



POLICIES & PROCEDURES 2014

Bitterroot Wedding Association
BitterrootWeddingAssociation@gmail.com
375 Ranger Place, Stevensville, MT 59870
406.219.7840

OVERVIEW:

Name: Membership Policy and Procedure
Approved by: Autumn Kozimer, Business Owner
Last reviewed: (next review to be within two years of this date)

PURPOSE

This document establishes and explains the Bitterroot Wedding Association (BWA) 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
Association	Bitterroot Wedding Association (BWA)
Board	BWA Board of Directors
Bylaws	BWA Bylaws
Code of Ethics	BWA Code of Ethics
Director	A member of the Board of Directors
Member	Either a regular or associate member of the organization
Minor Member	Member who is less than 18 years of age
Year	BWA Fiscal Year (June 1 through May 31)

PRINCIPLES

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

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.



1. Membership

1.1 Membership in General

Membership is generally open to wedding industry professionals and other service providers who support the organization's objectives to provide an exceptional wedding experience in the Bitterroot Valley, and whose principle, permanent, and year round business is located in either Ravalli or Missoula County, MT.

1.2 Membership Classes

BWA recognizes two classes of members: Regular Members and Associate Members. Membership classes are established by the Organization's Bylaws and are not transferable or assignable.

1.2.1. Regular Members are individuals or organizations that meet all of the following conditions:

- Provide a direct service to the wedding public
- Provide that service as their principal, permanent, and year-round business
- Have that business located in Ravalli or Missoula County, Montana

1.2.2. Associate Members are individuals or organizations that meet the following conditions:

- Do not provide a direct service to the wedding public but have an interest in reaching potential customers and clients through activities of BWA
 - Provide that service as their principal, permanent, and year-round business
 - Have their principal, permanent, and year-round business located in Ravalli or Missoula County, Montana
-

1.3 General Membership Requirements

1.3.1 All members must meet the following requirements:

- Be at least 18 years of age
- Possess current, valid permits and licenses for their business, as required by the State of Montana, the counties of Ravalli and Missoula, and the municipalities in which they perform business
- Maintain the principle, permanent and year round primary location for the business in Ravalli or Missoula County. Documents that provide such proof may be a valid business license or the address set forth on the organization's Articles of Organization or Incorporation on file with the MT Secretary of State. For individuals or home-based businesses seeking membership, a valid, current business license showing current address, or the business owner's current, valid MT driver's license or state-issued ID may serve as proof of business location
- Meet all financial requirements imposed by the Association, including annual dues as prescribed by the Board of Directors
- Agree in writing to abide by the BWA Code of Ethics

1.3.2. When individuals or businesses provide multiple, distinctly different, types of goods or services, or have multiple dba's ("doing business as") that are promoted by separate means, such as separate business locations, business phone numbers, website addresses or the like, they must apply for separate memberships for each of these distinctly different businesses. The Board of Directors reserves the right, when reviewing a Membership Application, to determine whether separate Membership Applications for each distinctly different business is required.



- 1.3.3 No person applying for individual membership or owner applying business membership who has been convicted of, or is under indictment for, a felony may be admitted to membership
- 1.3.4. 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 Association, including termination of membership, pursuant to Section 1.6 of this document.
- 1.3.5. These requirements may be modified by the ownership at any time as long as the requirements continue to conform to the Association's bylaws

1.4 Membership Application

The first year (2014) of the association will be open enrollment. After the first year, all applicants for new membership in the Association must be sponsored by a current Member in Good Standing of BWA

- 1.4.1. The Membership Application Packet must include the following:
 - Completed, signed, and dated BWA membership application that includes a signature on the Code of Ethics Agreement page
 - A letter of recommendation for membership signed by a current BWA member in good standing
 - The currently established annual BWA Membership Dues
 - Proof of primary business location in counties of Ravalli or Missoula:
For Individuals or businesses without a storefront, provided by a copy of a current local business license, or the business owner's valid MT Driver's License or State ID showing current street address (no P.O. Boxes)
For Businesses provided by a local business license or the business' current Articles of Organization or Incorporation on file with the MT Secretary of State
 - Proof of current valid permits and licenses required to conduct business in the counties of Ravalli & Missoula and their municipalities. Photocopies of original documents are considered sufficient proof, and by submitting copies the applicant is attesting to their validity
- 1.4.2. Failure to comply with Membership Application requirements will result in denial of the application for membership.
- 1.4.3. The completed Membership Application Packet must be reviewed and approved by the Association owner(s) before membership is granted. The Board reserves the right to review the selected categories and subcategories on the membership application and accept, amend, or reject applicant's selections based on BWA's category definitions. In such case, the applicant will be notified of this action.
- 1.4.4. The owner of BWA reserves the authority to approve or disapprove the membership of any applicant.



1.5 Membership Dues and Obligations

BWA charges its members annual dues to fund the activities of the Association.

- 1.5.1. Annual dues for membership in BWA are established by the ownership and are payable annually in US funds in advance by check or cash.
- 1.5.2. As of the date on this Policy, annual dues are:
 - \$100.00 per year for Regular Members
 - \$100.00 per year for Associate Members
 - +\$25.00 per year per secondary listings (related categories for a single business)
 - +\$75.00 per year for additional business listings (unrelated categories and/or a different business name for the same business owner)
- 1.5.3. Annual dues must be paid not later than November 15th each year. Any member who has not paid the Annual dues postmarked by November 15th will be subject to a late fee of \$50.00. Any member who has not paid the annual dues plus the late fee postmarked by January 1st will be in default; their membership will be terminated from the membership roster and removed from the BWA website.
- 1.5.4. Members in default for non-payment of dues must reapply adhering to the New Member Application process which includes a letter of recommendation from an existing member in good standing.
- 1.5.5. 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.

1.6 Membership in Good Standing

“Good Standing” is a status of membership. Members are required to maintain good standing in the Association to receive the full benefits of membership and participate in any Association events or activities.

- 1.6.1. Members maintain their Good Standing status by:
 - Meeting the conditions of membership described in section 1.3 above
 - Staying current in their financial responsibilities to BWA
 - Being able to provide proof of current, valid permits and licenses upon request;
 - Abiding by the Code of Ethics
 - Agreeing not to forward, copy, distribute, or disseminate any information, such as bridal leads provided by BWA as a membership benefit, to anyone other than BWA Members
 - Having no disciplinary actions pending or imposed by the ownership within the past twelve months.
- 1.6.2. 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 ownership for termination.
- 1.6.3. Members who are on Probationary Status are prohibited from using in any manner the BWA logo or any BWA marketing devices during the time of their probation. They will not be listed on the BWA website during this probationary period.



1.7 Membership Meetings

The Association holds regular Membership Meetings/networking events to keep members informed about the Association and the industry.

- 1.7.1. The Association meets not less than three times per year at a place and time determined by the ownership in accordance with the BWA Bylaws.
- 1.7.2. Minutes of the meeting will be posted on the BWA website under the "About BWA" section, once they have been approved.
- 1.7.3. The ownership is required to attend all Membership Meetings/networking events except in cases of emergency.

1.8 Membership Changes

Members may submit requests for changes to their existing membership information on record with BWA at any time during the year.

- 1.8.1 Requests for changes to a member's information must be submitted in writing by mail or email to the Association using the Membership "Change Form" available under the "Become a Member" section of the BWA Website. Changes will be implemented within ten (10) days of receipt and approval.
- 1.8.2. Requests for ownership changes will be implemented within fifteen (15) business days of receipt. If questions or additional information is warranted, the member will be contacted immediately upon receipt and review. If approved immediately, changes will be put into effect in fifteen (15) business days or less.

1.9 Membership Termination

Membership in the Association may be terminated by either the member or the ownership. No dues or other fees will be refunded.

- 1.9.1. Members may terminate their membership in the Association at any time by sending a letter of resignation to the BWA or submitting a Membership Information Change Form. All member benefits will be terminated at that time. No dues or other fees will be refunded.
- 1.9.2. The ownership may terminate membership for any of the following circumstances:
 - Failure to maintain the business' principle, permanent, and year round primary location in Ravalli or Missoula County
 - Violations of the Association's Code of Ethics or bylaws
 - Failure to possess or provide current, valid permits or licenses for the business
 - Failure to meet financial obligations to BWA as set forth under Section 1.5
- 1.9.3. Individuals or organizations that are terminated by BWA's ownership may reapply for membership in the Association after one year from date on the termination notification document through the new member application process.