

**STANDING RULES  
EXECUTIVE WOMEN INTERNATIONAL  
KNOXVILLE CHAPTER**

Executive Women International (“EWI”), the leading connection for business professionals, is an international non-profit organization of diverse businesses, services, professional firms, and individuals. Firms hold the membership with an individual in a key administrative role or top ranking position appointed by the firm’s executive to serve as its representative to the Knoxville Chapter. Individual membership for an employee of a business that is not a Member Firm is also an option.

**Mission**

EWI is an organization which brings together key individuals from diverse businesses for the purpose of promoting member firms; enhancing personal and professional development; and encouraging community involvement.

**Vision**

To be a professional organization that creates value for its member firms, their representatives, and individual members through career development, business connectivity, and involvement in local communities.

**Benefits of EWI Membership:**

- Expand your global network of business professionals;
- Promote your firm through Chapter and Corporate advertising, partnerships, and sponsorship opportunities;
- Participate in professional development webinars, online learning opportunities, and the Academy of Leadership Program;
- Network monthly with leading experts in business and career development;
- Develop leadership skills through service on Chapter and Corporate Boards;
- Engage in EWI community involvement events, which include literacy initiatives and scholarship programs;
- May be eligible for an EWI Fellows Scholarship.

## STANDING RULES

### A. Membership

Prior to September of 2013, the EWI organization was comprised of non-competing member firms and allowed membership to only one firm in a Major/Minor classification as determined by the Corporate Board.

When the non-compete firm membership language was eliminated from Corporate and Chapter By-Laws at the 2013 Leadership Conference and Annual Meeting, individual chapters were given the authority to decide how they would handle future membership invitations or inquiries.

Since the organization is now using NAICS codes (North American Industry Classification System) rather than Major and Minor classifications, the Knoxville Chapter has determined that the Membership Director, President, or Vice President will, as a courtesy, contact the Executive of a member firm with the same NAICS code as an applicant firm before membership will be granted to the new firm.

Any member firms as of 10/01/2013 that object to membership by a competitor firm will be “grandfathered” in their industry so long as their representative remains active by participating in at least one committee or holds a Board position, volunteering for at least one special event each fiscal year, and attending at least six meetings or events each fiscal year unless special circumstances prevent her/him from doing so. Special circumstances are defined as heavy workload or special projects, business travel, personal or family illness, or other situations as approved by the then current Board.

The Knoxville Chapter shall have the following membership classifications:

- **Member Firm** – A reputable business, governmental agency, non-profit enterprise or association actively engaged in the conduct of business for at least one year and without financial, legal, or ethical issues.
- **Individual Member** – An employee of a business which is not a Member Firm. An Individual Member has all the rights of an active representative of a Member Firm, including the right to vote, serve as a Chapter Officer or Director, and to serve on the Corporate Board. The Corporate assessment is the same as for a first representative of a Member Firm.

- **Sustaining Member** – An individual who has been a Representative in good standing immediately prior to retirement from a Member Firm. A Sustaining Member may attend all Chapter meetings and functions but shall have no voting rights and may not serve as an Officer or Director. A Sustaining Member may transfer from one Chapter to another should she/he move within the boundaries of another Chapter. A Sustaining Member shall be subject to all Corporate and Chapter assessments for this membership classification. If a Sustaining Member returns to full-time employment, as full-time is defined by the employer, said Sustaining Member shall no longer meet the qualifications of a Sustaining Member.
- **Transitional Member** – The Chapter Board may grant transitional membership to an individual not otherwise qualified for membership who has been a Representative in good standing and who has become unemployed due to elimination of job position, merger, acquisition or other legitimate business reason. Transitional membership will be in effect until such member resumes employment, subject to annual review and approval by the Board. A Transitional Member shall not be subject to Corporate or Chapter dues or assessments; may attend all Chapter meetings and functions; but will have no voting rights and may not serve as an Officer or Director.
- **Chapter Life Member** – A Chapter Life Member shall be a current Sustaining Member or current Representative in good standing for at least ten years to whom the Chapter desires to bestow this title due to special meritorious service above and beyond the call of duty to the Chapter. “Chapter Life Member” is an honorary title only and carries no rights, privileges, or obligations.

## **B. Chapter Meetings**

EWI of Knoxville shall have a meeting on the third Tuesday of each month unless otherwise approved by a vote of the Board of Directors. Locations will be determined by the Program Committee.

## **C. Board of Directors Meetings**

The Board of Directors of EWI of Knoxville shall meet at 8 a.m. monthly on the second Tuesday, unless otherwise approved by the Board of

Directors, at a location to be determined by the current President. All members are welcome to attend and engage in discussions but only the following nine (9) members of the Board are entitled to vote:

Vice President, Secretary, Treasurer, Sergeant-at-Arms, Membership Director, Program Director, Publication Director, Ways & Means Director, and one Director-at-Large. A quorum of six is required to vote on any motions. In the event of a tie, the President may cast the deciding vote.

**D. Dues**

Annual dues shall be \$250 per representative.

Sustaining member dues shall be \$50 each.

One-time admission fee shall be \$50.

Monthly meeting fees may be paid in advance at the time of membership renewal at a rate approved by the Board of Directors.

A credit card convenience fee may be assessed at the prevailing industry rate in effect when payment is received.

**E. Attendance Guidelines**

A member firm representative should attend at least six (6) meetings during the Chapter fiscal year (October through September) and should not be absent three (3) consecutive meetings unless special circumstances prevent attendance. Special circumstances are defined as heavy workload or special projects, business travel, personal or family illness, or other situations as approved by the Board of Directors. If a representative believes she/he will be absent three or more consecutive meetings, she/he should notify the Membership Director of the reason for the absences. The Membership Director will present the request for consideration by the Board at its next meeting.

**F. Meeting Reservations**

The Sergeant-at-Arms (SAA) will notify the membership of meeting details at least one week prior to the date of the meeting, if possible. Due to the attendance requirements of the EWI By-Laws, every representative has a standing reservation for all monthly chapter meetings unless the SAA has been instructed otherwise. If the representative is unable to attend, she/he will be automatically billed for the meeting charge unless notice of cancellation is received by the SAA forty-eight (48) hours in advance of the meeting. If the meeting notification was given less than a week prior to the meeting, cancellations may be made twenty-four (24) hours in advance to avoid being billed.

**G. Membership Director and Committee**

The Membership Director and Committee are responsible for coordinating initiatives to recruit and retain member firms; acquainting representatives with each other and the services or products of member firms; maintaining membership rosters; and distributing roster updates to the membership at least annually and when firms join or do not renew.

Representatives should contact the Membership Director if they know of illnesses or the death of an executive, a representative, spouse, child, or parent of a representative. The Membership Director may send flowers or a memorial for the death or hospitalization of said member firm executive, representative, or listed relative.

**H. Program Committee**

The Program Director shall have general charge of planning and arranging the programs for the regular meetings of the Chapter, which shall be approved by the Board at the beginning of each fiscal year.

**I. Publication Committee**

The Publication Director and Committee shall be responsible for the preparation, publication, and distribution of the Chapter's monthly newsletter; developing community awareness of the organization and its member firms through submission of information about Chapter activities in civic, educational, and cultural projects to local newspapers and other outlets; and maintaining the Chapter's social media sites.

**J. Ways and Means Committee**

The Ways and Means Committee shall devise, support, and generally supervise the ways and means of financing special activities of the Chapter. The Ways and Means Director shall make recommendations to the Board of Directors for its approval of the purposes and plans for securing funds.

**K. Chapter Credit Cards** – EWI of Knoxville will maintain a business Visa credit card account to be used for registrations and travel expenses to the Leadership Conference and Annual Meeting, other regional conferences, meals with potential members, fundraising and other expenses as approved by the Board. Individual cards will be requested for the incoming President, Vice President, and Treasurer under the main business account after their installation to the Board. Outgoing officers will be removed as authorized users and their cards destroyed

after installation of the new Board. The main business card will be maintained by each current Membership Director. Receipts for all charges will be given to the Treasurer as soon as practicable.

**L. Boundaries**

The territorial boundaries of the Chapter were initially established by the membership as being within a 75 mile radius of Knoxville, Tennessee. They were approved by the Corporate Board when the Chapter was chartered in December of 1987. Should the boundaries need to be changed, the Board of Directors should approve and present the proposal to the membership for approval, after which approval will be requested from the Corporate Board.