



## **HANOI INTERNATIONAL WOMEN'S CLUB**

### **CHARTER AND RULES**

Version: March 2017

#### **MISSION STATEMENT**

1. Hanoi International Women's Club (HIWC) is a non-profit group whose membership is open to all expatriate women and men living in Hanoi. The objectives of the HIWC are:

- To provide a support network and to foster friendship and mutual understanding between women and men of different nationalities;
- To provide a forum in which expatriate women and men can identify and discuss common interests with regard to their personal and professional lives in Vietnam;
- To promote the development of social, charitable, and cultural activities among HIWC members and the Hanoi community.

## **HISTORICAL BACKGROUND**

2. In March 1986, a group of about 30 women formed the Hanoi Diplomatic Ladies Group. This was a social club whose main goal was to improve the quality of life for expatriate women living in Hanoi. In 1991 the Hanoi Diplomatic Ladies Group became the Hanoi International Women's Club (HIWC).

3. In 1992, HIWC expanded its activities and organized a charity bazaar to raise money for boarding school in remote minority villages in Yen Bay province. This became an annual event. HIWC now organises one of the biggest annual fundraising events in Hanoi – the Annual Charity Bazaar. This generates more than 95% of all charitable funds raised by HIWC and the funds are used to improve the lives and life chances of disadvantaged women and children. In 2016 HIWC celebrated its 30th anniversary and the Annual Charity Bazaar celebrated its 25th year.

## **MEMBERSHIP**

4. Full HIWC membership is open to all expatriate women and men living in Hanoi. Membership is typically over 300 women and men from more than 65 different nations. According to local regulation, all members must hold foreign passports.

5. The membership year runs from September 1 to August 31. The membership fee is set and reviewed by the Board annually. For the membership year 2016/2017, the full membership fee is set at VND 500,000 per member. After the 1st of March each year, the membership fee is reduced by half to VND 250,000 per member for the remainder of the membership year. People joining at or after the Annual General Meeting in May are asked to pay VND 500,000 for a full membership year and renew on the usual timeframe the following year e.g all or part of May/June/July/August in their first year of membership is free of charge

on the rationale and understanding that there are usually fewer activities in the summer months.

6. Existing members are given a “grace period” to renew their membership until 30 November each year. Members who have not renewed by this date are deleted from the Club mailing list on 1 December.

7. Existing members who are leaving Hanoi on or before 30 November do not need to renew and may remain on the mailing list and take part in Club activities until they leave. Members leaving after 30 November are asked to renew their membership in the usual way.

8. Members are entitled to receive a HIWC membership card and to join the Club mailing list which includes news and information about HIWC activities and “What’s On” in Hanoi. Members are entitled to participate in HIWC events at no charge e.g. in the case of coffee mornings, or where possible, at discounted rates. Members are asked to display their membership card at HIWC functions if required. Members also benefit from an Annual Discount Scheme with select local businesses with whom HIWC partners, as long as they show a valid HIWC membership card to the retailer at time of purchase.

### **Circle Groups**

9. Members are welcome to organise not-for-profit interest or “Circle Groups” under the auspices of HIWC for the benefit of other HIWC members. The expectation is that the lead organiser and the majority of the group members should be HIWC members. On this basis the HIWC Circles Coordinator and PR and Communications Coordinator will collate information and advertise the activities by email and on Facebook regularly. The lead organiser may not charge a fee for members to participate in his or her circle, but other costs e.g. excursion fee, tennis court hire may be charged. HIWC circle groups should be as inclusive as possible. The HIWC Board may decline to view an activity as a Club Circle Group if any of the above conditions are not met.

## HIWC BOARD OF MANAGEMENT

10. The HIWC is guided and directed by the HIWC Board. There are usually 8-10 members depending on portfolios. The Board may also appoint Associate Board Members.

11. The HIWC Board consists of an Executive Committee and several Coordinator positions. The Executive Committee consists of the President, Treasurer, Community Aid Committee (CAC) Chair/Vice President and one other Board position, usually the Secretary.

12. The other Board positions are currently: PR and Communications Coordinator, Events Coordinator, Memberships Coordinator, Community Coordinator and the annual Bazaar Coordinator. Board portfolios will often depend on the skills and capacities of Board members. The President and Board may alter portfolios or titles of coordinator positions depending on the skills of Board members and HIWC aims and objectives.

13. Associate Board members are currently the CAC Treasurer, Coffee Mornings Coordinator, Circle Groups Coordinator and Tech Support.

14. The Board meets formally on a monthly basis, although there may be a break in the summer months. The working language is English. The Board Agenda will be circulated to Board members within three days of the Board meeting. Minutes will be written in English and circulated within one week of the Board meeting taking place. The minutes will record all Board decisions and the final version placed on the intranet for future reference.

15. Associate Board members may participate in Board meetings upon invitation and on *ad hoc* basis depending on the subject under discussion

16. Board members who hold more than one Board position are entitled only to one vote. Associate Board members may not vote.

17. All Board decisions, including changes in HIWC policy, are made by a simple majority. A vote may take place only when there is quorum. This means a minimum of 50% of full Board members plus one must be present at the meeting at which the issue is voted upon.

18. All Board positions, Associate Board positions, Community Aid Committee (CAC) positions and other roles in HIWC are entirely voluntary and unpaid.

19. As far as possible for a voluntary organisation, HIWC aims to attract a diverse Board of several different nationalities and to ensure a good mix of languages and cultures, skills and experience.

20. All HIWC members may volunteer for the Board or CAC and may apply for any position. All Board and CAC roles will usually be advertised openly and transparently according to a clear criteria so that any interested member with the right skills and interest may apply. All Board or CAC roles may be job shared, where practical.

21. The Board approves the candidate for the Presidency. The President should usually be voted in by HIWC members at the AGM.

22. The Board also appoints Mentors. This is an honorary position and mentors are treated as honorary club members (i.e. they do not pay the membership fee). The mentors should be long-standing members and/or supporters of the Club and/or have held Board, CAC or other important positions. They should be long term Vietnam residents. The purpose of the mentors is:

- For the Board and Club to recognise and show appreciation for the contribution of long term members and supporters, and acknowledge their importance to the Club;
- To act as a source of advice to the Board based on long experience of the Club and knowledge of precedent;

- In doing so, provide a measure of continuity that the Club sometimes lacks because of Board and CAC turnover;
- To act as another channel through which members, particularly longer term Club members, can feed in their views.

Mentors are not entitled to attend Board meetings but may be invited to come to advise on a specific issue. Otherwise the Board will consult the members by phone or email as issues arise. The Board will review mentors on an annual basis.

### **COMMUNITY AID COMMITTEE (CAC)**

23. Raising funds for good causes in Vietnam is a core part of HIWC's mission. HIWC allocates funds to projects aimed at improving the lives and life chances of disadvantaged women, children and youth in the Hanoi area.

24. Funds raised by the Club's Annual Charity Bazaar are allocated to "Community Aid" projects that benefit disadvantaged women, children and youth in the fields of education, health and community development.

25. Allocation of funds to project partners is considered by HIWC's Community Aid Committee (CAC) according to an agreed criteria. The criteria will be reviewed at least annually by the CAC and any changes will be approved by the Board. The criteria will be published publicly on the HIWC website.

26. All requests for HIWC charitable funds must be submitted to the CAC according to the process and in the timeframe set out on HIWC's website. The CAC reviews and evaluates project bids, seeking input from the Board at an early stage, and then selects those to be submitted to the HIWC Board for final approval.

27. The CAC reports to the HIWC Board. The CAC consists of: Chairperson, Vice Chairperson, Secretary, Treasurer and up to 7 other committee

members. The CAC Chair is a member of the HIWC Board and usually also holds the role of the Vice President. S/he is a member of the Executive Committee of the Board and keeps the Board informed on CAC matters.

## **FINANCIAL MANAGEMENT OF THE CLUB**

28. The Executive Committee is responsible for the day-to-day management of all HIWC financial matters and is responsible for managing the HIWC bank accounts and petty cash.

29. HIWC currently holds two VND accounts and one USD account with TPBank. The accounts with TPBank are registered in the names of at least three Board members and HIWC i.e. LEVER-BREMARD-PHAN-BEILO(HIWC), LEVER-BREMARD-PHAN-BEILO (HIWCCAC) and LEVER-BREMARD-PHAN-BEILO (HIWCUSD).

30. Bank account signatories will be approved by the Board and may be Executive Committee members or other Board members, as the Board judges most appropriate. Board or other members with US nationality may not be signatories because of complications arising from US law. The President and Treasurer will ensure that any signatories who are no longer able to act are removed from the HIWC accounts as soon as possible.

31. HIWC rents a safety deposit box on an annual basis. Two persons will be required for access at all times, usually the Treasurer and President.

32. The Treasurer is responsible for managing payments to project partners, working closely with the CAC Treasurer and CAC Chair to ensure payments are made correctly. The CAC Treasurer may be a signatory to the HIWC CAC account/s only. As an Associate Board Member, the CAC Treasurer may be required to report at least quarterly to the Board.

33. The fiscal year runs from January 1 to December 31 and the membership year runs from 1 September - 31 August. The HIWC Treasurer

reports monthly to the HIWC Board, and annually to HIWC members at the Club's Annual General Meeting (AGM). At the May AGM, the Treasurer's report will set out the income and expenditure incurred during the current membership year to date. The Treasurer and President are also responsible for ensuring that an annual audit or financial review of all Club accounts takes place by an independent and external auditor.

34. Important finance-related decisions such as the opening and closing of bank accounts will be submitted to the full Board for approval.

35. Board, Associate Board and CAC members may only incur expenditure on behalf of the Club strictly in accordance with agreed Financial Delegations (Annex A). The Treasurer will ensure that this document is circulated to new Board members and others as appropriate, at least once a year, and when volunteer roles change hands.

36. To ensure robust financial planning, Board members and event organisers are required to submit quotes to the Treasurer for events and other activities in good time. In respect of larger events, the Treasurer may ask for a budget plan and this may be submitted to the Board for approval. In the case of the Annual Charity Bazaar, a draft budget must be presented to and approved by the Board no later than August each year.

## **DATA PROTECTION AND CONFIDENTIALITY**

37. HIWC places a high priority on protection of member's personal information. The full HIWC Membership list is confidential. It will not be made available for sale or publication or otherwise used for commercial purposes. It will be available only to the Executive Committee of the Board, PR and Communications and Membership Coordinators. Misuse of the membership list will be viewed as serious breach of trust and could result in expulsion from the Board and/or Club.



38. In order to ensure that members are given priority for events and activities with limited space, and so that members may access events free or at a discount (with non-members charged, as appropriate), the Coffee Morning, Events, Nite Owls and Excursions Coordinators may have access to an edited copy of the membership list giving names only.

### **EVENT/ACTIVITY REGISTRATION**

39. Members are requested to register for HIWC events through a registration form sent by email to all members. The exception is Circle Group activities (excepting excursions, arts and culture and cooking circles whose activities also require registration) and Newcomers Coffee Mornings. In these cases, members or newcomers should contact the organiser directly.

40. HIWC members will be given priority for all HIWC events and activities, as long as they register by the given deadline.

41. Members who attend an event but have not registered may be charged the non-member rate. Members who have reserved a place at a fee-paying event and who do not give adequate (usually 48 hours) notice of their cancellation, may be asked to pay the fee regardless. Any outstanding debts must be settled before HIWC membership can be renewed. Members only qualify for the membership rate if their membership is valid on the date of the event.

42. Non-members may attend events either *ad hoc* or as guests of members, subject to places being available. Non-members should register their attendance with the appropriate event coordinator. Non-members pay a non-member fee.

### **SPONSORSHIP, ENDORSEMENTS AND ADVERTISING POLICY**

43. HIWC will not promote non-HIWC events on Facebook, on our website or by email unless they are being offered specifically to HIWC members and/or if the Board decides that they may be of special interest to the HIWC membership and/or aligned with Club values.

44. HIWC will inform members of activities, events and promotions run by other organisations in a weekly round-up "What's On". Members and companies may submit adverts or flyers for inclusion in the round-up, on the understanding that this does not constitute official endorsement or recommendation of any events, activities, goods or services. Members may submit up to two advertisements per month. Non-members are permitted ad hoc advertisements only if the editor of "What's On" and/or Board as appropriate, judge that these will be of interest to HIWC members.

45. As a matter of strict policy, HIWC does not give official endorsement to any business or product, and will not allow its logo to be used by any other organisation without written permission. The HIWC website and Facebook page may not be used by any member or non-member to advertise non-HIWC events, goods or services. The HIWC website, Facebook and "What's On" will display only the logos of the official sponsors of our Annual Charity Bazaar. Facebook, Club mailings and event programmes may display the logos of event venues and sponsors of prizes, as appropriate and agreed by the Board.

46. At monthly Coffee Mornings and the Newcomers Coffee Morning, the Club will provide a table where members and non-members can leave promotional information. Handing out flyers or otherwise soliciting business at these or other HIWC events is not permitted.

47. HIWC does not support or take part in the organisation of non-Club events in exchange for a percentage of sales.

48. On behalf of members, the Club will always seek to negotiate the most favourable deals possible with venues who host HIWC events. HIWC will seek formal sponsorship only for the Annual Charity Bazaar and for Coffee

Mornings. HIWC will seek sponsorship for Nite Owls, as far as is possible. HIWC will offer a sponsorship package to sponsors of the Bazaar. This will depend on the amount of sponsorship offered in cash or in kind but may include display of company logos at the Bazaar and on the HIWC website, Facebook and in “What’s On”.

49. Coffee Morning hosts will be offered one free half page advertisement in “What’s On”. As an appreciation for hosting the monthly HIWC Board meeting (currently held at Intercontinental Westlake), HIWC offers one free half page advertisement in “What’s On”.

50. The PR and Communications Coordinator is responsible for responding to all requests relating to promotion and endorsement, consulting the President and/or Board for guidance as necessary.

### **REVIEW OF THIS CHARTER**

51. This Charter will be reviewed annually before the Club’s Annual General Meeting.

### **CONTACT**

Email: [President@hanoi-iwc.com](mailto:President@hanoi-iwc.com)

Website: [www.hanoi-iwc.com](http://www.hanoi-iwc.com)

Facebook: <https://www.facebook.com/hanoiwc>

### **ANNEX A – FINANCIAL DELEGATIONS**

**Version: March 2017**

This document outlines the financial responsibilities and delegations attached to the different roles played by HIWC volunteers in designing/planning for/carrying out A) HIWC activities, and B) CAC activities.

**A. HIWC activities (all but CAC activities)**

<b>Area of Authority</b>	<b>Limits Applied</b>	<b>Designated Persons</b>
<b>Legal documents</b> <b>HIWC policies/procedures</b>	<i>any</i> <i>any</i>	HIWC President with Board approval
<b>Leases on property and equipment</b>	<i>any</i>	HIWC President with Board approval
<b>HIWC expenditure budget</b> <i>= any budget related to the implementation of activities or running of the club made by Board members, CAC members, Events team, Membership Coordinator, Coffee Morning Coordinator, Nite Owls Coordinator, Circle Group Coordinator, or Bazaar team</i>	<i>Up to VND 5,000,000</i>  <i>Up to VND 20,000,000</i>  <i>Over VND 20,000,000</i>	Approval from any Board member  Approval from HIWC President or HIWC Treasurer <u>and</u> one other Board member  Board approval
<b>Orders or Contracts for goods and services</b> <i>= negotiating and signing contracts with goods/service providers for activities organized by Board members, CAC members, Events team, Membership Coordinator, Coffee Morning Coordinator, Nite Owls Coordinator, Circle Group Coordinator, or Bazaar team</i>	<i>Up to VND 5,000,000</i>  <i>Up to VND 20,000,000</i>  <i>Over VND 20,000,000</i>	Approval from any Board member  Approval from HIWC President or HIWC Treasurer <u>and</u> one other Board member  Board approval
<b>Petty cash expenditure</b> <i>= any expense paid in cash (includes payments for contracted goods/service providers)</i>	<i>Up to VND 2,000,000</i>  <i>Up to VND 10,000,000</i>  <i>Over VND 10,000,000</i>  <i>petty cash expenditure record</i>	Approval from any Board member  Approval from HIWC President <u>and</u> one other Board member  Board approval  to be reviewed by HIWC President + one Board member at each board meeting
<b>Banking</b>	<i>-open/close account</i>	Board approval

<i>(if not already included in the above items)</i>	<p><i>-non CAC related activity including cash withdrawals, online transfers</i></p> <p><i>-bank statements</i></p>	<p><u>Any two</u> from: HIWC President, HIWC Treasurer, HIWC Vice-Chair(s)</p> <p>to be reviewed by HIWC President + one Board member at each board meeting</p>
<b>Bazaar Lotus Edition</b>	<i>final editing and publishing</i>	Board approval

### ***B. CAC activities***

<b>Area of Authority</b>	<b>Limits Applied</b>	<b>Designated Persons</b>
<b>Project selection</b>	<i>Application screening</i>	CAC Chair + CAC Vice-Chair + CAC Treasurer + CAC Legal
	<i>Project proposal</i>	CAC approval
<b>Project approval</b>	<i>any</i>	CAC approval + Board approval
<b>Signing of approved project agreement</b>	<i>any</i>	CAC Chair
<b>Amendment of project agreement</b>	<i>no cost extension</i>	CAC Treasurer
	<i>change of objectives</i>	CAC approval
	<i>request for additional funds</i>	CAC approval + Board approval
<b>Payment in accordance with approved project agreement</b>	<i>any</i>	CAC Treasurer + HIWC Treasurer
<b>Payment without project agreement</b>	<i>any</i>	CAC Treasurer + HIWC Treasurer + Board Resolution

<b>CAC policies/procedures</b>	<i>any</i>	CAC approval + Board approval
--------------------------------	------------	-------------------------------

***C. List of HIWC and CAC volunteers with delegated authority for 2016-2017***

**HIWC Board:**

- Gill Lever - President
- Ha Angelet-Phan - Bazaar Coordinator 2016
- Megan Todd - Vice-President & CAC Chair
- Taunia Ngo - Treasurer
- Jennifer Slater - Secretary
- Akofa Wallace - PR & Communications Coordinator
- Leila Bello - Events Coordinator
- Jin Y. Choi - Community Coordinator
- Julie Decreane-Dunn - Memberships Coordinator

**HIWC Associate Board Members:**

- Karen Dunn - Acting CAC Treasurer
- Heidi Hendry - Tech Support
- Lisa O'Dell - Circle Groups Coordinator
- Ali Waugh - Coffee Morning Coordinator