

## BERLIN INTERNATIONAL WOMEN'S CLUB E.V. (BIWC) CLUB OPERATING PROCEDURES (COP)

1.1 The BIWC Constitution is the legal and binding document of the Club. These Club Operating Procedures are designed to assist the Executive Committee in the daily running of the BIWC. Since the Constitution is the governing document, the provisions in the most up-to-date approved version always take precedence.

1.2 The Executive Committee, as defined by the Constitution, shall consist of those officers as stated in the Constitution (Section VI.2).

1.3 In cases of absence of the elected Executive Committee officers, each officer (except the President and/or Vice President) may appoint an ad hoc deputy with powers to vote at Executive Committee meetings.

1.4 The Executive Committee shall meet at least once a month at the call of the President/Vice President as defined in the Constitution.

### 2. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

2.1 The primary responsibilities of the Executive Committee are those defined under Section VI.3 of the Constitution.

2.2 The Executive Committee is required to present revisions of the Club Operating Procedures (COP) to a selection of at least five (5) former EC members plus current EC members for approval. These revisions shall be presented in writing with a two-week approval period.

2.3 All members have the right to attend an Executive Committee Meeting to present issues. At least one week prior notification to the President [[biwc.president.2018@gmx.de](mailto:biwc.president.2018@gmx.de)] is necessary for inclusion on the agenda. This information must be a permanent item in Club News.

2.4 When any Executive Committee member relinquishes her position she is required to make a full written report to the Executive Committee to ensure a relevant and successful transition for the next office bearer. All relevant files, correspondence, financial and other records should also be handed over to the successor. All original documents are to be filed in the appropriate binders in the BIWC office together with any relevant correspondence (such as recurring items connected with the AGM and important internal and external communications) and saved on the office computer if necessary.

2.5 No BIWC materials or data in any form are to be either removed or destroyed without written approval (listing the items to be destroyed) from the EC. This approval must be filed in the Approval file.

2.6 The Vice President coordinates the Club's activity calendar.

2.7 The Vice President compiles an annual activity report – which is co-signed by the President. This report summarises Club activities, which are in line with the Club's objective "Völkerverständigung". The Vice President is responsible for having the document translated into German. Both the original English and translated German versions are to be forwarded (at the beginning of each calendar year) to the BIWC accountant by the Treasurer for submission to the German Finance Department (Finanzamt).

### 3. SPECIAL COMMITTEES

3.1 Special Committees can be set up and a chairwoman appointed by the Executive Committee as the need arises. The chairwoman of a Special Committee needs to report on a regular basis to the Executive Committee.

3.2 All Special Committee chairwomen shall be responsible for forming their appropriate committees, for submitting a procedural report and for ensuring that copies of procedural reports and all relevant correspondence are given to the Executive Committee.

### 4. SPECIAL INTEREST GROUPS (SIGs) / NEIGHBOURHOOD GROUPS (NGs)

4.1 The purpose of the SIGs/NGs is to share hobbies, interests, talents, and/or expertise with other members of the Club. The SIGs/NGs are not businesses and the organizer is not permitted to make a profit in accordance with German Tax Laws governing non-profit organizations.

4.2 SIGs/NGs may only be formed with the approval of the Executive Committee.

4.2.a. The coordinators should also notify the Vice President of any changeover of coordinators.

4.3 SIG/NG Coordinators shall be responsible for sending a short report summarising the activities of their groups to the Vice President. A summary report shall be presented by someone from the EC at the Annual General Meeting.

4.4 SIG/NG Coordinators shall liaise with the Vice President regarding confirmation for the date and time of Special Interest Group/Neighbourhood Group meetings.

4.5 SIG/NG Coordinators are responsible for providing the necessary information for monthly Newsletters and for ensuring that information is received by copy deadline as set by the Newsletter Editor.

4.6 SIGs/NGs are open to all BIWC members and to BIWC members only. See 4.7 of this COP, which provides specific information for potential members only.

4.7 Non-members shall be permitted to attend two separate SIG or NG activities after which time the Group Coordinators shall ensure all participants are fully paid members of the BIWC.

4.8 As required, the Welcome Coordinator will organize a special event for new members where at least one member of the Executive Committee shall be present to encourage members to participate.

4.9 Financial Rules & Regulations for SIGs and NGs as necessary for compliance with the German Tax Laws

4.9.a. The SIGs//NGs can only charge members for the actual expenses of the activity and this amount must be paid through the BIWC bank account. However, if the individual members attending the group purchase their own commodities – such as cinema ticket, museum entrance ticket, food, and so forth – then this payment does not have to be paid through the Club account. The organizer must send all original receipts for all expenses to the Treasurer for reimbursement together with a list of participants, income & expenditure. Expenses could include entrance fees, tour fees, room rentals, materials and supplies for the activities. The expenses cannot include any reimbursement for the organizer's time and talent.

4.9.b. Any extra money collected and residing on the BIWC bank account on behalf of a group can be used at any time throughout the year by that group or indeed carried forward to the following year as some groups currently do – on production of an original receipt explaining its use.

4.9.c. The Club must illustrate through its activities and accounting processes that it complies with the German tax law and the non-profit status the Club holds.

4.9.d. All charges should be communicated clearly in the Newsletter. For specific details about charging for a SIG/NG event, our Club (Verein) status and requirements of the German Finance Department (Finanzamt), contact the BIWC Treasurer at [biwcfinaances@gmail.com](mailto:biwcfinaances@gmail.com).

## 5. NOMINATIONS

5.1 The Nominations Committee must be approved by the Executive Committee.

5.1.a. The Nominations Committee Chairwoman must be appointed by September.

5.1.b. The Nominations Committee shall consist of a current Executive Committee member (liaison) and at least three (3) other BIWC members who are not serving on the current Executive Committee, at least one of whom must be a former EC member.

5.1.c. Members of the Nominations Committee cannot serve for more than two (2) consecutive years but may serve again after a one-year break in service.

5.1.d. The Nominations Committee shall ensure all candidates are fully paid members of the BIWC.

5.1.e. The Nominations Committee shall secure a minimum of one candidate for each Executive Committee position, as listed under Section VI.2.1 of the most up-to-date approved version of the Constitution.

5.1.f Nominations will be taken from all eligible members in the following manner:

- (i) Via the BIWC nominations form – which verifies written acceptance of the candidate's nomination and the proposal by two BIWC members;
- (ii) From the floor – verbal nominations must be proposed and seconded by BIWC members and the candidates must be present to accept the nomination.

5.2 The Nominations Committee is also responsible for finding candidates for the non-EC (non- elected) positions: The following essential non-EC (non-elected) positions are Vice Secretary, Vice Treasurer, Vice Social Events Coordinator, Vice Newsletter Editor, and Assistant Web and IT Coordinator.

## 6. ELECTIONS

6.1 Any member that has been nominated for a position in the Executive Committee via a BIWC nominations form and who is unable to attend the Annual General Membership Meeting, can still be voted into that position in absentia.

6.2 The Nominations Committee shall mail / include BIWC Newsletter – a list of candidates, together with a short biography and photo, to the General Membership at least two weeks prior to the elections.

6.3 Elected candidates shall sign an acceptance form (for the nomination) and after the election a second time confirming that they have read the Constitution and Club Operating Procedures (COP). The candidate must also provide her full name, address and date of birth and occupation (if applicable). This form must then be submitted to the German authorities (Amtsgericht).

6.4 Any Executive Committee member who resigns her position before the end of her term must sign a Resignation form – which must also be submitted to the Amtsgericht.

## 7. NEWSLETTER AND WEBSITE PROCEDURES

### 7.1 Advertisements in digital NL

Members can publish a small ad consisting of two lines of text (approx. 20 words) including contact address in our monthly digital Newsletter. As a special service, we publish this ad for one month free-of-charge. The Newsletter deadlines are to be observed.

### 7.2 Advertisements on the website

If members would like to include more information in their ad, such as more text or pictures, a pdf document can be created.

As a special service, we publish this ad for three months free-of-charge on our website, Section Members Only/Member2Member. The Newsletter deadlines are not to be observed.

### 7.3 Business Advertisements

Members and Non-Members can also publish ads on the website. These will appear on the bottom right-hand side of the homepage and should consist of a banner and a web-link. We will publish these ads for a minimum of three months for Euro 45/ six months for Euro 80/twelve months for Euro 150.

7.4 Public announcements about events open to the public will be accepted at the discretion of the Newsletter Editor, the Website and IT Coordinator and the Executive Committee at no charge – in accordance with the Club's objectives. The Club accepts no responsibility for the accuracy of the information. The announcements may be distributed via our NL, the Website or social media.

### 7.5 Purpose of the Newsletter/Website

7.5.a. The BIWC Newsletter and Website and IT Coordinator are to inform members of the activities of the Club and to provide information of general interest to the Club members. Decisions regarding the Newsletter/Website content are made at the discretion of the Newsletter Editor and Website and IT Coordinator in coordination with the EC where necessary.

7.6 The BIWC disclaimer and imprint must be in each issue of the Newsletter and on the Website.

## 8. MEMBERSHIP DIRECTORY

8.1 Directories will be distributed, as far as possible by e-mail, and only to Club members who have paid their current membership fees.

8.2 BIWC members shall not give out any information from BIWC Membership directories to non-members.

8.3 BIWC members shall not use the BIWC Membership Directory for their business purposes. Any member contravening the above can have her membership cancelled upon the decision of the Executive Committee.

## 9. ORGANIZATION OF THE BIWC OFFICE

9.1 Instructions for the use of the BIWC office, including signs and information in the office, must be complied with.

9.2 The Secretary shall update the Club's property inventory annually. 9.3 The Club Secretary will be responsible for:

(a) Keeping a list of keys and key-holders and dates of exchange of such keys up to date;

(b) Keeping a list of those members with the keypad number up to date.

9.3.a. Any Club-owned electronic equipment – including software – must be itemized and members must sign such equipment out and back in and ensure their membership number is included.

9.3.b. Everybody using the BIWC office must always sign in – on the desk calendar – with her membership number.

9.4 Members using the BIWC telephone or photocopier for private use pay at the going rate.

9.5 All BIWC correspondence should be checked by a native English-speaker and sent on BIWC official stationery.

9.6 All official BIWC correspondence should be checked by a native English-speaker and reviewed and approved by the EC and copied to the appropriate office file.

9.7 The Treasurer keeps a list of all members holding postage cards and makes sure that these are returned to her when a member steps down from her office.

## 10 ACCEPTANCE OF MEMBERSHIP

9.3 Members are accepted after the membership application has been presented to the Executive Committee and at its discretion.

9.3.a. The Executive Committee does not have to give a reason for refusal of an application.

9.4 If any nationality exceeds 20% in number then new applications for that nationality will be placed on a waiting list until a place becomes available. The waiting list should be updated every year. The women on the waiting list should also be informed each year of the updated status.

9.5 Upon acceptance of membership and receipt of Club membership fees a member shall receive a copy of the Constitution and COP, the current membership list – preferably electronically – and a membership badge.

## 11 SOCIAL EVENTS/AGM/EGM AND SPECIAL EVENTS

9.6 The Social Events Coordinator shall issue to all Coordinators of special events the guidelines for the organization and budgeting of those events.

11.2. All contracts binding the Club must be signed by two (2) of the EC members (Section VI.2.2 of the Constitution) registered with the German authorities (Amtsgericht) and in accordance with Section VI.2.3 of the Constitution.

11.3 For events that the BIWC organizes and which require a contract to be signed, the following questions always need to be answered/addressed when negotiating with an organization providing an event/services for the BIWC:

11.3.a. What is included in the price, what specifics need to be listed – such as how many and what type of drinks, how many pieces and/or what type of food, room charges etc?

11.3.b. Latest date by which we can cancel free of charge?

11.3.c. Latest date by which we have to advise final numbers?

11.3.d. How much deposit is required and by what date?

11.3.e. Minimum – and maximum – number of attendees?

11.3.f. What is the penalty if we unavoidably do not cancel in time and do not meet their minimum requirements?

11.3.g. Ensure VAT (Mehrwertsteuer) is included in the quotation.

11.3.h. What liability insurance is provided by the venue?

11.4 The tax authorities permit a maximum of €35 (current amount) to be spent per member per year out of Club funds on events. This equates to €35 multiplied by number of members per year.

## 12 PUBLIC RELATIONS

The Public Relations Officer and President must approve all public relations statements to the media that involve the Club.

## 13 CORPORATE IDENTITY

The corporate identity of BIWC shall be the BIWC symbol (lady) with “Berlin International Women’s Club”. All communications by the BIWC shall use the BIWC symbol (lady) with the full name of the club. The type font shall be Arial.

## 14 INSURANCE

The BIWC has a liability insurance covering damage to the office premises and legal insurance. The BIWC cannot accept liability for any form of damage, injury, etcetera sustained during – or in connection with – the activities of the Club. This clause is included in the Club's disclaimer.

## 15 CHARITABLE ACTIVITIES

15.1 Charitable events shall only take place with the approval of the Executive Committee. The Executive Committee shall approve recipients of donations.

15.2 The Treasurer, or her appointee, is responsible for collection and disbursement of those funds.

15.3 The application, registration, and approval for charitable events are to be undertaken by an Executive Committee appointee.

15.4 Sponsors should be approved by the EC before any money is accepted. The BIWC can issue a donation receipt (Spendenbescheinigung) for money paid into the BIWC account but not for gifts or vouchers.

#### 15.5 Open Day / Sponsoring

15.5.a In the past, the BIWC has held various events to raise money for charity. It is very important that if a raffle (Tombola) is to be held and operated, prior approval must be obtained from the specific German authority – the State Office for Residents' and Regulatory Affairs in Berlin – (Landesamt fuer Buerger und Ordnungsangelegenheiten) in accordance with the very strict German laws. In Germany it is a criminal offence to hold any form of lottery/raffle without official permission.

#### 16 BUDGET COMMITTEE

A committee consisting of at least three (3) members including the Treasurer, possibly the Vice Treasurer and at least one (1) non-EC member should be appointed in November/December of each year to prepare a budget for the EC's approval in January and presentation at the AGM.

#### 17 INTERNAL AUDITORS

Two (2) independent members (non-EC), once a year, conduct a spot check audit on the documentation against account entries to ensure BIWC complies with the German Finance Department (Finanzamt) requirements that original paper authority exists for payments and appropriate book keeping is evidenced. A statement (with date and signatures) as to their findings should be presented at the AGM. This Audit must be carried out before the AGM.

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Revised in January 2018 by the EC. APPROVED in February 2018 by the EC.