



WOMEN IN EXHIBITIONS












CHAPTER GUIDELINES

Guidelines for the settlement of a
Women in Exhibitions Chapter

WWW.WOMENINEXHIBITIONS.COM



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1. ABOUT WOMEN IN EXHIBITIONS

Women in Exhibitions has been set up with the vision of empowering women in the exhibition industry whilst helping to nurture the next generation of female leaders.

The community was founded in 2018 by Oana Cipca with the aim of supporting the continued professional development of women working in the exhibitions industry and providing opportunities for them to meet, learn and network. The community formed is a unique organisation making a significant impact.

This open and supportive community engages in the theme of diversity and advocates women career growth in exhibitions. Organised in worldwide regional chapters, the community tackles regional challenges and acts together as one voice on a global level.

Women in Exhibitions CHAPTERS

Through the Women in Exhibitions Chapters all over the World, the community aims to become accessible to an international network. Through the chapters WIE International aims to reach the community and the challenges in the regional context and borders of own culture and habits.

WIE International Board and WIE Chapters Board closely work together on creating benefits for the members both on International and regional level.



2. HOW TO SET UP A WOMEN IN EXHIBITIONS CHAPTER?

Any ten (10) or more members of Women in Exhibitions may propose the formation of a regional Chapter. Proposals for a new Chapter shall be in writing, signed by the members making the proposal, and submitted to Women in Exhibitions International's Executive Director.

The application for chapter shall include:

1. Designation of geographic areas including zip codes encompassed by chapter;
2. Proposed chapter bylaws and a statement that the proposed chapter bylaws do not conflict with the Women in Exhibition Network International bylaws;
3. Names of ten (10) or more Women in Exhibitions members who will become the founding members of the chapter;
4. Names of the proposed Chapter members who will be named as the initial board members and officers of the chapter;
5. Resolution from the chapter board agreeing to abide by the Women in Exhibitions International Bylaws, WIE Code of Ethics and the Chapter Agreement;
6. A dues schedule for the proposed chapter; and
7. A statement that the chapter will limit voting chapter membership to members of WIE.

If the application for a Chapter is complete, the Executive Director shall submit it to the Board for consideration at its next regular meeting, or as soon thereafter as reasonably possible.

The Chapter will become effective upon approval by a 2/3 vote of the Board. The Board may deny a chapter application if the Board determines that the chapter is redundant or will unreasonably infringe on an existing chapter.

Once a Chapter is officially effective, this will be communicated in writing and the Chapter will be recognised on all platforms like website, social media and will receive access to all benefits provided by the international organisation.

2.1. CHAPTER INFORMATION SHEET

Please complete the form in type of **BLOCK CAPITALS**

CHAPTER NAME: (e.g. *Women in Exhibitions Middle East* , *Women in Exhibitions Germany*)

CONTACT EMAIL:

CONTACT TEL:

COMPANY NAME:

COMPANY MAIN ADDRESS :

COMPANY TEL:

CONTACT FOR INVOICE:

INVOICE ADDRESS:

EMAIL ADDRESS FOR INVOICE

VAT NUMBER:



3. ROLES WITHIN THE CHAPTERS

CHAPTER BOARD MEMBERS

The chapters will have their own Board, operate independently, while remaining part of the WIE International. All chapters are separate identities registered in the respective country with their own entity and Board.

WIE International strives to have an engaged board that makes a difference. A board builds connections within the community, attracts new members, promotes personal development and aligns on important decisions with WIE International. The Chapter Board is the governing body of the local chapter.

ROLES OF THE CHAPTER BOARD MEMBERS

WIE International role is to advise candidates for these positions but it is chapter's responsibility to choose the candidates by vote for the respective roles. Only paid members are entitled to apply for one of the positions of the board.

President

The President is elected by vote by the ten (10) or more members of Women in Exhibitions who are the chapter members. The President is responsible for the overall operations of the chapter.

The president has the right to form his or her board and is free to entitle his or her team in the functions of secretary, treasurer and international representative. The president's priority is to secure that the paid members receive their benefits as a result of membership and drive new members to the chapter.

Secretary

The Secretary keeps records and prepares minutes for the board meetings. Recording minutes of a meeting means that the Secretary keeps a presence list, the decisions taken, the actions agreed upon, financial update and other formalities in writing. The Secretary sends the agenda of the meeting at least 2 weeks before the meeting to offer all chapters the opportunity to react, prepare and add any items to the agenda. After the meeting the Secretary confirms the meeting notes with the President and provides all chapters with the minutes of the meeting within one (1) week after the meeting.

The Secretary sends a monthly summary of new developments like new members, new subscribers, new benefits to the Women in Exhibitions International for the board to be able to prepare for the WIE International Board Meeting.

Treasurer

The Treasurer is essentially in charge of funds within the chapter derived from either sponsorships or membership fees and makes all the necessary payments. Managing members' registrations and renewals as well as accepting registrations and payments. The Treasurer is expected to give the President and the Secretary an update on the financial situation before the Board Meetings and is responsible for this item on the agenda. The Treasurer is responsible for the provision of an Annual Report.



International Representative

WIE Chapters can agree to have an additional role for the international representations in the meetings with all the other international boards. This role can also be a dual role of the President of the Chapter.

Other Roles or Committees

On the operations side, there will be a number of roles that a Chapter Board needs to function well. A chapter can think about the following possible positions in addition to the official roles:

Fundraising Committee | Membership Committee | Communication and Marketing | Events Manager | Academy Manager | Development Officer | Mentoring Committee, etc.

4. HOW TO CREATE VISIBILITY

Members are the lifeblood of the Chapter... but when Chapters are just getting started, finding members can take some time. Below are a number of ways that turns successful when reaching out to new members.

These include:

- Reaching out to our network and pursue them to spread the word;
- Connect with other chapters and exchange knowledge with them;
- WIE International will promote your chapter on the website and on social media;
- Partner with other local organizations to offer services or run events;
- Reaching out to media and make sure you receive media coverage;
- Use references from WIE International to promote and show experiences;
- Introduce your founding partners and invite them to promote it among their networks;
- Build up your Chapter's online presence by describing your mission;
- Share your events social media;
- Offer sponsorship space to partners on your website;

ASSISTANCE OF WIE INTERNATIONAL

The assistance of WIE International will include:

- Access to an international and regional network;
- Access to Academy Programmes;
- Network Opportunities through regularly organised events both online and live
- Access to Career Development Opportunities
- Sharing of Knowledge & Best Practice with industry peers
- Round Table Discussions
- Mentoring & Coaching Programmes
- Live Events in Beautiful Cities
- Exposure and visibility in relevant media
- Panelist opportunities on industry platforms;
- Visibility through social media channels among an international network
- Opportunities for business and personal growth.
- Conducting agreements with new partners and sponsors.



5. LOGO'S & COLOURS

Every chapter receives from WIE International its own logo and trademarks to secure the brand identity. The distinction between Chapters and WIE International must be maintained. Communication by a Chapter and its officers or members, in correspondence, reports, or other materials, must always identify the Chapters by name. The use of Women in Exhibitions's name and logo and the WIE acronym by the Chapter must always include the name of the Chapter (not just the WIE name) so as not to confuse communications from WIE International with those of Chapters, especially when communicating with the general public.

PRIMARY COLORS



#39FFBF
Bright Turquoise



#1F1E38
Mirage Blue

SECONDARY COLORS



#FB0044
Torch Red



#1F1E38
Mirage Blue



#3A3950
Gun Powder Grey



#504F63
Gun Powder Light Grey

TEXT COLORS



#000000
Black



#2D2D2D
Grey



#585858
Light Grey

TYPOGRAPHY - Poppins Font

h1 bold 68px

h2 medium 36px

h3 medium 30px

h3 bold 30px

h4 bold 24px

h4 medium 24px

h4 regular 24px

h4 light 24px

h5 regular 18px

h6 regular 16px

h6 bold 16px

Button text: 14px

Paragraph: 12px



WOMEN IN EXHIBITIONS

LOGO'S WIE INTERNATIONAL



WIE CHAPTER LOGO'S





7. WIE INTERNATIONAL MEMBERSHIP FEES

Women in Exhibitions Membership runs for a calendar year, from January to December. On joining, the initial membership period will run for 12 months from the date of joining, followed by a pro-rata invoice that will be raised to align membership with the following calendar year (eg. fees valid 01/01/21 – 31/12/21). Below are the fees for a paid member of the WIE International based on year 2021.

WIE International Business Plans

Corporate Plan up to 25 employees (annually)

Suited for:

- Corporate Companies who have up to 25 employees and who join as a company member.
- Includes 3 places in an Academy course of your choice.
- Includes 1 place in the Mentoring programme.

£ 750 / Year

Corporate Plan up to 50 employees (annually)

Suited for:

- Corporate Companies who have up to 50 employees and who join as a company member.
- Includes 5 places in an Academy course of your choice
- Includes 1 place in the Mentoring programme.

£ 975 / Year

Corporate Plan up to 100 employees (annually)

Suited for:

- Corporate Companies who have up to 100 employees and who join as a company member.
- Includes 6 places in an Academy course of your choice.
- Includes 1 place in the Mentoring programme.

£ 1,250 / Year

Corporate Plan up to 200 employees (annually)

Suited for:

- Corporate Companies who have up to 200 employees and who join as a company member.
- Includes 8 places in an Academy course of your choice
- Includes 2 places in the Mentoring programme.

£ 1,650 / Year

Corporate Plan over 200 employees (annually)

Suited for:

- Corporate Companies who have over 200 employees and who join as a company member.
- Includes 10 places in an Academy course of your choice
- Includes 3 places in the Mentoring programme.

£ 2,150 / Year



Women in Exhibitions Chapters will work in three currencies:

- Chapters in USA will use the dollar currency followed by the fees below. (e.g. \$ 49, \$ 79, etc)
- Chapters in Europe will use the euro currency followed by the fees mentioned below. (e.g. € 49, €79, etc)
- Chapter in UK will use the pound currency followed by the fees mentioned below. (e.g. £ 49, £ 79, etc)

WIE International Individual Plans

Individual Plan Professional (annually)

Suited for:

- More senior exhibitions professionals active in our industry who decide to join on personal title.
- Includes 1 place in one of the Academy courses.

£ 79 / Year

Individual Plan Junior Professional (annually)

Suited for:

- More junior exhibitions professionals who are in the first 3 years of their career in exhibitions and who decide to join on personal title.
- Includes 1 place in one of the Academy courses.

£ 49 / Year

SPONSORSHIP

There are multiple packages available for companies and partners who want to sponsor.

Please contact WIE or the Chapter for further information by email at:

info@womeninexhibitions.com

EVENT RELATED

7.1. WIE CHAPTERS MEMBERSHIP FEES

Women in Exhibitions Chapters Membership runs for a calendar year, from January to December.

On joining, the initial membership period will run for 12 months from the date of joining, followed by a pro-rata invoice that will be raised to align membership with the following calendar year (eg. fees valid 01/01/21 – 31/12/21).

Chapter Membership Fees

Chapters are free to set up their own membership fees both for the members and for their events. These fees can not be lower than the fees of WIE International. Chapters can also adopt the same fees as the WIE International membership fees.

WIE works with three currencies:

- Chapters in USA will use the dollar currency followed by the fees below. (e.g. \$ 49, \$ 79, etc)
- Chapters in Europe will use the euro currency followed by the fees mentioned below. (e.g. € 49, €79, etc)
- Chapter in UK will use the pound currency followed by the fees mentioned below. (e.g. £ 49, £ 79, etc)

FEES AND DUES TO WIE INTERNATIONAL

Chapters reimburse WIE International 30% of every member's fee before the end of every quarter of the year. The fees shall be transferred in the months March, June, September, December on the following WIE International bank account:

Name of the beneficiary: Elev8 B.V
Women in Exhibitions International
Bank: ABN AMRO Bank N.V.
Swift Code: ABNANL2A
IBAN: NL58 ABNA 0828505713

FEES FREE PERIODE

New Chapters are free of payment of the fees in the first six (6) months of their establishment. When paid members subscribe before the end of the first six (6) months, the payment of the dues to WIE International start as of the first paid member.

Chapters are not allowed to register members free of charge without the consent of WIE International and under very special circumstances.



8. SETTING UP YOUR LEGAL AFFAIRS

1. LEGAL REQUIREMENTS

Legal requirements, such as how the chapter will be incorporated with the WIE International organization. Every chapter will separately discuss this with WIE International.

WIE International and Chapters are separate legal entities. Chapters are not and shall not be considered a partner, joint venturer, subsidiary, legal representative, or agent of WIE International. At no time shall Chapters act or represent themselves to be acting in any of these capacities. Neither WIE International nor Chapters shall have the right or power to bind or obligate the other party in any manner, and shall not make, or represent that it has the power to make, any contract, agreement, representation, warranty or obligation, express or implied, on behalf of the other party. Neither WIE International nor Chapters shall be liable for any act, error, omission, debt, or other liability or obligation of the other.

2. TRADEMARKS

Every chapter receives from WIE International its own logo and trademarks to secure the brand identity. The distinction between Chapters and WIE International must be maintained. Communication by a Chapter and its officers or members, in correspondence, reports, or other materials, must always identify the Chapters by name. The use of Women in Exhibitions's name and logo and the WIE acronym by the Chapter must always include the name of the Chapter (not just the WIE name) so as not to confuse communications from WIE International with those of Chapters, especially when communicating with the general public.

3. GEOGRAPHICAL AREAS OF CHAPTERS

Chapters and WIE International agree upon the geographical area in writing.

4. FEES AND DUES TO WIE INTERNATIONAL

Chapters reimburse WIE International 30% of every member's fee before the end of every quarter of the year. New Chapters are free of payment of the fees in the first six (6) months of their establishment and until memberships and other sponsorships are settled. When paid members subscribe before the end of the first six (6) months, the payment of the dues to WIE International start as well.

5. ANNUAL REPORT

Chapters are required to submit to WIE International an annual report on the membership and financial status of the Chapter within sixty (60) days after the new Chapter Board is seated. Specifically, the Chapter's annual report shall include but not be limited to:

- (1) An updated listing of outgoing and newly elected Chapter officers and committee chairs;
- (2) A roster of current members, both voting and non-voting as applicable, the Chapters' mailing list (including at a minimum the full name, mailing address, and email address for each Chapter member, and
- (3) A balance sheet showing the current assets and liabilities of the Chapter or a copy of the annual financial reports prepared.



6. TAXES

Chapters shall obtain their own federal employer identification number for use in opening WIE Chapters accounts. Chapters shall obtain their own tax exempt status or pay taxes as appropriate for their organizational structure.

7. WIE INTERNATIONAL MEMBERSHIP LIST USE.

A Chapter may request and receive, at no charge, up to four (4) mailing lists per year comprised of members in good standing of WIE International located within the region represented by the Chapter. The mailing lists may only be used for official Chapter activities (i.e. publicise Chapter events, assist with Chapter membership drives, etc.) and may not be sold. They also may not be distributed to or shared with individuals inside or outside of the Chapter. A Chapter that does not comply with this policy may lose the privilege of receiving future mailing lists. Any Chapter that wishes to request mailing lists from WIE International should request this by email at info@womeninexhibitions.com.

8. WIE CHAPTER MEMBER SUSPENSION/ EXPULSION.

In the event WIE International suspends or expels a member, WIE International agrees to notify Chapter of the suspension or expulsion within 15 days. Chapter acknowledges loss of membership in WIE International and the member shall result in loss of membership in Chapter.

9. INDEMNIFICATION/ DEFENSE.

Chapters and WIE International agree to mutually indemnify, defend and hold each other harmless from any and all claims, loss, liabilities, damages, costs (including attorneys' fees and costs) that WIE International, Chapter or any of WIE International's or Chapter's past, present, or future officers, directors or employees incurs as a result of the acts or omissions of the other or the breach of this Agreement by either.

10. SUSPENSION OR TERMINATION.

Upon the dissolution of WIE International for any reason, WIE International shall provide immediate notice of the dissolution to all Chapters by personal communication, personal hand delivery, or sent by overnight express mail service to the Chapter's last address as shown on WIE International's records as well as to the President of each Chapter if that person's address is different than the Chapter's address.

Upon such notice of dissolution, each Chapter's chapter and this agreement shall terminate, and each Chapter shall cease using the WIE International name, logo, and mailing lists of WIE International members, except for those WIE International members who are also members of such Chapter. WIE International's dissolution shall have no effect on Chapter's continual and perpetual existence as a corporation under state law or its tax-exempt status under federal and state law, so long as the Chapter's name is changed and does not include the WIE International name.

A Chapter may be suspended and its chapter terminated by a majority vote of the WIE International Board of Directors ("WIE International Board") if the Chapter has breached this Agreement, or if the Board believes that the Chapter is not operating in the best interests of WIE International.

Chapters that do not comply with the policies of the WIE International Board of Directors will be considered as not operating in the best interest of WIE International. Prior to any suspension or termination of a Chapter's chapter, WIE International shall follow the following procedure:



(1) The Chapter shall be given sixty (60) days prior written notice of the proposed suspension or termination. Said sixty (60) days begin upon the Chapter's written acknowledgement of receipt of notice sent by first-class mail or email transmission to WIE International. Notice of proposed suspension or termination shall be either personally hand delivered or sent by overnight express mail service to the Chapter's last address as shown on WIE International records as well as to the President of the Chapters if that person's address is different than the Chapter's address.

(2) The notice will describe the suspected violation in detail and allow the Chapter to respond with a plan to remedy the suspected violation,

(3) WIE International will allow the Chapter an opportunity to first try, in good faith, to remedy the suspected violation. If the Chapter and WIE International cannot agree to a plan to remedy the suspected violation, the Chapter shall be given an opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed suspension or termination. The hearing shall be held, or the written statement considered, by the WIE International Board to determine whether the suspension or termination should take place.

(4) The WIE International Board shall decide by a majority vote whether or not the Chapters should be suspended, terminated, or sanctioned in some other way. The decision of the WIE International Board shall be final.

(5) Any court action challenging the suspension or termination of a Chapter by the WIE International Board, including a claim alleging defective notice, must be commenced within one year after the effective date of the suspension or termination.

Upon suspension or termination of a Chapter's chapter, the Chapter shall cease utilizing WIE International's name, acronym, mailing lists and logo (all of which are owned completely and exclusively by WIE International), and may no longer claim any affiliation with WIE International.

ETHICS COMMITTEE.

Chapters may, but are not required to, create an "ethics committee" to advise the Chapter's Board and membership regarding WIE International's Code of Ethics and procedures. However, no Chapter may establish its own code of ethics or make determinations regarding ethics-related cases. All such cases are subject to WIE International's Code of Ethics and procedures for handling such matters. Any ethics committee created by a Chapter is advisory only.

DISPUTE RESOLUTION.

In the event of a dispute between a Chapter and WIE International, and if the dispute cannot be settled through negotiation, the parties agree to first try in good faith to settle the dispute by mediation before resorting to arbitration, litigation, or some other dispute resolution procedure. Any mediation or arbitration regarding this agreement shall be held in a mutually agreeable location.

If the dispute is submitted to arbitration, or if an action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable



attorneys' fees and costs in addition to any other reasonable relief to which it may be entitled. With respect to any suit, action or proceeding arising out of or related to this Agreement, the parties hereby submit to the jurisdiction and venue of the appropriate court in the Netherlands for any proceeding arising hereunder.

In the event that WIE International is meritorious in any lawsuit, whether acting as Plaintiff or Defendant, WIE International has the discretion to request only a portion of or no attorneys' fees from the Chapter.

SEVERABILITY.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

ASSIGNMENT/ AMENDMENT.

Neither party may assign or transfer this Agreement without the express written consent of the other party. No change, amendment or modification of this Agreement shall be valid unless in writing and signed by the parties hereto.

GOVERNING LAW.

This Agreement shall be construed and governed pursuant to the laws in the Netherlands.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the day and in the year first set forth above.

Dated: _____ WIE INTERNATIONAL

By: _____ President

and

Dated: _____ CHAPTER _____

By: _____ Chapter President



9. DATA PROTECTION ACT

WIE International and chapter collect personal data with a view to supplying you with information about products and services that are relevant to members. WIE International and Chapters will send mailings advertising or promotional material about events and services offered by WIE International and Chapters. If members do not want to receive such information, they should receive the chance to tick the appropriate box.

- Women in Exhibitions International & Chapter information**
- Other members of the Women in Exhibitions**
- Other third party organisations**

We strongly recommend members do not opt out of receiving information from WIE International and Chapters, as this will seriously restrict our ability to provide our services to them.

10. CONTACT DETAILS

Elev8 B.V.
Women in Exhibitions International
Retersbekerweg 16
6343 PK Klimmen
The Netherlands
Tel. +31 6 52 56 12 16

www.womeninexhibitions.com
info@womeninexhibitions.com

VAT Nr: NL859122967B01
CoC Nr: 72476869

Bank: ABN AMRO Bank N.V.
Swift Code: ABNANL2A
IBAN: NL58 ABNA 0828505713