

**WOMEN'S DIVISION HAMPTON ROADS
CHAMBER OF COMMERCE CHESAPEAKE**

BYLAWS

Article I

The name of this organization shall be "Women's Division Hampton Roads Chamber of Commerce, Chesapeake."

Article II – Purpose

The purpose of the Women's Division Hampton Roads Chamber of Commerce, Chesapeake, shall be to encourage and motivate women to participate in building a better community, through the Women's Division, in activities which promote business, community and education.

Article III – Membership

Section 1. Any person of good character and standing who is a resident of or who is engaged in business, government or a profession in Chesapeake or the surrounding area shall be eligible for membership.

Each candidate for membership shall be endorsed by a current member and have their name presented in writing to the membership committee for consideration and recommendation. The committee chair shall present candidates' names to the Board of Directors, who shall approve or reject by voice vote of a quorum.

Article IV – Dues

Section 1. Annual dues for all members shall be forty (\$40) dollars per year, payable prior to March 1 of the current year. Membership year is defined as March to February. Members who fail to pay dues within thirty (30) days from the due date shall be subject to suspension.

The Membership Chair shall mail/email to any members whose dues are in arrears, a copy of this section of the By-laws together with a statement of account. Any member who has not paid prior to May 1 shall have her name removed from the membership roll.

Dues notices to the membership shall be placed in the "Shipmate" annually in the month of January.

Dues for the upcoming year received in January should be designated for the upcoming year's budget.

Article V – Board of Directors

Section 1. The governing body of the Women’s Division Hampton Roads Chamber of Commerce, Chesapeake shall be its Board of Directors.

Section 2. The Board of Directors shall consist of the Executive Committee, Committee Chairs, the immediate past president, a Chaplain, and a Parliamentarian.

Section 3. Monthly meetings of the Board of Directors shall be held the first Wednesday of each month at a time and place selected by the Board. Cost of any meal involved shall be the responsibility of individual Board members.

Section 4. Attendance at all Board of Directors meetings and all membership meetings is obligatory. Roll call shall reflect the attendance as present, excused or unexcused for each Board member. Notice given to any designated Board member prior to any meeting of intended absence shall constitute an excused absence. Absence of a Board member from any meeting without prior notice shall constitute an unexcused absence. Absence from three (3) consecutive Board meetings without excuse shall be considered equivalent to a resignation and the Board may declare a vacancy in such office. A letter advising of this action, along with a copy of this section of the By-laws shall be sent by the Corresponding Secretary to said Board member by certified mail.

Section 5. Should circumstances result in a reduction in Board membership, any such vacancies shall be filled by Board appointment. The duration of the appointee’s term shall be no longer than the completion of that two- year term, thus leaving the appointee qualified for nomination to the Board of Directors in the upcoming election.

Section 6. Special meetings of the Board of Directors may be called by the President or by any five (5) members of the Board of Directors.

Section 7. A quorum of the Board shall consist of two-thirds (2/3) of the voting members present at a regular or called meeting of the Board of Directors.

Section 8. An e-vote also requires a quorum of the Board and shall consist of two-thirds (2/3) of the responding voting member’s responses. A Motion, Second and Discussion are required before acceptance of the e-vote.

Article VI – Executive Committee

Section 1. The Executive Committee of the Women’s Division Hampton Roads Chamber of Commerce, Chesapeake shall be President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and Assistant Treasurer and they shall be elected as provided in Article IX, Section 2.

Section 2. OFFICERS’ DUTIES

PRESIDENT: The President shall preside at all Board of Directors and all membership meetings of this body and shall perform such duties as commonly pertain to this office. The President shall be an ex-officio member, without vote, of all committees except Nominations and Audit Committees and

shall be notified of all meetings.

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The President shall annually conduct an orientation for all members of the Board of Directors prior to the March Board meeting. The orientation shall include an overview of the By-Laws and Policies of the organization as well as key dates for the upcoming year. At the end of her term, the President shall pass her notebook to the incoming President for reference during her term of office. Upon installation of the next President, the notebook will be placed in the Wallace Room at the Chesapeake Public Library in Great Bridge with history from 1967 to present.

FIRST VICE PRESIDENT: The First Vice President shall preside in the absence of the President should the President's chair become vacant. The First Vice President shall fill the unexpired term and shall assume all responsibilities of the President. The First Vice President shall assume all administrative duties encompassed in the section of the Outstanding Woman of the Year of Chesapeake, including providing ballot and biographical information for each nominee to the Communications Committee Chair, and shall appropriately honor her at the Annual Banquet.

SECOND VICE PRESIDENT: The Second Vice President shall fill the office of the First Vice President should that office become vacant. The Second Vice President shall serve as **Chair** of the Programs Committee and shall determine programs for all meetings.

RECORDING SECRETARY: The Recording Secretary shall record the minutes of all Board of Directors, membership and special meetings of this body. In addition, the Recording Secretary shall call the roll for the members of the Board of Directors at all such meetings and record the results as part of the minutes. Copies of the minutes shall be sent to the President at least five (5) days before the next meeting.

CORRESPONDING SECRETARY: The Corresponding Secretary shall conduct the correspondence of this body as directed by the President. She shall assume the duties of the Sunshine Committee.

TREASURER: The Treasurer shall maintain records of the accounts of the Women's Division Hampton Roads Chamber of Commerce, Chesapeake and shall make disbursements according to the budget. Any other expenditure shall be authorized by the Board of Directors. The Treasurer shall serve as **Chair** of the Budget Committee and shall prepare and submit an Annual Budget to the Board of Directors at the April Board of Directors' meeting.

The Treasurer shall be bonded by a bonding company. The Treasurer shall make financial books and records available for audit as required by the bonding company. The Treasurer shall keep a membership roster that includes addresses and electronic addresses if provided by members.

All funds shall be deposited in the accounts of the Women's Division Hampton Roads Chamber of Commerce, Chesapeake and shall be deposited in a Chesapeake bank.

ASSISTANT TREASURER: The Assistant Treasurer shall be responsible for receiving monies from the Hospitality Chair at all meetings, including the annual meeting, and forwarding such funds to the treasurer. She shall serve as a member of the Hospitality Committee and Budget Committee. The Assistant Treasurer shall assume such other duties as determined by the Board of Directors. She will be able to assume the Treasurer's responsibilities in her absence and have access to the ledger and checks when needed, serving as an authorized signer.

Article VII – Terms of Office

The President, First Vice President, and Second Vice President are to be elected for a term of one (1) year and are not eligible for reelection to the same office the following year. They shall have previously served on the Board of Directors.

The Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer may serve two (2) consecutive terms of office for one (1) year each. The Treasurer shall have previously served on the Board of Directors.

Article VIII – Committees

The Standing Committees of this body shall be By-Laws, Communications, Community Service, Cultural, Education, Historical, Hospitality, Local Government, Membership, Public Relations, Telephone, and Ways and Means.

The Chaplain and Parliamentarian shall be appointed by the President-Elect and placed on the ballot in November along with the other officer and board nominees. These positions may be reappointed for a second year.

Duties of these committees are set forth in the Policies of the Women's Division Hampton Roads Chamber of Commerce, Chesapeake. Each Committee Chair shall hold one (1) planning meeting prior to the May Board meeting.

Terms of Office: The term of office for each member of the Board of Directors, except the Executive Committee shall be two (2) years and they shall assume office immediately following the February installation of officers. The Past President may choose to remain on the Board the following year as the By-Laws Chair, if she so desires. If she declines, the position is open for nomination and could be combined with the Parliamentarian position.

Article IX – Nominations and Elections

Section 1. At the September Board of Directors meeting the Board shall appoint the First Vice President to serve on the Nominating Committee. Two additional members shall be elected by and from the membership at the September membership meeting. Notification of this agenda item shall be included in the September newsletter.

Section 2. On or before the twentieth (20) day of October, annually, the Nominating Committee shall report the slate of nominations for officers and directors to the Corresponding Secretary. The Corresponding Secretary shall prepare a slate of nominees' names in alphabetical order for presentation to the Board of Directors at the November Board meeting for approval by the Board. The slate may be accompanied by a brief biographical sketch of each nominee that includes nominees' addresses, clubs, and community activities and/or qualifications for a position on the Board of Directors.

Upon approval by the Board of Directors, the ballot shall be included in the November newsletter to the membership with notice to members of their right to add to the list of nominations. Members may return their sealed ballot to the First Vice President prior to the November membership meeting or may cast their sealed ballots at the membership meeting. Only sealed ballots will be

counted by the First Vice President and two Board Members to be appointed by the President.

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Results of the election shall be recorded in the minutes of the November membership meeting.

Article X – Membership Meetings

Section 1. Five (5) meetings shall be held during the year. The March, May, September and November meetings shall be held on the third Thursday at a dinner meeting unless otherwise determined by the Board of Directors. Location of dinner meetings shall be determined by the Hospitality Chairman in cooperation with the Program Chairman. The February meeting shall be the Annual Banquet Meeting. It shall include the installation of new officers, Board of Directors and recognition of “Woman of the Year.” The date of this meeting shall be determined by the Board of Directors.

Section 2. A quorum shall be 25% of the membership.

Article XI – Amendments

These By-laws may be amended by a two thirds (2/3) affirmative vote of members in attendance at any regular or special meetings provided written or electronic notice has been given to the membership at least ten (10) days prior to the meeting.

Article XII – Vacancies, Executive Committee

The Board of Directors shall have the power to fill any vacancies on the Executive Committee except the offices of President and First Vice President. In the event that the office of President becomes vacant it shall be filled by the serving First Vice President. In the event that the office of First Vice President becomes vacant, or the First Vice President assumes the office of President, the Second Vice President shall fill the office of First Vice President. A nominating committee of three (3) Board members shall be appointed by the President to select a sitting Board member to fill the vacated office of Second Vice President. Election shall be by a quorum of the Board of Directors. The newly elected Second Vice President shall serve the balance of the unexpired term.

Article XIII – Reimbursable Expenses

Meals expenses shall be reimbursed by the Women’s Division for the President or her designee if she is representing the Women’s Division at an event. All other expenses shall be the responsibility of the President or her designee.

Article XIV

The Rules of Order for this organization shall be “Robert’s Rules of Order.”

Article XV– Selection of Outstanding Woman of the Year

The “Outstanding Woman of the Year” shall be selected annually by nomination and vote of voting members. Any person of good character and standing who is a resident of, or who is engaged in business, government or a profession in Chesapeake shall be eligible for nomination. Nominations

shall be submitted to the First Vice President (who is not eligible for WOY nomination) on or before the twentieth (20th) of October annually. Nominees will be notified by the First Vice President and asked to attend a Fall membership meeting as guests of the Women's Division. The First Vice President is responsible for preparing the ballot of nominees for distribution to the membership with the November edition of the "Shipmate." The ballot shall include a resume of each nominee. Members may return their sealed ballot to the First Vice President prior to the November membership meeting or may cast their sealed ballots at the membership meeting. The ballots shall be counted by the First Vice President and two Board Members to be appointed by the President. Following the counting of the sealed ballots, the nominee receiving the greatest number of votes shall be named "Outstanding Woman of the Year." The ballots will be counted during the November membership meeting. The announcement should be made no sooner than the following day, but after the nominees have been notified.

Article XVI—selection of Honorees and Special Awards

Definition of "emeritus" status and guidelines

In addition to the Selection of Woman of the Year and Installation of the new Officers and Board, a Lifetime award may be presented to a long-standing member of the Woman's Division. Once selected, she becomes a member "emeritus" and is exempt from membership dues.

- Names are proposed at a WOY meeting and a candidate is suggested.
 - Generally, the selected woman has been an active participant, may have held the office of President or other Board offices and is supportive of the community and the Women's Division.
- WOY Committee brings selected candidate's name and information about that candidate to the September or October meeting.
- A vote by the board will confirm the selection.

Changes will be submitted to the Board of Directors by the Bylaws Chair and presented to full membership for approval by vote.

Reviewed 2017, by the following Committee members:

Jackie Moore, Chair
Kim Olcott
Pam Myers
Paula Slagle

Presented to Board at August 2nd meeting and will placed in Shipmate (September). Also sent via email.

After discussion, proposed changes are indicated in red and will be sent to the Board and membership the week of August 7th.

Will be presented at Membership Dinner Meeting for final approval on September 14th.

Approved: September 14, 2017 at Membership Dinner Meeting

**WOMEN'S DIVISION
HAMPTON ROADS CHAMBER OF COMMERCE-
CHESAPEAKE**

POLICIES

- I. Board of Directors
 - A. The Chesapeake "Clipper" pin shall be presented to each new board member at the annual banquet meeting.
 - B. A plaque or certificate shall be presented to each retiring board member and officer for service to the Women's Division of the Hampton Roads Chamber of Commerce, Chesapeake.

- II. Annual Meeting
 - A. The incoming President shall select the installing officer.
 - B. The incoming President shall purchase (from division funds) a gift for the retiring President (the cost not to exceed the budgeted amount) and shall present the gift at the annual banquet meeting.
 - C. The retiring President shall purchase a gavel (the cost not to exceed the budgeted amount) and shall present it to the incoming President at the annual banquet meeting.
 - D. The First Vice President shall make all arrangements for the annual banquet meeting, including purchase of a guest book that shall be presented to the "Woman of the Year."
 - E. The "Woman of the Year" shall be honored at the annual banquet meeting and the First Vice President shall be responsible for obtaining her certificate.
 - F. Any guests of the "Woman of the Year" shall be her financial responsibility.
 - G. Dinner at the annual banquet shall be complimentary for the incoming and outgoing President.

Duties of Standing Committees

- I. Bylaws – The Bylaws Committee shall:
 - A. Annually, or as needed, review the bylaws and policies and propose any changes deemed necessary.
 - B. Include the Parliamentarian as a committee member.
 - C. Be responsible for the distribution of copies of the bylaws to all members.
 - D. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

II. Communications – The Communications Committee shall:

- A. Be chaired by the editor of the “Shipmate.”
- B. Edit the “Shipmate” as the official communication of the division and send copies to all members. All items for the Shipmate should be received by the 25th of each month, and shall be distributed the first week of each month. Distribution of the Shipmate will be made electronically via email and posted on the website. Some exceptions may be made for members without email or web access.
- C. Submit to the President for approval the final proof of the “Shipmate” prior to production.
- D. Coordinate with Board of Directors to communicate information to the general membership, including the formulation and distribution of the annual Membership Directory, which may be distributed either by printed copy or electronic copy.
- E. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

III. Community Services – The Community Services Committee shall:

- A. Plan activities beneficial to the city and its citizens to include, but not limited to, collection and distribution of articles to recognized groups, or individuals, in need.
- B. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.
- C. School supplies collected at the September membership meeting shall be given to Chesapeake Title I Public Schools in order of rotation:
 - 2018 Portlock Primary
 - 2019 Southwestern Elementary
 - 2020 Treakle Elementary School
 - 2021 Oscar Smith Middle School (New Title I)
 - 2022 B M Williams Primary School (New Title I)
 - 2023 Camelot Elementary
 - 2024 Truitt Intermediate
 - 2025 Rena B. Wright Primary
 - 2026 Georgetown Primary
 - 2027 Thurgood Marshall Elementary
 - 2028 Carver Intermediate
 - 2029 Sparrow Road Intermediate

IV. Cultural – The Cultural Committee shall:

- A. Work on projects promoting the cultural and fine arts developments within the city of Chesapeake.
- B. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

V. Education – The Education Committee shall:

- A. Provide recognition of an “Outstanding Student.” The “Outstanding Student” shall be chosen annually. The selection shall be conducted on a rotating basis among the city’s public high schools and the Chesapeake Center for Science and Technology. Selection shall be according to the guidelines attached to these policies.
- B. Annually award a scholarship in the amount of \$1,000.00, or more to an Outstanding Student.” The scholarship recipient is presented at the May membership meeting.
- C. Annually award a scholarship in the amount of \$600.00, or more, to a woman returning to college at Tidewater Community College or another accredited college, technical school or specialty school such as nursing. This scholarship should be given to a Chesapeake resident, be need based and coordinated with the chosen institution to choose the recipient. The scholarship recipient is presented at the September membership meeting.
- D. Be responsible for recognizing each new teacher with a “Welcome” Goodie Bag from the Women’s Division, which may consist of both donated and purchased items. Items of a political nature are not to be included. This will take place at an appropriate event or be given at the beginning of each new school term.
- E. Recognize Chesapeake School System’s Teacher of the Year honorees with a letter of congratulations and a small token of appreciation.
- F. Recognize Chesapeake School System’s Reading Teacher of the Year honorees with a letter of congratulations.
- G. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

VI. Historical – The Historical Committee shall:

- A. Take appropriate pictures of persons, activities, and events for the Immediate Past President’s “Activities Book” and for the historical record of the Women’s Division.
- B. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

VII. Hospitality – The Hospitality Committee shall:

- A. Make all arrangements for the Women’s Division membership meetings, held in March, May, September and November regarding:
 - Specific dates, times, locations and costs, invitations, table arrangements, seating, name tags, place cards, decorations, and social hours.

- B. Any member may bring a guest to any membership meeting provided prior notice has ¹⁰ been given to the Hospitality chairman.
- C. The Hospitality Committee shall support the First Vice President in preparation for the annual meeting.
- D. Keep custody of all hospitality properties of the Women's Division articles including the Clipper ship and the Women's Division banner. At the expiration of the chairman's tenure, these items shall be given to the next Hospitality chairman for custody.
- E. Cooperate and coordinate with other committees for any special events and activities of this body which require food services, including food provided at meetings of the Board of Directors.
- F. The following will receive complimentary dinners at the meetings:
 - Scholarship winners and one guest per winner
 - Miss Chesapeake
- G. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

VIII. Local Government – The Local Government Committee shall:

- A. Recognize recipients of "Chesapeake Business Beautification Award" according to guidelines attached to these policies.
- B. Encourage all members to be registered voters.
- C. Organize voter registration drives in Chesapeake high schools in conjunction with the voter registrar's office.
- D. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.

IX. Membership – The Membership Committee shall:

- A. Actively recruit members for the Women's Division with target audiences of women employed in business, industry, the professions and government.
- B. Accept dues and forward to Treasurer. Provide names, addresses, place of business, telephone numbers and, when appropriate, e-mail addresses of new members to the Treasurer, Corresponding Secretary, and Communications Chair/ "Shipmate" editor.
- C. Prepare a "Welcome Aboard" packet for all new members; this is to include Hampton Roads Chamber of Commerce developed publications and a copy of the Women's Division, Hampton Roads Chamber of Commerce, Chesapeake Bylaws and Policies and a membership roster.

- D. Recognize new members at membership meetings.
 - E. Recognize Miss Chesapeake with a one-year Honorary membership at the May meeting.
 - F. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.
- X. Public Relations – The Public Relations Committee shall:
- A. Provide articles, announcements, etc., to the news media regarding special recognition of members, Woman of the Year, Outstanding Student, and news of activities and events of the Women’s Division.
 - B. Acquire information regarding special recognition of any member and provide the editor of the “Shipmate” with articles regarding same (such as recognition/honors related to job, community, or organization accomplishments) and recognize these members at membership meetings.
 - C. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th.
- XI. Telephone – The Telephone Committee shall:
- A. Be responsible for contacting board members prior to each board meeting.
 - B. Be responsible for contacting members as directed by the board for special needs.
 - C. Coordinate with Communications Chair and other Board Members as necessary for information regarding the individual member’s choice of contact by telephone or electronic means.
- XII. Ways and Means – The Ways and Means Committee shall:
- A. Coordinate all fund raising activities of the Women’s Division and shall involve the membership in the same.
 - B. Have its chairman serve as a member of the Budget Committee.
 - C. Prepare a proposed committee budget and submit it to the Budget Committee prior to March 20th, which will be included in the Program of Work.

Duties of Special Committees

- I. Audit Committee – The Audit Committee shall:
 - A. Be appointed by the President in January and shall audit the financial records of the Women’s Division and report to the board at its March meetings. The audit report shall reflect activities for the previous year ending February 15.
- II. Budget Committee – The Budget Committee shall:
 - A. Have as its chairman the Treasurer and as its members the Assistant Treasurer, Immediate Past Treasurer and Ways and Means Chairman.
 - B. Obtain a proposed operating budget from each committee chairman and each officer by March 20th.
 - C. Shall prepare a line item budget based on these committees’ and officers’ requests and on the projected income of the division.
 - D. Submit the proposed budget to the board at the April board meeting for any necessary adjustments and for final approval.
- III. Nominating Committee
See Article IX of Bylaws – Nominations and Elections
- IV. Sunshine Committee
 - A. Duties are assumed by the Corresponding Secretary
 - B. Responsibilities
 - a. Sending flowers and cards to members admitted to hospitals.
 - b. Sending a card for members with extended illness at home.
 - c. Send a plant, fresh flowers or food to a member who has a death in her immediate family. Immediate family includes spouse, children, parent, or grandchild.
 - d. Send a plant, fresh flowers, or food to the family of a WDHRCCC member upon death.
 - C. Recognize members who have distinguished themselves, including those who have made outstanding community contributions, those who have been promoted or recognized for outstanding work, those who have significant milestones in their lives, and those who are retiring.
 - D. Submit to the Shipmate prior to publication names for a Happy Birthday column.

I. Miscellaneous

- I. No member of the Women's Division of the Hampton Roads Chamber of Commerce, Chesapeake, shall make any commitment in the name of this body without consent of the Board of Directors.
- II. The membership shall neither endorse nor give audience to an individual seeking public office. This does not include an open/unbiased candidates' forum.
- III. These policies shall be reviewed annually by the Board of Directors with the guidance of the Bylaws Committee to update information within as well as the information on the attachment pages.
- IV. The credit card square will be kept by Karen Gawne at TowneBank (as long as she's a member and employed by the bank). Karen has created a "log book" to be used to sign the "square" in and out.
- V. We recently purchased a big, dry-erase board "check" sign. This should be passed from president to president and held for safekeeping and use as the president sees fit.
- VI. The WD has commissioned and purchased a "Woman of the Year" sash, that can be passed from president to president and loaned out to Women of the Year, as needed.

Reviewed 2017, by the following Committee members:

Jackie Moore, Chair
 Kim Olcott
 Pam Myers
 Paula Slagle

Presented to Board at August 2nd meeting and will placed in Shipmate (September). Also sent via email.

After discussion, proposed changes are indicated in red and will be sent to the Board and membership the week of August 7th.

Will be presented at Membership Dinner Meeting for final approval on September 14th.

Approved: September 14, 2017 at Membership Dinner Meeting

Attachment "A"

- Paragraph I:** Payers Federal ID Tax # 54-1408074
Recipients Federal ID Tax # 54-0739658. This number is assigned by IRS for identification purposes. It does not address nor exempt the organization from state sales tax.
- Paragraph II:** Clarification of state sales tax exemption. The WDHRCCC is not eligible for exemption of state sales tax. In order to gain this status, the organization must make application to the state which assigns the organization a state sales tax exemption number. To date, no information or documentation has been found to substantiate this status.
- Paragraph III:** Post Office Box #**15328** is located at the branch on Battlefield Boulevard South (located near the intersection of Battlefield Boulevard, South and Hanbury Road). To date, there is knowledge of only two keys which are held by the President and the corresponding secretary. In order to maintain the same/current box number, payment must be made annually in **May**.
- Paragraph IV:** WDHRCCC Bonding Agent - Vista Cotton, of Cotton and Taylor.
Annual fee \$113 due in September.
- Paragraph V:** WDHRCCC archival documentation is held in the Wallace Room at the Chesapeake Public Library in Great Bridge.
- Paragraph VI:** Certificate of Registration for oil painting *The Day Is Our Own*" by Glynn Moore is VA 1-713-499. The painting was given by WDHRCCC to Great Bridge Battlefield and Waterways History Foundation in November, 2008 to be displayed in the Visitor Center upon completion of the building. The electronic copy of the copyright is held by the current President and Great Bridge Battlefield and Waterways History Foundation. The original copyright is kept in a safe deposit box at Towne Bank. The safe deposit box keys are kept by the President and Treasurer. Copies of the painting may not be used for profit by any other organizations.

ATTACHMENT “B”

BUSINESS BEAUTIFICATION AWARD

I Guidelines for Judging

Purpose of the Program: The purpose of the program is to recognize a business in Chesapeake that takes pride in the visual impression it leaves on the surrounding neighborhood and shows an awareness of the environment.

Sponsors: The *Business Beautification Award* is sponsored jointly by the Women’s Division of the Hampton Roads Chamber of Commerce – Chesapeake and the Chesapeake Environmental Improvement Council.

Guidelines for Judging: Judges will consider the following when making their decision: landscaping, building, litter control, and signage, as follows;

- **Building(s)** – The design fits in with the adjacent neighborhood, is well placed on the site, and is well maintained.
- **Landscaping** – Landscaping is well maintained and healthy and is of appropriate scale for the building.
- **Litter Control** - The area is clean and litter free. Trash containers are available for public use.
- **Signage** – Fits in with overall building design and is consistent in style and lettering.

How the Program Works. Citizens are invited to nominate businesses by calling the Special Programs Office of the Parks and Recreation Department (382-6411). The deadline for nominations is September 15. That office maintains the list of nominations. The following occurs:

- The Special Programs Office prepares, distributes, and pays for a *Business Beautification Award* brochure.
- The Special Programs Office prepares and distributes news releases about the *Business Beautification Award*.
- The Special Programs Office sends a letter to each of the nominated businesses letting them know that they have been nominated and that they will be contacted to set up a time for their property to be judged.
- One person from each of the sponsoring organizations is recruited to act as the liaison for each organization (WDHRCC and the CEIC).
- Then one or two other individuals from each organization are recruited to serve on a judging team.
- The judging team decides who will call the nominated businesses to advise the nominated companies when their property will be judged. This is done as a courtesy so that the nominated company can have their property prepared for judging if they wish (cutting grass, etc.).
- The judging team decides how they wish to judge the properties. Some judging teams decide to view the properties individually and then get together as a group to make a decision. Other judging teams have decided to view the properties as a group.
- The CEIC representative calls The Special Programs Office of the Parks and Recreation

- and lets them know which business has been chosen to receive the award.
- The Special Programs Office prepares a letter to be sent to the business that has been chosen, as well as the businesses that were not chosen. The letter is signed by both the Chairperson of the CEIC and the President of the WDHRCC. The winning business is invited to attend the November WDHRCC meeting to receive the award.
 - The Special Programs Office prepares and pays for a framed certificate.
 - At the November WDHRCC meeting, the framed certificate is presented to the winning business. Sometimes the WDHRCC also presents a framed rendering of the *Chesapeake* clipper ship. The WDHRCC representative introduces the representative from the winning business and all CEIC representatives present at the meeting. The WDHRCC representative says a few words about the winning business—or asks the CEIC representative to do so. This is decided before the meeting so that remarks can be prepared. Normally the WDHRCC pays for the dinner of the winning business. The CEIC pays for the dinner of the CEIC representatives at the meeting.
 - The Special Programs Office prepares and distributes a news release and photographs of the winning business.

Previous Winners: The following businesses have been awarded the *Business Beautification*

Award:

2016- **Girl Scout Council of Colonial Coast**, 912 Cedar Road

2015- **Tapestry Apartments**

2014 -**Ashdon Commerce Center**, 321 Great Bridge Blvd. 2013- **Monarch Bank**, 1034 S. Battlefield Blvd.

2012 – **Konikoff Dental Office**, Cedar Road

2011 - **Cedar Manor Assisted Living**, 1324

Cedar Road 2010 – **Independence Place**, 676 Independence Parkway

2009 – **Mitsubishi Kaguka Imaging Corporation**, 401

Volvo Parkway 2008 - **HSBC**, 1421 Kristina Way

2007 – **Bank of the Commonwealth**, 1217

Cedar Road 2006 – **Towne Bank**, 137 Mt. Pleasant Road

2005 – **Greenbrier Towers I & II**, 860 & 870

Greenbrier Circle 2004 – **Battlefield Corporate Park**, 501 Independence Parkway

2003 – **Chesbay Distributing Company, Inc.**, 3928

Cook Boulevard 2002 – **Chesapeake General**

Hospital, 736 N. Battlefield Boulevard 2001 –

Greenbrier Towers I and II, 860 and 870 Greenbrier

Circle 2000 – **A Place for Girls**, 912 Cedar Road

1999 – **Leitch, Inc.** 920 Corporate Lane

1998 – **Johnson Controls**, 3824

Cook Boulevard 1997 – **QVC**, 1553

River Bend Run North

1996 – **Jefferson National Bank**, 672 N.

Battlefield Boulevard 1995 – **411 Building**, 411

Cedar Road

1994 – **Julia's Home for Adults**, 940 George Washington Highway

Attachment “D”

Outstanding Student Scholarship Application

The annual scholarship is based on:

- ❖ Community Service (volunteer work, participation in service organizations)
- ❖ Extracurricular Activities (school clubs, athletics)
- ❖ Honors and Awards (school and community awards)

Applicants must submit with the application:

- ❖ A brief essay (200 words or less) that outlines the applicant’s plans and how the scholarship can help attain the goals
- ❖ A copy of the applicant’s high school transcript
- ❖ One letter of recommendation
- ❖ Grade Point Average and class rank
- ❖ Information about any other scholarships pending or accepted (if known)

Members of the Education Committee make the selection of the scholarship recipient.

The scholarship recipient is presented at the May membership meeting.

Under Duties of Standing Committees, Women's Division, HRCC Chesapeake, Policies reads:

Item V. Education – The Education Committee shall:

- A. Provide recognition of an “Outstanding Student.” The “Outstanding Student” shall be chosen annually. The selection shall be conducted on a rotating basis among the city’s public high schools and the Chesapeake Center for Science and Technology.
- B. Order of Rotation:

2018	Oscar Smith High School
2019	Western Branch High School
2020	Chesapeake Center for Science and Technology
2021	Deep Creek High School
2022	Grassfield High School
2023	Great Bridge High School
2024	Hickory High School
2025	Indian River High School
- C. Annually award a scholarship in the amount of \$1,000.00, or more, to an “Outstanding Student.”
- D. Annually award a scholarship in the amount of \$600.00, or more, to a woman returning to school at Tidewater Community College.

Attachment "D"**Procurement and Awarding of Clipper Ship Pins**

- ❖ Vendor Information: Balfour Class Ring Company
820 Greenbrier Circle, Suite 12
Chesapeake, VA 23320
757-420-2233
Ian VanDyke
ian.vandyke@balfour-rep.com
- ❖ Cast Held by: Balfour
- ❖ Inventory Held by: 1st VP

WDHRCCC Nametags, Gavel and Plaques

- ❖ Vendor Information: American Awards and Graphics
134 Battlefield Blvd.,
S. 482-1878
- ❖ Nametags can be ordered at any time.

For all logo embroidery, including purchase of shirts, jackets, totes, etc:

- ❖ Vendor Information: Harbor Graphics
2800 Crusader Circle, #1
Virginia Beach, VA 23453
368-0474