

# *The Sandhills Wedding & Event Association*

## *Bylaws and Code of Ethics*

### **Article 1 – Name**

The name of this organization shall be recognized as The Sandhills Wedding and Event Association, hereafter referred to as SWEA. SWEA shall be a non-profit association incorporated in the State of North Carolina.

### **Article 2 – Purpose and Profile**

The purpose of the SWEA is to represent the common interest of our members in the wedding and event industry of the Sandhills area in an ethical and professional manner.

1. To foster a cooperative relationship and ethical spirit among the wedding and event industry members within the Sandhills and surrounding area.
2. To promote and generally advance the interests of the Sandhills area wedding and event industry to local, city, and state governments, as well as to the general tourism business community.
3. To accumulate and process information relating to the wedding and event industry and to share such information with the membership. To provide opportunities for networking and group marketing.
4. To supply a united voice to encourage policies and legislation supportive of the wedding and event industry at all levels of government.
5. To promote good policy and sound business principles.
6. To provide educational opportunities in the wedding and event industry throughout the year.

SWEA shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **Article 3 – Members**

SWEA members must meet the following qualifications for membership and pay all annual dues and/or fees before a member is considered active. Potential Members and Current Members of the Sandhills Wedding and Events Association:

1. must have a business interest in the Wedding and Event industry as determined by the Board of Directors.
2. must be based in the Sandhills region as defined by the Board of Directors.
3. must be a business entity as recognized by the State of North Carolina (INC., DBA., LLC.) No Personal Memberships will be granted without board approval and only in the cases of Officiants, Musicians, and other talent based positions not generally required to file as a business.
4. must have an active website or web-presence which clients may visit.
5. must be able to provide a tax ID or documentation if required to verify business legitimacy and location.
6. may not be an independent consultant for a national brand unless target clients are specifically wedding or event related and a permanent business location has been established in the region.
7. must agree to and adhere to the Code of Ethics for the Sandhills Wedding and Event Association.
8. must keep accurate contact information (email, phone number, etc) on file with the Board at all times. SWEA accepts no responsibility for communication issues due to incorrect information.

Member dues and fees will be set by the board of directors no later than March 1<sup>st</sup> for the following membership year beginning April 1<sup>st</sup>. The Membership year will begin on April 1<sup>st</sup> and expire at the close of business the following March 31<sup>st</sup>. Membership will begin at the time the Board accepts a member's application and certifies that all dues are paid in full. The Board reserves the right to deny any application for cause and a formal rejection with reason for the denial will be issued within 15 days of the Board Meeting. The Board also reserves the right to terminate any membership at any time for cause with a two thirds vote of the Board. Applicants who have been denied or Members who have been terminated may reapply the following calendar year provided the cause of denial or termination has been corrected.

Member Businesses in good standing are granted one vote per business at all open meetings and shall be asked to have a representative present to cast that vote. Only one representative from any member business may serve on the Board at a time, however up to two members may serve on non-elected committees. Member Businesses will be given two admissions to any ticketed event at the Member Rate. Additional admissions may be granted or purchased on a per event basis at the discretion of the Program and Event Chair.

#### **Article 4 – Board of Directors**

The Board of Directors shall direct, manage, control and have general supervision of the affairs of this association

1. **Composition:** SWEA shall operate under a volunteer membership Board of Director's consisting of 6 Elected Members. Members of the Board of Directors must be members of SWEA in good standing. To

be a member in good standing, one must be up to date on all current dues and fees, have been an active member for at least 12 months, and have participated in multiple events.

**2. Board Members:** Board Members will be voted on every year unless elected to an officer position of longer term by the board. Board Members shall be nominated by the current Board of Directors and voted on by the membership of SWEA at the conclusion of the current term. Board Members may resign by filing a written resignation with the secretary and a special election will occur in no greater than 60 days to fill the vacancy. While serving on the Board, a person will be elected to an office for a specified term and be responsible for fulfilling the duties of that office as well as any other duties required by their general board position.

**3. President:** The President shall preside at all meetings of the Board and shall have the authority to call meetings of the Board whenever she/he sees fit, or when requested to do so by members of the Board. The President shall serve a 2 Year Term and shall be elected by the current Board of Directors.

**4. Vice President:** The Vice President shall be responsible for the coordination and overseeing of all committees and their chair persons. They shall be prepared to report to the board regularly and members periodically on the activities and undertakings of the association. The Vice President shall assume the duties of the President when the President is either absent or unable to fulfill their duties. The Vice President shall take over the duties of the President upon the President's departure or forfeiture of office until a special election can be conducted. The Vice President shall serve a 1 Year Term and shall be elected by the current Board of Directors.

**5. Treasurer:** The Treasurer shall be responsible for all financial transactions for the association including bank accounts, invoicing, accounts receivables, and expenditures'. They shall be responsible for the finance records of this association. An accurate record shall be kept of the collection and disbursement accounts of the funds of the association. The Treasurer shall report regularly to the board and periodically to the membership about the financial state of the association and its holdings. The Treasurer shall serve a 2 year term and shall be elected by the Board of Directors.

**6. Secretary:** The Secretary shall be responsible for minutes of all the meetings of the Board of Directors. They shall keep minutes, and original papers of the association, excluding financial records, pertaining to the office. The Secretary shall serve a 1 year term and shall be elected by the Board of Directors.

**7. Membership and Communication Chair:** The Membership and Communication Chair shall form committees to build and promote the membership of SWEA. They shall also facilitate communication within the organization and with the surrounding communities. They will also be responsible for overseeing the social media and online presence of SWEA including the SWEA website. Membership and Communication Chair shall serve a 1 year term and be elected by the Board of Directors.

**8. Program and Events Chair:** The Program and Event's Chair shall form committees to plan, promote, and execute events and programs of a social, service, and educational nature for the membership of SWEA. They shall also coordinate with other organizations in our area to promote

community involvement for our organization. The Program and Event's Chair shall serve a 1 year term and be elected by the Board of Directors.

#### **Article 5 – Association Expenditures and Debts**

Debts: No member of this association shall contract any debts except such as the board shall specifically order.

Checking Account: All checks drawn on the bank account of the Association is required to be signed by the current Treasurer or President. All checks or withdrawals over \$1000.00 require the signature of both the Treasurer and President.

Other Accounts: The Board has the power to institute any financial account which it finds necessary for the business of the organization. An activity budget will be maintained, reported by activity and available upon request.

#### **Article 6 – Amendments**

The Bylaws of the organization may be altered or amended at any meeting of the Board of Directors, provided notice of the proposed amendment is included in the call of such meeting or special meeting. A two-thirds vote of the entire Board, whether present or by proxy, shall be necessary to adopt any amendment.

#### **Article 7 – Dissolution**

SWEA may be dissolved in two ways, by recommendation by the Board of Directors and three fourths approval from the Membership, or by legal order from the State of North Carolina or the Government of the United States. Upon dissolution, all remaining funds not required to settle outstanding accounts or debts, unless otherwise directed by two thirds vote of the membership, shall be donated to "Habitat for Humanity of Moore County" for use in the community.



## **Code of Ethics**

**1:** I will accurately represent my qualifications and expertise in all communications.

**2:** I will act and speak professionally so as to not offend or bring discredit to the weddings services profession.

**3:** I will be committed to understanding my customer's needs.

**4:** I will communicate clearly with my clients in layman's language what my prices are and what services are included. I will gladly answer questions about these things so that my client is comfortable with what has been ordered.

**5:** I will maintain the trust of clients and respect the affairs of clients and SWEA members who may share information in confidence.

**6:** I will treat other wedding professionals with courtesy and dignity.

**7:** I will provide services in those areas in which I am qualified to serve. When unable or unqualified to fulfill requests for services, I will make every effort to recommend the services of a qualified SWEA member.

**8.** I will support SWEA and the activities of the organization with my time, talents, and services when applicable to further the growth of the organization and its members.

**9:** I will protect the public against fraud or unfair practices and shall attempt to disengage all practices which bring discredit to the profession.

**10:** I will not be party to agreements which unfairly limit or restrain access to the marketplace by any other wedding professional, client or to the public, based on race, creed, color, gender, sex, sexual preference, age, physical disability or country of origin.