



The Women Presidents Organization

Membership Policies

MEMBERSHIP CRITERIA & QUALIFICATIONS

To qualify for membership with the WPO, candidates must:

- Run their company's day-to-day management as the CEO/President/Partner/etc.,
- Have an ownership interest in the business at some level

And their company must:

- Be privately held,
- Reach \$2 million (USD) in gross annual sales for a product-based business or \$1 million (USD) for a service-based business.

CORE BUSINESS COMPETITION

The WPO does not permit members in the same core business, which has similar competitive markets, to join the same chapter. Core business is defined as that segment of the business accounting for the primary source of revenue for the company. A member may not count any ancillary revenue source as a competitive core business. If a current member changes her business focus, and it then competes with another member of the chapter, the member who changed focus might be asked to move to a different chapter. The original business holder has the right of first refusal when relating to new business in their core business. If a conflict arises, the WPO Head Office will make the final decision as to membership eligibility and chapter placement.

A FEW NOTES ABOUT MEMBERSHIP QUALIFICATIONS

- To qualify, women must have an **ownership interest** in their business. The WPO does not have any specific requirements for a type or percentage of ownership required to qualify.
- Professional women may also join (i.e., attorneys, doctors, accountants, etc.). They must meet the minimum criteria in revenue, be a partner in their firm (have ownership) and have senior management responsibilities.

- If the company is a commission-based business that is dependent on contractual sales, the company revenues must be at least \$1 million USD and the member must have at least 3 employees.

ANNUAL DUES

The below fees are representative of the 2025 – 2026 membership renewal cycle.

Membership dues are non-refundable.

Chapter Member (United States)	\$2,850 USD
Chapter Member (Canada & UK)	\$2,395 USD
Chapter Member (Mexico, South America, Spain & South Africa)	\$2,100 USD
Platinum Member (United States)	\$8,875 USD
Platinum Member (Canada)	\$6,000 USD
Platinum Member (South Africa)	\$4,500 USD
Zenith Member	\$6,200 USD
Member-at-Large	\$975 USD
Alumna	\$975 USD
WPONext	\$550 USD

It is likely that all membership fees are tax deductible as professional development expenses but this should be verified by each member's accountant.

MEMBERSHIP IN GOOD STANDING

All members are expected to remain in **good standing** by keeping their dues current. Payment of dues ensures continued access to membership benefits and the ability to fully participate in WPO activities.

Members **not in good standing**—meaning those with unpaid or delinquent dues—will not be permitted to attend meetings or take part in official events until their account is brought up to date.

We encourage timely payment of dues to maintain uninterrupted engagement and support the collective success of our organization.

ADDITIONAL FEE POLICY

Additional fees can be collected by individual chapters for the following purposes:

- To cover the costs of food & beverages at chapter meetings;
- To cover incidental costs not greater than \$100 USD per member in any membership year, if agreed to by the members of the chapter;
- For optional attendance at off-site retreats conducted by a chapter;
- For other optional events, programs or activities conducted by a chapter (beyond the monthly chapter meetings).

If *any* additional fees are collected:

- The chapter must maintain a record of the fees collected and disbursed.
- Additional fees may be collected for optional retreats, other events, programs or activities only from members who wish to participate in such retreats, other events, programs or activities.

The following additional fees do not require approval of the WPO Head Office:

- Food & beverage costs
- Other incidental costs not exceeding \$100 USD per member for each year, or
- Optional off-site retreats

The following additional fees do require prior approval of the WPO Head Office:

- Any other optional events, programs or activities that exceed a cost of \$100 USD per member for each year, or
- Any assessment of additional fees for any other purpose.

If such prior approval is required:

- The Chapter Chair shall submit a written proposal to the WPO Head Office (in a format provided by the WPO);
- No additional fees may be collected unless prior written approval is granted by the CEO of the WPO (or, at the CEO's option, the WPO Executive Committee); approval shall be given or denied within 30 days.

No WPO Chapter Chair, chapter/group or member may open a bank or other account on behalf of WPO in connection with additional fees or for any other purpose without written authorization of the WPO Executive Committee.

MEMBERSHIP TRANSITIONS & TERMINATION OF MEMBERSHIP

CLOSURE OR SALE OF BUSINESS

If a current member sells or closes her business, there will be a two-year time frame to allow for the member to satisfy (through the development of a new business or otherwise) the revenue requirement of \$2 million USD for product-based companies and \$1 million USD for service-based companies as well as the other three WPO criteria for membership qualification listed above. If by the end of the two-year period, the member does not satisfy the membership qualification requirements, they will be asked to exit the chapter and will be welcome to transfer their membership to WPONext, which is a level of membership specifically designed for members who have closed or sold their business.

TRANSFERRING CHAPTERS

In locations where more than one WPO chapter exists, or upon the relocation of a WPO member, members might like to transfer chapters. The WPO requires that

members contact their Chapter Chair first to request a transfer. Members should not contact the Chapter Chair of the alternate chapter before discussing it with their own Chapter Chair.

LEAVES OF ABSENCE

We understand that life sometimes calls for a pause, whether you're welcoming a child, caring for a loved one, or focusing on your health. Our Leave of Absence (LOA) program allows members to take a temporary break while keeping their seat in the chapter. It's the way to stay connected to the WPO community while honoring life's most important moments.

The WPO currently offers leaves of absence of 3-6 months within a 12-month renewal year. Any member with a legitimate reason for taking a leave of absence should reach out to Carly Ward-Popek at carly@women-presidents.com to set up their official leave of absence.

To formally set up a leave of absence for one's WPO membership, the member will be required to submit a Leave of Absence Request Form. Then, a "hold fee" of \$25 USD/month of planned absence is charged ahead of the Leave of Absence start date. This ensures that the **chapter seat is held** during the LOA – guaranteeing the member can return without losing their spot. Leave term may span no more than 3-6 months in a 12-month renewal year.

If the LOA falls during a renewal year that has already been paid for in full, a credit equal to the LOA months will be applied to the member's next renewal invoice.

If the LOA falls during an upcoming renewal year that has not yet been paid for, a credit equal to the LOA months will be applied to the renewal invoice for the upcoming renewal, which must be paid for in full prior to the LOA start date.

During the LOA, members do not participate in chapter meetings. Members will still receive access to the WPO Member Portal, WPO members, as well as member benefits and opportunities outside of monthly meetings.

TERMINATION OF MEMBERSHIP

The WPO reserves the right to terminate membership of those who bring harm to other members or to the organization by violating stated policies, codes of conduct, terms & conditions, or ethical standards of conduct.

OFFICIAL POLICIES OF THE WPO

Upon submission of a WPO Membership Application, all WPO members agree to the WPO's Code of Conduct and Privacy Policy. These policies, and others, are made available to all members via the WPO Member Portal.

CONFIDENTIALITY

Confidentiality is a keystone of the Women Presidents Organization. All WPO Chapter Chairs and members must sign and agree to the WPO Confidentiality Agreement, which can be found in the WPO Member Portal. Topics discussed and any/all comments made are not to be shared with anyone outside of the chapter meeting. Often, financial information will be disclosed and requested to be shared within the group. All members are expected to protect the shared information.

In addition, all WPO materials, including but not limited to practices, programs, systems, procedures, methods, and the WPO's "best practices" manual are confidential, may be subject to copyright protection, and may not be disclosed to anyone who is not a WPO member or used for any purpose in competition with WPO or contrary to the purposes of WPO.

Violation of a member's confidentiality obligations can lead to termination of membership.

CODE OF CONDUCT

The WPO is committed to providing a safe, productive, and welcoming environment for all members, Chapter Chairs, sponsors, and staff. All participants, speakers, vendors, organizers, and volunteers at any WPO event are expected to act with integrity and treat each other with respect and kindness. This applies to all WPO-related events and meetings, including those sponsored by organizations other than the WPO but held in conjunction with WPO events. The WPO has zero-tolerance for any form of discrimination or harassment. The WPO reserves the right to take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior, and the WPO reserves the right to prohibit attendance at any future meeting, virtually or in person.

USE OF WPO MEMBERSHIP LIST

WPO Chapter member lists, including the names of and contact information for members ("Member Information") are confidential and proprietary information of the WPO. Member Information is intended solely for use by members of the WPO for purposes related to their interests as members (as described below), by WPO sponsors and local hosts under the guidelines established by the Board of Directors, and by WPO personnel and Chapter Chairs for WPO business. Member Information shall not be used, directly or indirectly, for the benefit of any person or organization except as expressly permitted by the WPO and specifically shall not be used to solicit members to join or establish a competing organization.

Permissible use of Member Information by WPO members includes:

- Communicating with members about WPO chapter meetings or related WPO business
- Communicating with members about common business interests
- Peer-to-peer networking with members

In general, the WPO shall maintain and enforce a policy that bulk e-mailing to the entire membership or a significant portion of the membership shall be effectuated only through the WPO Head Office and only for purposes approved in this policy or as otherwise permitted by the WPO Head Office.

Without the consent of the WPO Head Office, Member Information may not be:

- Used to solicit money or property other than for authorized WPO purposes,
- Used to solicit membership or participation in organizations, programs or events unrelated to the WPO,
- Used for any commercial purposes other than the peer-to-peer networking described above,
- Used for any purposes unrelated to the business purposes and mission of the WPO, including personal, political or charitable communications,
- Sold to any person or entity,
- Distributed or made available to any person or entity who is not a member, sponsor or local host,
- Copied, reproduced, republished, uploaded, posted, transmitted or distributed for any unauthorized purpose.

In each case, common sense and good judgment should be exercised. Any questions concerning this policy should be directed to the WPO Head Office. In addition, any request for dissemination more broadly than provided by this policy shall be directed to the WPO Head Office, which, in its discretion, shall make such determination in consultation with the officers of the WPO and/or legal counsel. Unauthorized and improper use of Member Information will result in termination of membership at the discretion of the WPO Head Office.

The WPO Head Office shall take appropriate and reasonable steps to prevent the sale or other improper use of Member Information, including appropriate limitations on access to membership Information by non-members and appropriate limitations on availability of Member Information in electronic form (except for the purposes

authorized herein). However, the WPO is not responsible for violations of such policies and practices and assumes no liability for unauthorized use of Member Information.

WPO INTELLECTUAL PROPERTY

The intellectual property of the Women Presidents Organization has great value, and the WPO is committed to protecting and enhancing that value. Accordingly, the WPO encourages and expects the proper use of its intellectual property by its members.

The trademark “Women Presidents² Organization®”, its slogan REACHING FARTHER. TOGETHER.®, the WPO Logo, and other trademarks as may be adopted by WPO in the future (collectively “Trademarks”), are owned exclusively by Women Presidents Organization, Inc., under common law and/or registered rights in the United States and certain foreign countries. Members are permitted to use the WPO Trademarks in promotional and advertising materials in any media, including on websites, displays, signage, business cards, letterhead, websites, only as authorized by the WPO (“Appropriate Uses”).

Appropriate uses by WPO members are limited to the following:

- The Trademarks may be used on business cards, websites, social media, and in e-signatures but only to designate that the member is a WPO member.
- The Trademarks may be used to solicit membership or participation in the WPO or in programs or events sponsored by the WPO.
- To the extent WPO members are using the Trademarks on any social media, the use must conform to the WPO Member Social Media Policies set forth below in the section “WPO Social Media Policy”.

The following are not appropriate uses of the WPO’s Trademarks:

- Using the Trademarks without denoting that the member is a WPO Member,
- Using the Trademarks to solicit membership or participation in organizations, programs or events unrelated to the WPO,
- Using the Trademarks for any commercial purposes other than promoting the WPO,

- Using the Trademarks for any purposes unrelated to the business purposes and mission of the WPO, including personal, political, or charitable communications.

Failure to adhere to the WPO's Intellectual Property Guidelines or use of the WPO Trademarks beyond the appropriate uses can lead to termination of membership.

Upon termination of membership, the former member shall immediately cease using and thereafter cease using the Trademarks, or any name or mark similar thereto.

WPO SOCIAL MEDIA POLICY

The WPO embraces your use of social media; however, given the public nature of these platforms, we have created the following rules regarding the use of social media by our members and affiliates. These rules are essential to the protection of the Women Presidents Organization brand and the rights and obligations of our members and are in addition to those policies found elsewhere in the Membership Agreement.

Confidentiality:

The ability of our members to interact with one another while preserving their privacy and being free of unwanted solicitations remains paramount. Accordingly, per the Membership Agreement, we remind you to maintain the confidentiality of any comments made during WPO meetings, as well as the content of member lists and WPO materials, at all times. Of course, if the WPO chooses to make information or resources available to the general public, we are happy for you to share such items through your social media accounts, as long as you neither alter the content nor remove any associated attribution information.

Representation:

To the extent that you engage on social media through WPO public social media links or your own private or company accounts, please ensure that in any posts relating to the WPO that it is clear that your posts represent *your* views and not the views or policies of the WPO. Disclaimers such as “the views expressed here are my own and do not reflect the views of the Women Presidents Organization” can be useful for

such a purpose. Please also ensure that in all posts where there is a connection to the WPO, you write in the first person and clearly identify yourself.

Unless otherwise authorized by the WPO in writing, do not use WPO, Women Presidents Organization, other trademarks or slogans of the WPO, or any abbreviation thereof in URLs, social media handles, or web page names.

Endorsements:

We are thrilled when you find your experience with the organization to be rewarding and want to encourage others to look into joining the organization; however, we do require that when you do so, you disclose that you are a member. This applies to all public endorsements on any platform.

Considerations Prior to Posting:

- Private messages are not truly private (e.g. screenshots can be taken)
- Never post in the heat of the moment. Think before you post
- Wouldn't say it out loud in a room with 500 people? Don't say it on social media
- Don't rely on the delete button – social media is forever
- Don't share sensitive information
- Don't forget that even on your personal social media profiles, you're representing your company/organization
- Don't share fake news. Read before you share

The purpose of these rules is to act as a guide to ensure a level of consistency across all social media channels so the WPO brand is seen to be speaking with one voice. The social media landscape can be a tricky one, so these guidelines will also help to identify and navigate the challenges and opportunities that may be presented.