



Rules & Processes

Each year, prior to the January members-only meeting, these rules & processes, as well as the SWAN charter should be reviewed by leadership and amended as needed. Once the review process is completed, each member of leadership should sign and date a copy of the rules, which will then be placed into the SWAN binder. It is the job of the leadership team to ensure these rules are followed to the best of their abilities.

Membership

1. Is open to any woman in the Bradford Ontario, or surrounding area, who is a business owner, entrepreneur, or self-employed professional.
 - a. There shall not be a limit to the number of women in each industry or profession.
2. Is required of anyone who wishes to return to SWAN for a second meeting (first meetings are always free).
3. Is required for attendance of the January members-only meeting.
4. Is annual and renewable, with the start date being the first paid-for meeting the member attends.
 - a. In the event of sickness or extenuating circumstances, membership may be extended for a period up to 3 months, at the discretion of the leadership team.
 - b. If membership is not paid in full within 2 months of the due date, unless extension is granted by the leadership team, membership will be revoked, and member will be removed from all SWAN groups / meetings until membership is paid in full.
5. Carries with it the expectation for members to conduct themselves in a professional manner at any time where their conduct or behavior may reflect on SWAN. Just as SWAN Bradford is representing members, members are also representing SWAN Bradford as a group.

Fees

1. Annual membership fees are required for all members
 - a. New members will pay a slightly higher membership fee than returning members, but the cost of their membership includes a free SWAN T-Shirt and new member package
 - b. Returning members will pay a slightly lower membership fee than new members, but their membership does not include a SWAN T-Shirt.
 - i. Returning members can choose to pay the new member membership fee if they are in need of a T-Shirt, otherwise T-Shirts can be purchased separately throughout the year.

Charity Seat and Contributions

1. Each January SWAN Bradford shall vote on their new charity fundraiser recipient
 - a. In order for a charity to qualify it must both be in Bradford and benefit the community of Bradford.
2. A portion of all membership fees collected during the calendar year will also go towards the years chosen charity.
 - a. Monies collected for the charity will be collected & stored in the SWAN bank accounts until ready to be presented to the Charity at the end of the year.
3. A representative from the chosen charity will be invited to join in our last meeting of the year for a cheque presentation of all the monies collected for said charity over the course of the calendar year.

Community Events

1. The group should make an effort to participate in at least one community event in addition to our charity fundraiser each year, which the number of events participated in expected to scale to the size of the group.
2. The event(s) should be not-for-profit, and time from members will be volunteered.
3. Members will be participating as SWAN members at said event(s) and not as representatives of their respective businesses. As such, SWAN attire is required of members who participate.

Meetings

1. Meetings are held for a 2-hour period on the 3rd Tuesday of each month (January – November) at a predetermined centralized location, or at that months presenting business. Time & location of the meeting will always be announced at least 3 weeks prior to the next meeting.
2. Each month (February – November) will have a 15-minute slot for a member to share about their business (known as a ‘presenting business’), and a 15-minute slot for a member to teach a skill, mindset, technique, or another form of “take home” (known as a ‘teaching business’).
 - a. Members will have the opportunity to sign up for one of these slots starting in the January meeting for February & March, and then each month for 2 months out (through September, which should be the last sign up month).
 - i. These opportunities will be given in a lottery style, with preference for presenting businesses slots to be given to new members who have never presented in SWAN before, followed by members who did not present at all in the previous calendar year.
 - ii. Members must be physically present at meetings to put their name in the lottery to be a presenting business.
 1. Any business that puts its name in for the lottery who is not picked, can elect to have their name put on a “back-up” list to fill-in in case the chosen presenting business is unable to make it (for that presenter’s month ONLY, and preference rules still apply).

- iii. Should the presenting business be unable to present for their month, it is expected that that member gives the leadership team as much notice as possible to fill their slot.
3. Each meeting (February – November) shall include either round table discussions, or break-out group discussions (as the size of the meeting's attendance allows) for business growth, goal setting, or other motivational discussions as presented by the President / Vice President.
4. Each meeting shall include periods of networking, as well as round table reviews of upcoming events, committee progresses, and new business news (as applicable).
5. Each meeting should have a posted intended agenda of events and discussions to keep the meetings moving in a timely manner, which should be made available to all members prior to the meeting.
6. SWAN Bradford is a group for adult women. While we wish to support each other in all roles, no children over the age of 1 year are permitted to attend meetings. Women who are nursing children under 1 year of age are welcome to bring them to our meetings.
7. SWAN shall provide bottled water at our regular meetings, and light snacks at any meeting with special guests. The Secretary Treasurer shall track and be responsible for these refreshments.

Advertising and Promotion of the Group

1. There will be both a public Facebook page and a private Facebook group for SWAN.
 - a. The public page will be used for promotion and advertisement of the group, it's members, and events which are either group related, or may enhance mutually beneficial relationships for the group and its community.
 - b. The private group will be for members whose membership is in good standing *only*, for the purpose of SWAN related discussions - however members can advertise their businesses and events within the group as well.
 - c. A Facebook event will be created by the leadership team for each monthly meeting, as well as our yearly fundraiser.
2. The logo of SWAN Bradford belongs to the group and will only be used on T-shirts, marketing & promo materials, websites, etc by approval of the leadership team. It is the job of the leadership team to make sure the logo is only used in ways that promote the group in positive ways.

Election Procedure for leadership team

1. Members who are interested in running for leadership positions should give their name and sought-after position to the current leadership team between the September and October meetings.
 - a. Immediately following the October meeting all candidates names and position of choice will be posted in the Facebook group, so all members are informed prior to November's elections.
2. At the November meeting of the election year, the round table / break out group discussions will be replaced by leadership elections.
 - a. Time shall also be allotted at this meeting for candidates to campaign themselves and give information on why they're running. Each candidate should receive between 3 – 5 minutes, depending on how many candidates are running.

3. Voting will be done in order of Secretary Treasurer, Vice-President, and then President, and voting will be done by paper ballot. The candidate with the most votes for each position will be declared.
4. The incoming & outgoing leadership teams will meet up to ensure a smooth transition and answer any questions about roles and responsibilities prior to Dec 31st of the calendar year.

** At any point if the group feels any member of the leadership team is failing to fulfill their role & responsibilities, the group can call a vote of “No Confidence” to remove said member from their leadership position *only*. There must be at least 5 group members present to call a vote, and there needs to be at least a 60% agreement to remove the member from their role. Another member of the leadership team shall step up to take over the role until regular elections are held.