 3 months of an event taking place.
7. Only the GWIC Treasurer is authorized to make reimbursement. Expenses cannot be netted from ticket sales or other income.
8. Board members can claim up to RMB 200 per month in GWIC- related travel expenses that are incurred relative to their respective board position with the exclusion of coffees and teas. Ride sharing is encouraged where possible to keep cost to a minimum.
9. All reasonable expenses incurred relative to printing and producing the Gazette will be covered by the Club.
10. Meals are generally not covered by the Club unless specifically approved by the Board. It is suggested that working meetings be held in the morning to avoid undue expense.
11. A Board member responsible for GWIC money is to carry the money on their body at all times, ensuring that the money not be vulnerable to theft. Any negligent loss of GWIC funds becomes their personal responsibility.
12. Each member of the GWIC Executive board is requested to keep records of the activities conducted by their role during the year. This may include documents, photos, emails, contact lists, etc.
13. Each member of the GWIC Executive board is requested to keep up to date documentation on the way their role carries out their tasks. This may include documentation of



the yearly calendar for the role, descriptions of workflows for the role, project/event checklists, division of tasks (if the role is usually shared by two officers), lessons learned, and good advice for the next person on the role, etc.

14. At the end of the year, each Board member is requested to conduct a proper handover to the person who will serve in their role the following year. This handover may consist of documents, email account, contact list, historical records from previous years, etc.

EVENTS

1. Each event should be separately presented to the board. The proposal will then be approved, amended or disapproved, in a board meeting or by email.

2. Each event shall have its own Event Coordinator and a separate Reservations Coordinator whose function is to accept admission money for that event. The GWIC Treasurer cannot act as a Reservation Coordinator. All admission money is to be given in total to the Treasurer.

3. Upon completion of the event, the Event Coordinator should compile a simple income and expense summary with accompanying receipts to be submitted to the Treasurer for the record keeping purposes.

4. Food tasting: A maximum of 4 members may attend a pre-event food tasting. If the event is for a smaller scale, the Event Coordinator should encourage the restaurant to provide complimentary samples. For large events, a maximum of RMB 500 will be reimbursed for food tasting.

5. When a bill is paid at an event, two Board members must be present to check the bill. Any bill over RMB 5000 is to be paid personally by the Treasurer, regardless of the event. Larger events should be invoiced by the payee which the Treasurer will then settle within 24 – 72 hours after the event.

6. If tipping or a surcharge is necessary, it should be pre-approved. Note that tipping is not customary in China and that price quotations can sometimes exclude a 15% surcharge. Arranging board member must verify this before agreeing to the quotation.

7. If an emergency needs to make an "on the spot" financial decision, a minimum of three Board members must approve it.

9. Treasurer can advance funds for large anticipated expenses for upcoming events.

I have read, understood, and agree to abide by the above guidelines.

Date

Signature of Board Member



ADDENDUM

GWIC ADVERTISING GUIDELINES - GAZETTE

The Gazette consists of A4 sized pages in full colored print.

September 201(n) to August 201(n+1) (9 issues in total)

September, October, November, December, April, May, June/July/August,

- a) January and February/March: if the Chinese New Year is dated in February
- b) January/February and March: if the Chinese New Year is dated in January

I. Paid Advertisements

- a) Member's businesses – If a member is marketing goods or services as a business owner. This classification is not extended to franchise businesses (e.g. Starbucks, Papa John's, McDonald's).
- b) General businesses, schools, clubs or organizations.

II. Free Advertisements – Quarter page maximum

- a) Charity Organizations – Free space is available for organizations that donate all or the majority of their funds to charitable causes.
- b) Free ads must be prepared and designed by the organization in a JPEG format of more than 300 pixels per inch (ppi) in the size that the ad should be printed. This is to ensure the clearest print possible. The Gazette staff will not be responsible for designing advertisements.

III. Fee Schedule and Guidelines

- a) All advertisements are printed in color, unless specified by design.
- b) Fees for members: A 20% discount will be given to GWIC members.
- c) Fees for non-members: Please check the price list.
- d) Patrons (members and non-members), who commit to advertisement space for the entire GWIC Gazette publishing year (September to August, 9 issues) and pay before the August deadline will enjoy 1 free advertisement (i.e. purchase ad space for 8 issues and receive the 9th issue free of charge).
- e) Fees must be paid in advance of the monthly deadline and the advertiser is responsible to deliver the payment and the advertisement in a copy-ready form to a member of the Gazette Committee before the deadline.
- f) Ads must be designed and prepared by the advertiser in a JPEG format of more than 300 pixels per inch (ppi) in the size that the ad should be printed. This is to ensure the clearest print possible. The Gazette staff will not be responsible for designing advertisements.
- g) The Ads' deadline for September issue is on July 31st. The deadline for all other issues is on the 2nd of the month preceding the month of publication. Depending on circumstances, this may be amended. If so, all advertisers will be informed at least with one month in advance. For best results, try to submit ads 5 days prior to 2nd of the month deadline so to allow for our printer's feedback and adjustment time for yourself if needed.
- h) Advertisers unsatisfied with the quality of their published advertisement, when the ad was submitted to the Gazette before the published deadline and meets the requirements outlined in section III.F of the guidelines may launch a complaint with the



Advertising Editor. If the fault is determined to be from the printer or the Gazette editing staff and not that of the advertiser, the advertiser will be entitled to a free advertisement of the same size as the original advertisement. THERE WILL BE NO CASH REFUNDS.

- i) Due to the nature of a non-profit organization, GWIC cannot provide an official receipt also known as "FaPiao" for advertising purpose. We apologize for any inconvenience.

IV. Advertising Guidelines

- a) Enquiries about advertising in the Gazette are to be made through the Advertising Editor. Due to space restrictions, priority will be given to GWIC members and then on a first come first serve basis, with respect to payment due.
- b) Total annual ads shall not exceed 30% of total number of pages, excluding free advertisements (II.), member's businesses and monthly advertisements.
- c) If there are more than two advertisers wishing to place full page advertisements on the inside or outside covers of the magazine, GWIC members will be given priority, and non-members shall be placed on an annual rotating list; thus, giving all non-members advertisers an equal opportunity for these pages.
- d) Advertisers can give preference to their advertisement's placement within the magazine, but final position will be at the Editor's discretion. Many advertisers have provided articles to accompany their ads. For example: medical clinics giving general health safety tips pertaining to the time of the year (e.g. school starting, summer sun safety, etc). If you are interested in providing such an article, please contact the Gazette Editor for topic approval.
- e) Any advertisement may be booked for the entire year upon payment of the full fee in advance.
- f) In the event that the number of organizations wishing to advertise in the Gazette exceeds the % of advertisements set in IV.b), preference shall be given to businesses owned by GWIC members, those businesses who participate in the discount program, and those who support GWIC through donations or sponsorship.
- g) Loose inserts will not be permitted in the GWIC Gazette with exceptions for GWIC information and events, and charitable organizations.

V. Ad Size Guidelines

- a) All ads submitted to the GWIC Gazette should be in high-resolution PDF or JPEG format, 300 ppi and CMYK.B). They should also be submitted in the correct size when viewed at 100%.
- b) Any ads submitted at the wrong size will not be resized to fit; any cropping that occurs due to this will not be the responsibility of GWIC. If time permits, the ads will be sent back to the organization placing the ad to adjust.
- c) The printed size of the ads inside the gazette
 - Full page – 285x210 mm (HxW)
 - Half page (horizontal) – 130x 188mm (HxW)
 - Half page (vertical) – 265 x 92 mm (HxW)
 - Quarter page – 92X130 mm (HxW)
 - One third page – 85x188 mm (HxW)
- d) Except the Full Page Ad, there will be white space around the ads when they are printed on the gazette.

As already mentioned, the Ads' deadline for September issue is on July 31st. The deadline for all other issues is on the 2nd of the month preceding the month of publication. For best



results, try to submit ads 5 days prior to 2nd of the month deadline so to allow for our printer's feedback and adjustment time for yourself if needed.

VI. COPIES OF GAZETTE ISSUE

GWIC will send to the address provided by the Advertiser, through a housing representative or handle directly the following number of gazette(s):

Quarter page – 2 copies/ One third page – 2 copies/ Half page – 3 copies/ Full page – 5 copies

Any enquiries should be sent to the Gazette Advertising Editor.



ADDENDUM

GWIC ADVERTISING GUIDELINES - WEBSITE

September 201(n) – August 201(n+1)

** GAZETTE – Website Advertising Packages available. Please contact our Advertising Editor for details

I. Paid Advertisements

- a) Member's businesses – If a member is marketing goods or services as a business.
- b) General businesses, schools, clubs or organizations.

II. Free Advertisements

The spaces on the right side of each web page will be used only for paid advertisements. We established the Community Events page for special announcements and special offers for our members.

III. Monthly Fee Schedule and Guidelines

- a) Fees for members: A 20% discount will be given to GWIC members.
- b) Fees for non-members: Please check the price list.
- c) The above mentioned rates are monthly considering from September 201(n) to August 201(n+1). If advertisers sign up for advertising space for the full year, they will receive 1 month free advertising; that is, to purchase the cost of 11 months and receive the 12th month for free.
- d) Fees must be paid in advance of the monthly deadline and the advertiser is responsible to deliver the payment and the advertisement in the proper digital format to a member of the Advertising Committee before the 20th of each month. Advertisements will run on the website from the 1st to the END of the specified month.
- e) GWIC will not be responsible for designing advertisements. See specifications below.
- f) The deadline for all ads is the 20th of the month prior to the ad appearing on the website.



- g) Advertisers unsatisfied with the quality of their advertisement shall lodge a complaint with the Advertising Editor to whom they have submitted the advertisement. We will work to quickly fix the ad in question. She will present it to the board for discussion. If it is found that we have been negligent, the advertiser will be entitled to one additional month free advertisement of the same size as the original advertisement. THERE WILL BE NO CASH REFUNDS.

- h) Due to the nature of a non-profit organization, GWIC cannot provide an official receipt known as "FaPiao" for advertising purpose. We apologize for any inconvenience.

IV. Advertising Guidelines

- a) Enquiries about advertising in the Gazette are to be made through the Advertising Editor. Due to space restrictions priority will be given to GWIC members and then on a first come first serve basis.
- b) In the period September 201(n) – August 201(n+1) there will be five spaces offered: four non-rotative spaces and one rotative space.
- c) The rotative space will be placed on top and cannot have more than 4 advertisements.
- d) We will monitor this in our introductory period to find out what is best for our members and advertisers, alike. If there is interest in a fixed ad (that does not rotate), we will discuss the rate for such an ad.
- e) In the event that the number of organizations wishing to advertise on the GWIC Website exceeds the number of advertisements allotted, preference shall be given to those who also advertise in the Gazette, businesses owned by GWIC members, those businesses who participate in the discount program, and those who support GWIC through donations or sponsorship. We may consider adding another space as needed.

V. Ad Size Guidelines

Technical specifications for advertisements on GWIC.org

- a) Submissions must be valid images in one of the following file types:
 - JPEG (.jpg, .jpeg)
 - GIF (.gif)
 - PNG (.png)

- b) Submitted images saved with transparency are permissible.
- c) Submitted images should be square with minimum 70 ppi.
- d) Images may optionally link to a provided URL



Deadlines are the 20th of each month prior to the ad running on the website.

Any enquiries should be sent to the Gazette Advertising Editor, for details see the website at www.gwic.org.

GWIC Board reserves the right to refuse an advertisement or links to sites that conflict with our core values and beliefs and will accept advertisements of all subject matter deemed acceptable for our target audience.

ADDENDUM

GWIC FEES

1st September 2018 – 31st August 2019

MEMBERSHIP FEES

1. The Classic Membership fee is RMB 300 per year.
2. The Platinum Membership fee is RMB 800 per year.

OTHER FEES

1. A Classic Member will be charged an additional RMB 100 when attending Morning Coffee and an additional RMB 70 when attending Afternoon Tea.
2. Guests will be charged RMB 150 when attending Morning Coffee and RMB 130 when attending Afternoon Tea. Children above 12 years of age will be charged RMB 150 when attending Morning Coffee and RMB 100 when attending Afternoon Tea. Children between 6-11 years of age will be charged RMB 75 RMB when attending Morning Coffee and RMB 60 when attending Afternoon Tea.
3. It is recommended that a fee, nominal or otherwise, be charged at all events.
4. At events, a member's spouse will pay the same price as a member.
5. At lunches and small events, the guest price is the member price plus RMB 20-30 or actual cost.
6. At a major event, the guest price is the member price plus RMB 50 or actual cost.



GUANGZHOU WOMEN'S INTERNATIONAL CLUB

A Friendly Face Since 1983