



Meeting Policy

Background

The Meeting Policy provides clarity and sets the tone for the high-quality relationships necessary for successful meetings. As members of the Family of Women, we are here to produce a result that is greater than ourselves, that of living the Purpose/Mission Statement of the Family of Women. We are here to be women at our best who serve families and communities; we make a difference in the world.

Definitions

Confidentiality: In order to create an intimate atmosphere and a safe place for all women to share and learn from each other, everything that a woman sees, hears, or learns about another woman, in a Family of Women meeting, phone call, or other Family of Women event, or through any Family of Women communication, whether written or electronic, must be held in confidence among the women in that circle. Women are welcome to share anything that they learn about themselves, but another woman's sharing is confidential.

Guest: A woman who attends meetings or events but is not a current member, or is not currently in weekly meetings, of the Family of Women.

Member: A woman who has paid her dues to the Family of Women. In order to attend meetings, a member must also pay meeting fees. See the Family of Women Bylaws for additional information about the requirements and benefits of membership.

General Policies

- A. **Cycle Duration:** As of the effective date of this Meeting Policy, a cycle is six months in duration (January to June and July to December).
- B. **Cycle Calendar:** Chapter leadership will collaboratively create a cycle calendar that includes all weekly meetings, other scheduled events and any chapter meetings.
- C. **Guest Policy:** Members who attend meetings can define the number of meetings open to guests based on consensus. Guests are entitled to participate in up to three meetings per cycle, free of charge, regardless of meeting agreements, unless a particular meeting is deemed closed by the regular meeting participants. After three meetings, if a woman wishes to continue participating in meetings, she must register as a member, if not already one, and pay all appropriate meeting fees.

- D. **Participate Fully:** Members and guests who attend Family of Women events are expected to participate fully. Any woman who arrives in an impaired state (see Alcohol Policy and Impaired State Procedure) may be asked to remove herself from the meeting. The Meeting Leader should refer to the Impaired State Procedure if any woman is in an impaired state during a meeting.
- E. **Meeting announcements:** Only announcements and information authorized by the Family of Women and its leadership are permitted during any Family of Women meeting. The Purpose/Mission Statement, Core Values, and CPR Results shall guide any decision on whether an announcement should be authorized. Please see Affiliations Policy to determine if any announcements need pre-approval. Any unauthorized announcements may be made prior to the beginning of a meeting or at any other non-meeting time.

Member Policies

- A. **Membership Requirements and Benefits:** The most current requirements and benefits of membership are set forth on the Family of Women website (www.familyofwomen.org). In the event of any discrepancy between the requirements and benefits set forth on the Family of Women website and this Meeting Policy, the website shall take precedence.
- B. **Members Attending Regular Meetings:** A woman becomes a member by registering on the Family of Women website and paying the applicable membership dues. Women wishing to attend regular meetings must also pay the applicable meeting fees. Some meeting series may have additional requirements.
- C. **Attending More Than One Series of Meetings:** A member may choose to attend more than one series of meetings during a cycle; however, the member is required to pay the applicable meeting fees for each additional series she attends. If she is unable to hold the standards for both meetings she must talk to her leaders and find a solution.
- D. **When a Member Can Join a Meeting Series:** A member who satisfies all meeting prerequisites is entitled to join a meeting series at any time during the cycle.
- E. **Canceling Meeting Participation:** If a member chooses to stop attending meetings, she continues as a member until the end of the current cycle. To cancel her membership before the end of the current cycle, the member must take affirmative action by notifying her Chapter Leader in writing of her decision. At no time are membership dues or meeting fees returned.
- F. **Missing a Meeting:** If a member who attends meetings is unable to attend her regular meeting, she may attend a different meeting in that same week (except an application meeting). The member may attend a meeting in her own Chapter or in another Chapter. The member must speak with both her regular Meeting Leader and the Meeting Leader of the meeting she wishes to attend prior to the meeting.

- G. **Transferring to a Different Meeting within the Same Cycle:** A member who attends a meeting series may request a transfer to a different meeting series within the same cycle if she is unable to continue to attend her original meeting series. As a rule, most meeting transfers will be approved. The member must discuss her transfer request with her Meeting Leader and her Chapter Leader. The transfer must be approved by the Leader of the meeting to which the woman is transferring, as well as by the Chapter Leader if the new meeting is in a different Chapter. If the transfer involves a new Chapter, the stipend for that member's meeting fees will be allocated, for the balance of that cycle, to that new Chapter. The new Chapter Leader will notify the Finance/Legal Team of the new stipend allocation.
- H. **Failure to Follow Meeting Requirements:** A meeting is intended to be a safe place for members to practice the Purpose/Mission Statement, Standards, and Core Values of the Family of Women (collectively, Meeting Requirements). Unfortunately, circumstances may arise where members fail to follow Meeting Requirements, for example by failing to respect confidentiality.
1. If a woman fails to uphold the Meeting Requirements
 - The women who attend that meeting need to discuss the violation(s) with their Meeting Leader, citing the Meeting Requirements in question and recommending that action be taken.
 - The Meeting Leader must consult with her Chapter Leader, and together they decide what action is appropriate and communicate that to the woman in question. They also communicate this to the Chapter Leader Team Lead.
 2. If the woman acknowledges that she has failed to uphold the Meeting Requirements and she commits to taking any corrective actions and making the changes specified by the Meeting Leader and Chapter Leader, no further action need be taken. The Meeting Leader will communicate that information to the women in the meeting.
 3. If the woman doesn't agree with the corrective actions specified by the Chapter Leader and the Meeting Leader, the Chapter Leader Team Lead will review their decision and make any adjustments she considers appropriate. If the woman does not acknowledge or is unwilling to take the actions specified, her membership in the Family of Women may be revoked.
 4. If a woman demonstrates a repeated inability or unwillingness to uphold the Meeting Requirements or if her behavior is so serious that it threatens the safety of the meeting, then, instead of applying paragraphs 2) and 3) above, the Meeting Leader, Chapter Leader and Chapter Leader Team Lead will collaboratively determine what actions need to be taken, which may include revoking the woman's membership in the Family of Women. They will notify the woman in question, as well as the other meeting participants, of the action being taken.
 5. In any discussion to suspend or revoke a woman's membership under this section, the women participating in the discussion shall ensure that the process is fair and

reasonable and carried out in good faith, taking into account all the relevant circumstances.

- I. **Procedure to Rejoin the Family of Women:** A woman whose membership has been revoked may not rejoin the Family of Woman during that cycle. If the woman wishes to rejoin the Family of Women in a subsequent cycle, the procedure is as follows:
 1. The woman will notify the Chapter Leader of the Chapter she was a member of and (if different) the Chapter she wishes to join, of her desire to rejoin the Family of Women.
 2. A team of women (typically three women) will interview the woman who wishes to rejoin the Family of Women. The interview team will include the Chapter Leader Team Lead and may include the Chapter Leader of her former Chapter, the Chapter Leader of her new Chapter (if different), the Meeting Leader of the meetings she was attending when her membership was revoked, and the Meeting Leader of meetings she would attend if she rejoined the Family of Women. These leaders should decide among themselves, in consultation with the Chapter Leader Team Lead, who the women conducting the interview will be.
 3. The purpose of the interview is to determine if the woman understands why her membership was revoked and whether she has changed her behavior so that she will be able to uphold the Meeting Requirements in the future.
 4. After the interview, the interviewers should come to a consensus on whether the woman is ready to rejoin the Family of Women and, if so, whether there are steps that should be taken to facilitate her rejoining a meeting. They then communicate their decision to the woman who wishes to rejoin. If the decision is that she should be allowed to rejoin, they also communicate the decision to the women in the meeting and Chapter she will be joining.