

INTERNATIONAL WOMEN'S ASSOCIATION OF VILNIUS



ASSOCIATION POLICY

2020

The Policy has been approved by the Annual General Meeting of Members on May 7, 2020

Vilnius, Lithuania

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I. MISSION STATEMENTS, GOALS, OBJECTIVES

Mission

The International Women’s Association of Vilnius (hereinafter referred to as “IWAV”) is a non-governmental and non-profit charitable organization, which serves as a platform for charitable giving, socializing, friendship, and networking. IWAV provides social networking opportunities for foreign and international women living in Vilnius to promote intercultural exchange, excluding a religious emphasis.

Goal

IWAV works toward sustainable empowerment through a variety of activities designed to contribute to the personal growth of its members as well as to the vulnerable and disadvantaged groups located within the communities they call home. The Bylaws are our leading guide for procedures and protocol. We all use the Bylaws for checks and balances for what we do, and the policies are used by the Executive Committee and IWAV members to better understand for the governing the Association and reviewed and updated as needed. The Bylaws are the primary document of our association.

Objectives

Friendship: To develop international friendship among expatriate women and Lithuanian citizens in order to assist newcomers in adjusting to living in Lithuania.

Personal growth and development: To enhance personal experiences and expand portable skills to contribute to the lifelong prospects of women. To empower women in charitable giving projects and IWAV activities.

Social responsibility: To mobilize and expand the volunteering base among expatriate women living in Lithuania.

Charity: To alleviate hardship faced by vulnerable and disadvantaged groups with an emphasis on women’s wellbeing. To organize the International Christmas Charity Bazaar and Blossom of Hope—the Association’s annual charity events.

Strategic partnership: To join forces with socially responsible businesses and non-governmental, non-political, and non-religious organizations, governmental institutions, and

other relevant associations of the international community in working towards common humanitarian and social equity objectives.

II. CODE OF CONDUCT

1. Act with integrity and high ethical standards in your personal and professional life.
2. Deal fairly with other IWAV members and treat them with respect.
3. Avoid behavior that reflects adversely on the Association or other IWAV members.
4. Maintain a harassment-free environment at all IWAV meetings, events, and activities.
5. Never allow personal benefits to influence your decision or undermine the integrity of association relations.
6. Keep to your promises and commitments.
7. Avoid the appearance of impropriety.
8. Respect privacy and confidentiality.
9. Do not use the Association and its resources for personal or commercial purposes.
10. Do not engage in outside activity that could harm the Association.
11. Do not discredit the association or/and other members by your actions.
12. See Bylaws clause for clarification of punitive actions 4.6

III. MEMBERSHIP

Eligibility

The International Women's Association of Vilnius is open for women of any nationality who are interested in sharing the experience in living in Lithuania. The working language is English, but fluency is not necessary. The Lithuanian language is the official language of the Association.

The number of the members with the same citizenship must be monitored (for clarification, see as described in Bylaws 4.3).

Admission

(This procedure is described in Bylaws 4.2 for clarification)

Full Membership is achieved after paying first membership fee, and the new Member is added to the list of the Association information channels.

Members bear the responsibility for ensuring that their contact information is continuously up to date. Withdrawal and expelling of members is described in Bylaws under 4.5 and 4.6.

Members can be expelled from the Association by decision of the Executive Committee if they are in breach of the Code of Conduct of the Association. If the IWAV Executive Committee receives evidence that a Member acts in breach of the Bylaws and/or the Code of Conduct, it may issue a meeting to investigate the case. Materials for the cases shall be submitted to the members of the Executive Committee at least 14 (fourteen) days before a meeting. This meeting must take place only in person. Each member of the Executive Committee has an obligation to express her opinion in that meeting. A Member whose expulsion shall be discussed is invited to the meeting and allowed to explain her actions. The decision to expel a member shall be fair and proportional to the committed Member.

Departing members will continue to be listed on the membership roster and receive IWAV announcements until the term of the paid membership expires.

Membership Dues

IWAV relies on membership dues to fund the social, charitable, and administrative expenses of the Association. Because membership dues constitute a significant portion of IWAV's operating funds, the membership fee may be increased from time to time if the Executive Committee of IWAV determines that it is necessary. According the Bylaws, any increase in fees must be approved by vote at the Annual General Meeting.

All membership fees and donations should be paid for by bank transfer only. Members are responsible for finding a solution for bank transfer.

Departing members

Departing members will continue to be listed on the membership roster and receive IWAV announcements until the term of the paid membership expires, provided that the member supplies a forwarding mail and email address to the IWAV secretary.

Reimbursement

Only the members of the Executive Committee who incur expenses during the course of their duties may request reimbursement for reasonable expenses by submitting an itemized invoice with explanation and receipts to the Treasurer. The Executive Committee shall determine the reasonable fees and limits for expenses incurred during the course of IWAV duties.

Complaint Policy

Members may bring any concern or grievance to the attention of the Executive Committee by submitting a written and signed complaint to the Chairman of the Executive Committee. The Chairman reviews and makes recommendations to the Executive Committee, which delivers a written report. The Executive Committee will not respond formally to any other form of complaint.

Information Policy

(Check description found in Bylaws 9 procedure for access to documents and other information)

Members are informed on regular monthly bases and ongoing bases via email and FB private group.

Any member may propose an issue based on her experience by writing to the Chair of the Executive Committee at least five days before the end of each month. The issue will be discussed with the Executive Committee at its next meeting. An updated version of the policy will be provided on the Association website.

We follow all governing rules for required data privacy established by European and Lithuanian law.

Non-member participation

With the exception of the coffee morning meeting where all potential new members are welcome, guests are welcome to join IWAV guest approved events and activities as long as they are accompanied by another IWAV member. If payment for the event is required, any attendee not a member of IWAV may be asked to cover their own costs. However, only IWAV members may repeatedly attend the ongoing activities of the association. IWAV activities are limited to women unless otherwise advertised, such as for fundraising and family events.

Members also can initiate and organize private events; therefore, invitations to IWAV members for such private events are not to be issued through IWAV information channels.

Termination of the membership

(See Bylaws 4.6 for clarification)

GOVERNANCE AND MANAGEMENT

IV.I GOVERNING BODIES

The General Meeting of Members and the collegial management body, the Executive Committee, shall be the governing bodies of the Association. The Association shall acquire its civil rights, assume civil duties, and carry them out or exercise them through the governing bodies of the Association.

The General Meeting of Members

The General Meeting of Members shall be the supreme governing body of the Association.

The General Meeting of Members shall have the exclusive power to: (Please see Bylaws for clarification 5 & 6).

The Chair of the Executive Committee leads the General Meeting of Members (Annual General meeting or Special General Meeting) if members do not elect another person to do so. If the Chair of the Executive Committee is not present, a Chair for the meeting shall be elected.

After the proposal for the Chair of the meeting, the Secretary for the meeting and one member to count votes are elected. The Secretary shall ensure that the minutes are kept of all General Meetings of Members by the form provided by the legal partner.

The minutes of the General Meeting of Members are signed by the Chair of the meeting and the Secretary.

The agenda of the General Meeting of Members is formed by the Executive Committee that convenes the meeting.

The Executive Committee

The Executive Committee shall rely on unpaid volunteers to assume positions to include Chair, Treasurer, Communications Coordinator, Charity Coordinator, Activities Coordinator, Membership Coordinator, and Sponsorship Coordinator. These persons shall be FLUENT in English (C level).

The Executive Committee of the Association shall: (See Bylaw for clarification 7.8)
Meetings of the Executive Committee shall be convened at least every eight weeks.

In addition to the above-listed duties, each member of the Executive Committee will be assigned specific duties respective of the following areas:

The Chair:

1. Acts as the representative of the Association.
2. Acts as the official signatory for the IWAV Association.
3. Represents the Association in relations with the third parties and concludes transactions on behalf of the Association.
4. Delivers relevant documents and publicly discloses in a timely matter information relevant to members.
5. Coordinates with legal counsel and services.
6. Coordinates and plans marketing/advertising for IWAV
7. Coordinates and oversees regular (at least every six weeks) board meetings.
8. In the case of a voting tie, the Chair of the Executive Committee makes the final decision.
9. Carries out relevant decisions.
10. Is responsible for all deposits of cash for IWAV, ICCB and BoH, including raffle money from coffee mornings.
11. Coordinates the archival of documents

The Treasurer:

1. Draws up budgets and presents them to the Executive Committee for further development into a financial statement for members.

2. Is responsible for finances and cash flows of IWAV activities using paperless transfer.
3. Prepares monthly membership payment updates via bank transfer.
4. Completes all bank transactions (deposits, withdrawals, payments).
5. Presents monthly financial status at the Executive Committee meetings.
6. Prepares the financial statements for the Annual General Meeting.
7. Coordinates with the third party accounting firm on an ongoing basis.

The Membership Coordinator:

1. Coordinates membership requests and forms.
2. Tracks and updates master membership list.
3. Presents membership status during the Executive Committee meetings.
4. Notifies members when annual membership fees are due.
5. Updates members' contact information when necessary.
6. Helps to get new members involved in various aspects of the organization.

The Activities Coordinator:

1. Coordinates, organizes, and plans monthly activities either during the day or in the evening.
2. Updates activities calendar.
3. Coordinates with other activity groups (i.e., book club, lunch bunch, culture club, playgroup)
4. Gathers information about the kinds of activities members are interested in on a regular basis.

The Communications Coordinator:

1. Regularly posts, updates, and manages the IWAV website and IWAV Facebook page.
2. Includes pictures, activities, changes, etc.
3. Tracks website contract.
4. Compiles and transcribes the minutes of the Executive Committee meetings, including action items, voting, etc.
5. Tracks and updates all third party contact information.
6. Maintains a hard disk with backup copies
7. Posts to or approves posts for the IWAV private Facebook group account as well as other social media channels.

The Sponsorship Coordinator:

1. Solicits vendor discounts in Vilnius for IWAV members.
2. Coordinates fundraising activities.
3. Coordinates Member-to-Member and Partner programs.

The Charity Coordinator:

1. Finds and communicates with charitable organizations to be supported by IWAV.
2. Coordinates and oversees charity functions and visits
3. Presents the results of charitable activities to the Executive Committee
4. Organizes and takes care of monthly raffle

Note: The following responsibilities are proposed positions if needed in a particular year as long as the Executive Committee shall consist of not less than 3 (three) members and not more than 7 (seven) members. Otherwise, the following responsibilities are absorbed into the positions outlined above.

Resignation. See Bylaws 7.9 for clarification.

Replacement. When there is a pending vacancy on the Executive Committee, a call for volunteers is announced via e-mail. Then the Executive Committee appoints ex-officio member to assist the Executive Committee in a certain capacity.

Members of the Executive Committee shall further coordinate to perform the core activities of the association: the International Christmas Charity Bazaar, Blossom of Hope, activities, treasury, sponsorship, and charity. The Executive Committee approves the decisions of the ICCB and BOH committees or delays decisions pending request for additional information.

Members of the Executive Committee support and participate in General Meetings of Members and key activities for fundraising.

The regular meetings of the Executive Committee should be convened at least once every eight weeks. The Executive Committee meetings should include the following topics with the decisions made and documented in the minutes:

- strategy for the activities and plans of the association
- approve annual and interim budgets of the association
- form and disband the ICCB committee and the BOH committee
- represent the association in relations with third party and/or arranged agreements with third parties.

However, in order to perform timely communication and make decisions efficiently, digital communication tools may be used: WhatsApp group, email or any other type of communication appropriate for the Executive Committee members.

For the privacy of members, communication via email should be used with the BCC option.

For communication on the FB private group, the communication messages from the Executive Committee should be posted under the info@IWAVilnius.com account.

IV.II. PROJECT COMMITTEES

Committees may be initiated by the order of the Executive Committee and chaired by a person appointed by the approval of the Executive Committee.

The core activity committees shall include: the International Christmas Charity Bazaar and Blossom of Hope. If there is a need for extra committees, such as charity, events, sponsorship, treasury, social media, etc., these will also be created. Chairs of these extra committees are

members of the Executive Committee responsible for positions, assignments, and the overall functions of the committee. Committees determine procedures in accordance with the general rules and procedures of the Association. In the case of important strategic questions, the Committee Chair turns to the Executive Committee for consultation. The Executive Committee decides on the recommendation of the Committee Chair. Activities of the committees must be undertaken by a majority vote. Each committee member has an equal vote.

After completing the project, the Committee Chair writes a report that has been prepared on the basis of the committee members' reports. The Committee Chair reports to the Executive Committee, preferably in the presence of all members of the committee. After the Executive Committee has adopted the report, the results can be shared with other members of the association and the public.

Chairs of the committee may resign fourteen days from the date of notice in writing to the Chair of the Executive Committee, with the assumption that a replacement has been found and is sufficiently oriented to the work of the committee.

Rules and procedures for the committee. Members of committees set their own rules and procedures for working together. Committee Chairs must submit a half-page update to the Executive Committee with included recommendations to take a decision on. The Executive Committee must vet the following issues before the Committee take action:

- Strategic issues
- Issues related to public promotion or reputation
- New initiatives
- Budget and financial matters
- Scheduling

V.III. CHAIRMAN AND COMMITTEE CHAIRS OBLIGATIONS

Obligations of Leadership

Specific obligations of the Chair of the Executive Committee and International Christmas Charity Bazaar and Blossom of Hope Committee Chairs include:

- Chairing meetings and preparing and presenting agendas

- Developing strategies and action plans
- Presenting proposals to the Executive Committee regarding further development of activities
- Presenting reports on activities by Committee Chairs to the Executive Committee under the terms and procedures set by the Bylaws
- Disseminating information about activities to members and the general public, where appropriate
- Establishing and maintaining relations with organizations carrying out similar activities
- Submitting proposals regarding the sources and ways of raising funds for the charity
- Carry out decisions taken by members and the Executive Committee
- Organizing polls to find out the desires and expectations of the members in connection with the activities
- Promote the activities of the Association
- Promptly reply to communications from the members of the Executive Committee

Duties

In performing their duties, the Chair and the Committee Chairs shall:

- Plan and organize events and functions
- Coordinates activities
- Assist committees
- Consider requests
- Select and evaluate concrete projects that are in line with the profile of the activities of the Association and meet the requirements set by the Executive Committee
- Supervise the carrying out of projects undertaken by the Association
- Submit reports to the Executive Committee on the Activities and performance of duties
- Write and submit in a timely manner articles or information to the Communications Coordinator for publication in the FB or Website

The Chair or Committee Chairs may delegate duties they are unable to fulfil.

V.IV. EXECUTIVE COMMITTEE OBLIGATIONS

The Association relies on the following positions to fulfil specific functions and carry out relevant duties.

EVENT COORDINATOR

The volunteer event coordinator works in cooperation with the Executive Committee, Project Committees, and Clubs to:

- Plan upcoming events of interest
- Book and host lunch bunch, a monthly social evening event, and other events
- Coordinate new social and cultural activities
- Provide support to ongoing activity groups (walking group, painting group, culture club, etc.)
- Plan and coordinate fundraising activities with the help and support of the Executive Committee
- Draft lunch bunch notices, restaurant recommendations, events recommendations, and other activities worthy of attention for social media and share the same information with the Communications Coordinator to share via e-mail for same-day posting.

CHARITY COORDINATOR

The volunteer Charity Coordinator works in cooperation with the Executive Committee and Project Committees to:

- Consider various requests for charitable assistance received by IWAV
- Set policy recommendations to evaluate and select particular projects outlined in the IWAV procedures and criteria for Charity
- Request a petition from the Executive Committee for extension of assistance to particular projects
- Oversee ongoing projects, including assistance to children, women, the elderly, and the poor

- Draft information about the charity activities for social media
- Every month, provide a summary of current charity expenses to for publishing on social media
- Assist other committees if needed

MEMBERSHIP COORDINATOR

The Membership Coordinator is a volunteer who works in close cooperation with the Treasurer and Communications Coordinator to:

- Extend the hand of friendship to newcomers by inviting them to general meetings and activities and answering questions about life in Lithuania
- Recruit new members and facilitate their integration into the organization, for example, by inviting them to write information about themselves for social media and inviting them to join one or more of the various committees based on their interests; by putting them in contact with other members similar age, interests and circumstances; and by personally introducing them to the members of Executive Committee when available
- Host monthly social hours for newcomers
- Inform the Treasurer, Communications Coordinator, and the Executive Committee of incoming and departing members using steps to insure potential members/departing members are recorded appropriately.
- Collect applications and information from new members. Deliver applications to the Executive Committee. The Executive Committee votes for new members, and by majority of votes, a new member is accepted. Full membership is achieved after payment of the annual fee. New members are added to the Association contact list and included in all information about Association activities.
- Update membership list composed from the active members list, waiting list, former members list, and rejected applications list.
- Continually revise, update, and improve the membership list, membership application form, and membership card
- Monitor percentage of members of the same citizenship
- Encourage members to join IWAV committees, where appropriate
- Collect ideas for the program for the General Meetings

- Meet and greet newcomers at gathering of members, coordinate the member information survey, and work with the Sponsorship Coordinator to distribute membership cards to new members
- Collect applications from members at General Meetings and coordinate the distribution of the membership cards in close cooperation with the Membership Coordinator and Treasurer
- Track the nationality composition in the organization.

COMMUNICATIONS COORDINATOR

The Communications Coordinator functions dually as the secretary of the Association to take direction from the Chair or relevant Chairs of Committees, where agreed upon in advance with the Chair, to carry out the following duties:

- Assume responsibility for overall coordination of information and correspondence
- Screen and forward emails of interest to the relevant members of the Executive Committee and Chairs
- Respond to queries from members where so instructed by the Chair or relevant Chairs of Committees
- Forward to members announcements and reminders of meetings and activities and to potential members information on how to become a member. All the information about events for the upcoming month are presented during coffee morning. After the coffee morning, the Communications Coordinator sends the calendar of events to all members. She initiates and follows the calendar by sending an invitation to the events not later than a week before the event, and if needed, also sends a reminder about the event a day before the event
- Maintain and continuously update membership contact list upon instruction of the Treasurer and Membership coordinator. This includes: add new members, remove departed members and update names, addresses, telephone numbers, and email addresses as needed.
- Take minutes of meetings where so required by the Chair.

TREASURER

The Treasurer maintains and continuously updates electronic banking or the archive of essential financial documents and decisions about the finances of the Association.

The Treasurer is responsible for the following duties:

- Update the Executive Committee every month about membership fees or donations; inform the Executive Committee about membership dues paid
- Maintain access to online banking and manage the IWAV, ICCB, and BoH cash flows
- Coordinate all bank information and invoices for the accountant every month
- Work with a paperless system
- Coordinate invoices and agreements with Chair, accountant, and legal advisor
- Suggest a yearly budget for IWAV, BoH, and ICCB
- Disburse funds to IWAV-sponsored charities
- Pay all expenses incurred by IWAV, ICCB, and BoH
- Communicate with accountant regarding the yearly financial report. Give a presentation and a summary of the financial report and present it at the AGM.
- Set the policy of Treasury Committee on financial matters.

IV. ADMINISTRATIVE POLICIES AND PROCEDURES

General

The Executive Committee sets the overall strategy and policy of the Association and works in close cooperation with Committee Chairs to establish individual committee policies.

Committees, under the direction of the Committee Chair, establish their individual procedures and policies, which must comply with the Association Bylaws and relevant decisions of the Executive Committee. Policies set by the Committees are not considered officially in force until approved by the Executive Committee.

Each Committee member is encouraged to make contacts within the community to explore and negotiate favorable arrangements for IWAV members. However, proposals must be discussed with the Executive Committee before finalizing any offer.

Any formal, written communication for the negotiation of goods and services on behalf of IWAV or formal responses to public inquiries on behalf of IWA, must be reviewed and authorized by the Chair.

The Reviser serves as an advisor for the yearly financial report disclosed by the accounting firm. The Reviser has no voting rights, is not a member of the Executive Committee and will advise the Executive Committee when needed. It is recommended that the Reviser be a past Executive Committee member to better understand the workings of the committee.

DISCRETIONARY AUTHORITY

The Executive Committee approved its discretionary authority to set 3000 EUR as an emergency fund/buffer to sustain the Association's existence. For ICCB a 7000 EUR buffer has been set and for BoH a 2500 EUR buffer.

FINANCIAL AND ECONOMIC ACTIVITY POLICY

The Association works under the guidance and control of a paid accountant who assures compliance with relevant laws. The Treasurer has the sole authority to carry out business related to financial matters.

On demand, the Association may have a paid, part-time position for a secretary, who is not a member of IWAV, to maintain high-quality communication for ICCB and BOH projects only.

In drawing up sponsorship or support contracts, a set of documents should be prepared:

1. A contract in two languages that is signed and stamped in two copies by both parties signed by the Chair of the Association.
2. The beneficiary must deliver a copy of the excerpt from the Register of Legal entities (Lithuanian: "Išrašas iš Juridinių asmenų registro") and a copy of the support receiver status certifying documents (Lithuanian: "Paramos gavėjo statusą liudijančio dokumento kopija").

Payments are made only against original valid documents issued in the name of IWAV. The Executive Committee may approve any limits for expenses.

In general, fundraising events must identify a beneficiary for charity in order to donate money.

ACTIVITY POLICY

All Associations activities and events are open to all members. Members may invite non-members to a maximum of two activities to offer newcomers the opportunity to become acquainted with the Association and its members. Participants of ongoing activities must be members.

New activity groups may be started at any time. If group size is limited, a waiting list will be initiated. The use of RSVP is important to insure participation for those on the waiting list.

In addition to ongoing activities, special social or fundraising events may be organized on a periodic basis. No event may be organized or promoted as an IWAV event without prior approval from the Executive Committee.

The Association engages in the following activities:

Fundraising events held periodically: the International Christmas Charity Bazaar and Blossom of Hope. Optional: Art Exhibition (May), Summer Bazaar (June).

Ongoing Activities:

- Coffee morning
- Evening Social
- Happy hour
- Lunch Bunch
- Book club
- Culture Club
- Walking group
- Art group

IWAV MEMBER-TO-MEMBER PROGRAM

The IWAV Member-to-Member Program offers discounts from IWAV members to IWAV members. Any member who is willing to offer a discount should maintain membership in the Association for more than six months. The Member-to-Member Program is coordinated by the Sponsorship Coordinator.

IWAV PARTNER PROGRAM

The IWAV Partner Program offers exclusive discounts for high-quality services and products in Lithuania for IWAV members. Discounts are offered for top restaurants, cafes, spas and beauty salons, training and study, cultural events, art exhibitions, etc. It is coordinated by the Sponsorship Coordinator.

CHARITY POLICY

The Charity Coordinator collects and reviews requests for IWAV charity and replies to potential beneficiaries. The ICCB and BOH projects shall have an internal process for the charity selection and communication procedure. However, the suggested list of beneficiaries with the allocated amount of support should be approved by the Executive Committee.

The need for IWAV charity should be presented to the Executive Committee in a timely manner and with a majority vote to proceed with execution. The Charity Coordinator should keep a record about the decision taken and be responsible for further execution of the request.

IWAV members should be informed via email and the closed IWAV Facebook group about the need for charity support and, if appropriate, advised about various options for helping beneficiaries.

During the coffee morning and via email after it, members will be informed about the achieved fundraising and delivered support.

IWAV does not provide cash donations but works with beneficiaries to determine their needs and then provides the material goods or service requested. IWAV does not carry any civil responsibility for the quality or implementation of charitable activities; therefore, a bilateral understanding document between IWAV and the beneficiary should be signed when needed.

The amount of donation depends on the request, competing requests and the availability of resources. Beneficiaries should be willing to provide references on request.

IWAV has the right and obligation to check that donated items are being used properly. IWAV will not accept charitable funds suspected of being of questionable origin.