



BY-LAWS

ARTICLE I – NAME

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

ARTICLE II – MISSION STATEMENT

The Mission Statement 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. Deputy Officers should be voted by the Board as needed and not stated as must have Board Officers.
2. 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.
3. A vote is passed on majority.
4. 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.
5. 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 three consecutive regular Board meetings, the Board will review the reasons for such absences and act accordingly.
6. Should an Officer fail to fulfill her duties, the Board may consider removing her from serving on the Board and select a new Officer.
7. 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 SAR, Macau SAR and Taiwan.—Newcomers and Membership Coordinators may ask to see passports before membership is granted. Proof of citizenship is required with valid and current documents.



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2. A new member takes the responsibility to provide membership coordinator with original and required passport and marriage certificates before membership is granted (only applicable to those whose husbands hold a non-PRC passport). Upon receipt of invalid documents, GWIC reserves the right to take immediate action or disqualify application.
 3. A current member takes the same responsibility with those of a new member when renewing the membership.
 4. Membership will be considered invalid despite the fact it was previously granted or renewed when the submitted documents are misrepresentation of facts.
 5. The Executive Board reserves the right to make a decision on membership based on the member's reputation, performance, character and situation, when needed.
 6. 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 and have good moral character.
 7. The Executive Board has the right to suspend or revoke membership to members whose dues are delinquent or whose actions are questionable and/or are in violation of the GWIC rules and by laws.
 8. 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.
 9. No refunds or discounts shall be given on membership fees.
 10. The annual membership fee will be charged from 1st September to 30th August the following year.
 11. The Platinum Membership includes complimentary morning coffees, afternoon teas and Gazette issues.
 12. The Classic Membership includes Gazette issues but will be charged an additional fee when attending Morning coffee and Afternoon tea.
 13. Guests and children above six years of age are welcome to attend GWIC Coffee Morning and Afternoon Tea with minimal fees.
 14. 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 in May to carry out the election of the Executive Board and may vary according to the present situation. The AGM shall be limited to members only.

Meetings of the Executive Board shall be held monthly or when called by the president and attendance is required by all. In case of any regular Board member who cannot attend in person, attendance via e-media is recommended, or the representing deputy officer must attend.

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.

1. President (1)
2. Vice President (1)
3. Secretary (1)
4. Treasurer (2)
5. Charity Liaison (2)
6. Gazette Editor (2)
7. Gazette Layout (2)
8. Webmaster (2)
9. Publicity Coordinator (2)
10. Hospitality Coordinator (2)
11. Membership Coordinator (2)
12. Newcomers Coordinator (2)
13. Community Relations Officer (2)
14. Activities Coordinator (2)
15. Concessions 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.
- Attend and chair the monthly board meeting.
- In May or when possible, 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.
- 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.
- In March/ April, appoint the Nominations Committee Chair for the upcoming AGM.
- Liaise with each Board Officer on their respective role.
- Two consecutive terms maximum.
- Maintain all records of job description.

Vice President

- Act as second person in charge to the President and assume the duties of the President in her absence.
- Share different/ various responsibilities with the President.
- Attend the monthly Board meeting.
- Act as a resource person on the Executive board if any role on the board becomes vacant.
- Chair event committees or recruit chair for special GWIC events identified by the Board, organized throughout the year, and not otherwise referenced in the bylaws. Events may include a Spring Event or others not chaired by other board members. 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. www.gwic.org
- Two consecutive terms maximum.
- Maintain all records of job description.



Secretary

- Prepare the agenda for the monthly board meeting.
- Attend the monthly board meeting.
- In June, establish the GWIC Calendar of coffees, teas, events, & activities.
- Take minutes at all board meetings and maintain a file of all board meeting minutes.
- Distribute board meeting minutes to all Board Members within five days.
- Update and maintain the master Calendar and email this calendar to Gazette Editor, Webmaster and Board Members as required.
- Update and maintain the board members' Contact List.
- Update and maintain all essential GWIC documents as well as files and data for GWIC.
- Order name cards for board members as needed.
- Two consecutive terms maximum.
- Maintain all records of job description.

Treasurer

- Collect money at all GWIC functions & pay all bills. In case of absence during the event, Treasurer should organize the collection of all monetary funds of the GWIC event.
- Attend the monthly board meeting.
- 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 report 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 approved GWIC related expenses.
- Two consecutive terms maximum.
- Maintain all records of job description.



Charity Liaison

- Attend the monthly board meeting.
- In June suggest a list of suitable Charity organization to the Board for the GWIC calendar year.
- Liaise with Charity Organizations in Guangdong Province and the rest of China, to find the most suitable charity cause to support in a timely manner, and regular follow up with feedback, report and visit if necessary.
- Identify, research and investigate charitable causes to support financially and in different ways if needed.
- Organize and handle tasks related to charity related events.
- The distribution of the raised Charity funds after an event, must be first be decided and approved by the Executive Board.
- Provide information to members on ways to volunteer their time and/or donate their money.
- Provide 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.
- Two consecutive terms maximum.
- Maintain all records of job description.



Gazette Editor

- Publish the Gazette as required.
- Attend the monthly board meeting.
- Plan and organize content for each Gazette issue and follow up on promised articles.
- Edit and proof-read articles before publishing.
- Collate calendar and events for publishing in Gazette.
- Recruit additional members for Gazette Team as needed.
- Deliver Gazette to printer in time, collect Gazette for future reference.
- Conduct the Distribution of the Gazette.
- Keep a hard copy and electronic copy of the Gazette for future reference.
- Maintain all records of job description.

Gazette Layout

- Work closely with Gazette Editor in all steps of the magazine's production and distribution.
- Attend the monthly board meeting.
- 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.
- Maintain all records of job description.



Webmaster

- Maintain the GWIC website ~~and~~, GWIC WeChat and all social media subscription account.
- Attend the monthly board meeting.
- 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.
- Maintain all records of job description.

Publicity Coordinator

- Attend the monthly board meeting.
- Contact partners & prospective partners and introduce GWIC Publicity opportunities. (Gazette, Website & Wechat).
- Send advertisers Publicity Agreements and collect the signed agreements.
- Inform partners about Gazette, Website & Wechat Promo requirements, collect appropriate promotion from partners.
- Contact partners to obtain payments, forward the payments to Treasury.
- Work closely with the Gazette Editor & Gazette Layout to submit publicity opportunities for Gazette on time, and review Gazette drafts to ensure publicity opportunities are placed well and will be printed correctly.
- Work closely with the Webmaster to submit Publicity opportunities for Website & Wechat on time.
- Responsible for delivering copies of Gazettes to partners.
- Update promotional opportunities Guidelines, pricing list, and requirements, in collaboration with the President and Vice-President.
- Two consecutive terms maximum.
- Maintain all records of job description.



Hospitality Coordinator

- Secure locations for coffees and teas, decide menu and negotiate price.
- Attend the monthly board meeting.
- Secure locations for monthly lunches, decide menu and price, collect money.
- Secure location for AGM, decide menu and negotiate price.
- Prepare 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 all events and issue receipts
- Responsible for sign-in and head count of each event. ~~the check-in of each such event~~
- 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.
- Two consecutive terms maximum.
- Maintain all records of job description.



Membership Coordinator

- Responsible for implementing the GWIC Membership Policy.
- Attend the monthly board meeting.
- 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 President, Newcomers Coordinator, Community Relations Officer and Gazette Editor monthly.
- Help promote GWIC at school orientation events.
- Two consecutive terms maximum.
- Maintain all records of job description.



Newcomers Coordinator

- Ensure there are opportunities to welcome and orientate newcomers to GWIC.
- Attend the monthly board meeting.
- Arrange the large annual Meet & Greet Meeting.
- Attend school orientation events to promote GWIC.
- 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.
- Two consecutive terms maximum.
- Maintain all records of job description.

Community Relations Coordinator

- Maintain information sharing with organizations of relevance to the expatriate community (consulates, chambers, international schools, international medical clinics...).
- Attend the monthly board meeting.
- Liaise with the Webmaster to maintain and update the community section on the GWIC website and social media.
- Be the central communication point with the GWIC Club leaders and email their calendar to the Gazette Editor and Webmaster monthly.
- Two consecutive terms maximum per position.
- Maintain all records of job description.



Activities Coordinator

- Plan and conduct monthly trips or activities.
- Attend the monthly board meeting.
- 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.
- Organize reminders and all necessary information for upcoming trips.
- Help organize different GWIC events when necessary.
- Two consecutive terms maximum.
- Maintain all records of job description.

Concession Coordinator

- Responsible for seeking out discounts from various venues around Guangzhou.
- Attend the monthly board meeting.
- Ensure the validity of the discount deals, that they are current and updated.
- Ensure that contracts are signed and acknowledged by the discount partners and hand the signed documents over to treasurer and secretary. on GWIC social media accounts.
- Two consecutive terms maximum.
- Maintain all records of job description.

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 as advisor to the Board.



ARTICLE VII - ELECTIONS

A. Appoint Nomination Committee

1. In February, 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 a week prior to the AGM.
5. The complete list of Nominees for the Executive Board shall be published GWIC WeChat Group no later than one week or whenever possible 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 or when applicable.
5. Terms of office shall be for one year following the May Board Meeting and extending through elections the following year (May to May) or when applicable.

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.



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4. An addendum titled "GWIC Publicity Guidelines" is attached. They are included here as internal procedural guidelines for the handling of publicity material intended for the Website and the Gazette. publicity opportunity prices, approved dimension and other necessary information are included inside the GWIC Publicity presentation materials and the GWIC publicity agreement, which are documents handled by the Publicity 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.
6. Keep membership application material for 5 years by Membership Coordinator.
7. Board Members who fulfills her duties in accordance with the by-laws shall be supported and protected by GWIC and the GWIC Board. Any legal fees incurred will be shouldered by club.



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 a week 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. As a token of gratitude to volunteer Board Members, an organized lunch/dinner can be offered annually.

General Rules

- The Expense Report along with the supporting documents should be approved by both Treasurer, President and/or Vice President before reimbursement.
- Expense Reports must be submitted for reimbursement within 3 months of being incurred, or they will not be reimbursed subject to flexibility depending on a case-to-case basis.
- All approved 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.
- Board member's 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 pre-approve 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 or electronic payment.
- 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.

Publicity Coordinator

- Once Publicity contract terms are agreed between the partner and GWIC, the contract and an invoice will be sent via e-mail, by the Publicity Coordinator to the partner. The President and Treasurer will be copied in this email.
- The Publicity Coordinator will ask the partner for a copy of the proof of payment and will forward it to the Treasurer.
- The Treasurer will inform the Publicity Coordinator once payment is received and the Publicity Coordinator will then issue a receipt to the partner.
- The GWIC bank account should not be disclosed to the public except to the partner 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 or electronic payment 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 handed 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 handover meeting.
2. 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. 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.

I. Publicity Opportunities

- 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. Publicity Opportunities 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 four issues) and pay before the August deadline will be given complimentary soft adverts in Wechat.
- e) Fees must be paid in advance of the agreed deadline and the Gazette partner is responsible to deliver the payment and the advert in a copy-ready form to a member of the Gazette Committee before the deadline.
- f) Ads must be designed and prepared by the partner 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 deadline for all issues is on the 2nd of the month preceding the month of publication. Depending on circumstances, this may be amended. If so, all partners 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) Partners unsatisfied with the quality of their published publicity 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 Publicity Coordinator. If the fault is determined to be from the printer or the Gazette editing staff and not that of the partner, the partner will be entitled to a free publicity 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. Publicity Guidelines

- a) Enquiries about publicity in the Gazette are to be made through the Publicity Coordinator. 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 publicity (II.), member's businesses and monthly publicity.
- c) If there are more than two partners wishing to place full page publicity 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 partners an equal opportunity for these pages.
- d) Partners can give preference to their publicity placement within the magazine, but final position will be at the Editor's discretion. Many partners 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 publicity 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 publish in the Gazette exceeds the % of publicity 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.

VI. COPIES OF GAZETTE ISSUE



GWIC will send to the address provided by the partners, 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

Publicity Coordinator



ADDENDUM

GWIC PUBLICITY GUIDELINES - WEBSITE

September 201(n) – August 201(n+1)

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

I. Paid Publicity

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

II. Free Publicity

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

III. 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) Fees must be paid in advance of the deadline and the partners are responsible to deliver the payment and the publicity in the proper digital format to a member of the Publicity Committee before the the agreed deadline.
- d) GWIC will not be responsible for designing publicity. See specifications below.
- e) Partners unsatisfied with the quality of their publicity shall lodge a complaint with the Publicity Coordinator to whom they have submitted the publicity. 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 partner will be entitled to one additional free advertisement of the same size as the original publicity. **THERE WILL BE NO CASH REFUNDS.**
- f) Due to the nature of a non-profit organization, GWIC cannot provide an official receipt known as "FaPiao" for publicity purposes. We apologize for any inconvenience.



IV. Publicity Guidelines

- a) Enquiries about publicity in the Gazette are to be made through the Publicity Coordinator. 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 publicity.~~
- 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 publish on the GWIC Website exceeds the number of publicity allotted, preference shall be given to those who also publish 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

Any enquiries should be sent to the Publicity Coordinator, for details see the website at www.gwic.org.

GWIC Board reserves the right to refuse publicity or links to sites that conflict with our core values and beliefs and will accept publicity 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. Amount to be determined by the Board annually.
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. Amount to be determined by the Board annually.
3. It is recommended that a fee, nominal or otherwise, be charged at all events, unless approved by the Board.
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 extra non-member cost.
6. At a major event, the guest price is the member price plus extra non-member cost.



Board Member Code of Conduct Agreement

This policy applies to all GWIC Board members volunteering in each position. GWIC Board Members are required to follow our Code of Conduct while volunteering as part of the team. We outline the components of the GWIC Board Member Code of Conduct below:

Act with Integrity

All board members must protect the Guangzhou Women's International Club (GWIC)'s integrity. We expect all board members to be ethical and responsible when dealing with the GWIC's name and public image.

Board Members must be professional at all times.

Maintain a Sense of Impartiality. No member is allowed to use the name of GWIC for self-financial gain. Such cases found will result in disciplinary action.

Treat Others with Respect

Board Members should respect GWIC and local community members. GWIC will not allow any kind of discriminatory behavior, harassment or victimization.

Conflict of Interest

We should not unduly use our position within the GWIC Board member for personal benefit or to benefit relatives or close associates. We must carefully consider the potential conflict of interest prior to the acceptance of GWIC Board member volunteer.

Collaboration

Board members should be friendly and collaborative. They should try not to disrupt the team or present obstacles to their colleagues' work.

Communication

All board members must be open for communication with general GWIC members.

Our Open-Door policy reflects our commitment to transparent and flexible communication between Board Members and club members.

Discord

All board members will adhere to the Discord rules:

No Spam or flooding wechat with messages. Do not type in ALL CAPS.

No bashing or heated arguments_towards other people_

Please approach President or Vice-President to resolve discord amongst board members, if it can't be resolved amongst each other.

Disciplinary Actions

The GWIC President, Vice President & Secretary may have to take disciplinary action against a board member who repeatedly or intentionally fails to follow the Board Members Code of Conduct. Disciplinary actions will vary depending on the violation.



Possible consequences include

Reprimand.

Suspension or termination for more serious/or repeated offenses.

*Any board member that has been removed will not be allowed to hold any other board position for the next 2 consecutive years.

GWIC Gangs Etiquette

Etiquette for GWIC WeChat Gangs

GWIC WeChat Gangs is a group chat created with the sole purpose of allowing members to receive, share and post GWIC community related content only. To ensure this space is used as intended, below are a few rules on etiquette.

1. Opinions should always be shared in a RESPECTFUL and POLITE manner.
2. Any approved advertising, promotional or publicity ads can ONLY be shared by our Publicity Coordinator and by a designated board member.
3. Individual chatting should be avoided.
4. Announcements or flyers for community events need approval from the GWIC Board before circulation.
5. Please do not discuss any religious, political or sensitive issues in this group chat.
6. Posting **multiple messages** during the same day without prior authorization will be considered spam.
7. Voice messages are not accepted.
8. Derogatory, sarcastic, rude or racist comments are not accepted.
9. No bulk posts; if you are sharing pictures from an event, keep them to a minimum. If you have more, please refrain from posting in the Gangs and instead share them with our Webmaster.
10. Always keep in mind that a GWIC Gangs message **will land in multiple phones**. Be sensible about the kind of messages you post and the time you send them.
11. Please be aware of the rules; anyone not following them will result in removal from the group chat.

Thank you for your cooperation and understanding. The above rules will help us make sure GWIC Gangs is a purposeful and friendly space. Let's all take care of the essence of the group; let's keep it in the spirit of GWIC.