

Policy and Procedure



Name: Membership Policy

SECTION 1 - INTRODUCTION

PURPOSE

This document establishes and explains the Outer Banks Wedding Association (OBWA) policy on Membership. Please read it carefully as this is the official policy in force as of the date shown above. The policy below is in addition to, not a replacement for, the Association's Bylaws and supersedes any other written document you may have received prior to the date above. If you have any questions or comments about this policy, contact the Board of Directors.

SCOPE

This policy applies to all persons and organizations that are or are seeking to be members of the Association.

DEFINITIONS

| Word/Term | Definition |
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| Association | Outer Banks Wedding Association (OBWA) |
| Board | OBWA Board of Directors |
| Bylaws | OBWA Bylaws |
| Code of Ethics | OBWA Code of Ethics |
| Director | a member of the Board of Directors |
| Member | either Regular or Associate member |
| Minor Member | member who is less than 18 years of age |
| President | President of the OBWA Board of Directors |
| Secretary | Secretary of the OBWA Board of Directors |
| Year | OBWA Fiscal Year (June 1 through May 31) |
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SECTION 2 - POLICY

PRINCIPLES

The intent of this policy is to guide decisions and actions on Membership in the OBWA.

Note: Use of the words “must” and “will” imply mandatory action(s), the word “should” implies recommended action and the word “may” implies permissive action.

POLICY

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| 2. | Membership |
| 2.1 | Membership in General |
| | The OBWA encourages wedding industry professionals and other service providers to become Members of the Association and subscribe to a common code of professional ethics to provide an exceptional wedding experience in the Outer Banks. |
| 2.2 | Membership Types |
| | OBWA recognizes two types of members: Regular Members and Associate Members. Membership types are established by the Board of Directors and are not transferable or assignable. |
| | 2.2.1. Regular Members provide a direct service to the wedding public. To be a Regular Member, individuals or organizations must meet all of the following conditions: <ul style="list-style-type: none">• Provide a direct service to the wedding public;• Provide that service as part of their principal, permanent, and year-round business;• Have that business located in Dare County, Currituck County, or Ocracoke Island in Hyde County, North Carolina. |
| | 2.2.2. Associate Members do not provide a direct service to the wedding public but have an interest in providing services to wedding industry professionals through activities of the OBWA. To be an Associate Member, individuals or organizations must meet the following conditions: <ul style="list-style-type: none">• Have their principal, permanent, and year-round business located in Dare County, Currituck County, or Ocracoke Island in Hyde County, North Carolina. |
| 2.3 | General Membership |
| | Membership is generally open to wedding industry professionals and other service providers whose business is located in Dare County, Currituck County, or on Ocracoke Island in Hyde County, NC. However, no person who has been convicted of, or is under indictment for, a felony may be admitted to membership. Any person convicted of a misdemeanor pertinent to the business they conduct may be considered for membership; however admission to membership will be contingent upon approval by the Board. |
| | 2.3.1. All members must meet the following requirements: <ul style="list-style-type: none">• Be over 18 years old.• Meet all financial requirements imposed by the Association, including annual dues as prescribed by the Board of Directors;• Possess current, valid permits and licenses for their business, as required by the State of North Carolina, the counties of Dare, Currituck, or Hyde, and the |

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| | <p>municipalities in which they perform business.</p> <ul style="list-style-type: none"> • Sign and agree to abide by the OBWA Code of Ethics. • Provide proof of residence in Dare, Currituck, or Hyde counties by showing a valid NC Driver's License or NC State ID. |
| | 2.3.2. These requirements may be modified by the Board at any time. |
| | 2.3.3. Failure to meet or maintain these membership requirements will result in denial of membership in the Association, or in the member being subject to disciplinary action by the Board, including termination of membership. |
| 2.4 | Membership Application |
| | All applicants for membership in the Association must be sponsored by a current Member in Good Standing of OBWA, and submit a completed and signed Membership Packet which must be reviewed and approved by the Board. |
| | 2.4.1. The Membership Packet will include the following: <ul style="list-style-type: none"> • Signed and dated OBWA membership application. • A letter of recommendation for membership in OBWA signed by a current member in good standing. • A non-refundable Application Fee in the amount of \$50. • Annual OBWA Membership Dues and any applicable administrative fees. • Proof of current, valid permits and licenses required to conduct business in the State of North Carolina and the counties of Dare and Currituck and their municipalities; and, on Ocracoke Island in Hyde County. Photocopies of original documents are considered sufficient proof, and by submitting copies the applicant is attesting to their validity. Failure to provide the appropriate licenses at the time of application, and to maintain such licenses and permits, will be grounds for denial of the application, or removal from, OBWA membership. |
| | 2.4.2. Each applicant for membership must be 18 years of age at the time of application. An applicant for membership who is less than 18 years of age may be admitted to membership if the application is co-signed by a parent or guardian who is at least 21 years of age. |
| | 2.4.3. Membership Applications must be approved by the Board of Directors; the Board reserves the authority to approve or disapprove the membership of any applicant. |
| | 2.4.4. Failure to comply with these requirements will result in denial of the application for membership. |
| 2.5 | Membership Dues and Obligations |
| | OBWA charges its members annual dues to fund the activities of the Association. |
| | 2.5.1. Annual Dues for membership in OBWA are established by the Board and are payable annually, in US funds, in advance by check, money order, or cash. As of the date of this Policy, Annual Dues are: <ul style="list-style-type: none"> • \$295.00 per year for Regular Members. • \$295.00 per year for Associate Members. |
| | 2.5.2. Dues must be paid not later than July 1 st each year. Any member who has not |

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| | paid the Annual Dues by July 1 st will be subject to a late fee of \$25.00. Any member who has not paid the Annual Dues plus the late fee by August 1 st will be in default and subject to disciplinary action, including membership termination, by the Board. |
| | 2.5.3. If membership lapses more than 60 days for non-payment of dues, then the member must reapply under the current membership application requirements. |
| | 2.5.4. Other financial obligations may be established by the Board as necessary to pay for or defray the costs of doing business. These financial obligations are due and payable upon notice by OBWA. If other financial obligations are not paid within 30 days of notice, members will be assessed a \$25.00 late fee. |
| | 2.5.5. The Association will collect the maximum fee allowed by law for each returned check received by the Association. Any member who has two checks returned for Non-Sufficient Funds in a twelve (12) month period must pay by cash or other secured fund payment for a period of one year. |
| 2.6 | Member in Good Standing |
| | “Good Standing” is a status of membership. Members are required to maintain Good Standing in the Association to receive the benefits of membership and participate in any Association events or activities. |
| | 2.6.1. Members maintain their Good Standing by: <ul style="list-style-type: none"> • Meeting the conditions of membership described in paragraph 1.3 above; • Staying current in their financial responsibilities to OBWA; • Providing upon request, proof of current, valid permits and licenses annually; • Signing and abiding by the Code of Ethics. • Attending General Membership meetings each year; • Having no disciplinary actions imposed by the Board of Directors within the past twelve months. |
| | 2.6.2. Members who fail to maintain Good Standing will be placed on Probationary Status for one year. If, within that year, the member regains Good Standing by correcting the action that led to the Probationary Status, the member will, upon approval of the Board, be reinstated to either Regular or Associate as appropriate. If Good Standing is not regained within the one year period, the membership will be reviewed by the Board for termination. |
| 2.7 | Membership Meetings |
| | The Association holds regular Membership Meetings to keep members informed about the Association and the industry. Members are expected to attend these meetings. |
| | 2.7.1. The Association will meet not less than six times per year at a place and time determined by the Board in accordance with the OBWA Bylaws. |
| | 2.7.2. Minutes of the meeting on the OBWA website once they have been approved. |
| | 2.7.3. The President, Vice President, Secretary, and Treasurer and Past President are required to attend all Membership Meetings. Directors should attend all Membership Meetings. |
| 2.8 | Membership Termination |
| | Membership in the Association may be terminated by either the member or the Board. |
| | 2.8.1. Members may terminate their membership in the Association at any time by sending a letter of resignation to the OBWA Secretary. |
| | 2.8.2. The Board may automatically terminate membership for any of the following circumstances: |

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| | <ul style="list-style-type: none">• Failure or refusal to sign the Code of Ethics within 90 days of being accepted for membership in the Association.• Violation of the Code of Ethics.• Failure to possess or provide current, valid permits or licenses for the business.• Failure to meet financial obligations to OBWA as set forth under Article 1.5 above. |
| | <p>2.8.3. Individuals or organizations that are terminated may reapply for membership in the Association after one year.</p> |