

**WIKI SOCIETY OF WASHINGTON, DC INC.**  
**Board of Directors Meeting**

May 28, 2011, at 2:00 PM  
Starbucks Coffee, 5454 Wisconsin Avenue, Chevy Chase, MD

**ORDER OF BUSINESS**

1. Approve the minutes of the previous meeting of the Board of Directors.
2. New business:
  - 2.1. Adopt a proposed resolution regarding the renting of a post office box for the Corporation's use. [Resolution A]
  - 2.2. Authorize the Treasurer to open a PayPal account linked to the Corporation's existing account at Wachovia Bank, and to receive payments to the Corporation through said account.
  - 2.3. Adopt a proposed resolution regarding the membership dues structure and membership application process. [Resolution B]
  - 2.4. Authorize the Secretary to prepare and file an application for a District of Columbia Charitable Solicitation License.
  - 2.5. Adopt a proposed resolution regarding the process for elections of the Board of Directors. [Resolution C]
  - 2.6. Establish a standing Legal Committee, to advise and assist the Board of Directors regarding legal matters; and appoint the members and the chair of said Committee.
  - 2.7. Establish a standing Technical Committee, to advise and assist the Board of Directors regarding technical matters; and appoint the members and the chair of said Committee.
  - 2.8. Establish a standing Audit Committee, as required by the Bylaws; and appoint the members and the chair of said Committee.
  - 2.9. Adopt a resolution regarding a standard order of business at meetings of the Board of Directors. [Resolution D]
  - 2.10. Approve the proposed logo of the Corporation, and authorize it to be used as necessary and appropriate in the normal conduct of business.
3. Decide on the time and place of the next meeting of the Board of Directors.
4. Adjourn.

[Resolution A]

1. The Corporation shall rent a 3 inch by 5.5 inch Post Office box at the Friendship Post Office at 4005 Wisconsin Avenue NW, Washington, DC 20016;
2. The Treasurer is authorized to spend \$96.00 for the purpose of renting said Post Office box for a one-year period; and
3. Two keys shall be ordered for said Post Office box, with the Secretary and Treasurer each receiving one.

[Resolution B]

A. Membership Terms and Dues

1. Membership dues shall be \$10 per person per year.
2. Each membership year shall begin on September 1 and end on August 31, except for the current year, which shall begin immediately and end August 31, 2012.
3. Beginning March 1, the membership dues for the remainder of the membership year shall be reduced to \$5.

B. Application for Membership

1. Persons may apply for membership at meetings of the Board or the Corporation's membership, through the mail, or through an online registration form.
2. Applicants shall be required to submit their full name, mailing address, and email address.
3. Applicants may submit personal information and membership dues separately, but they not be considered members in good standing until both are received.
4. Membership dues may be paid in cash, as a check made out to the Corporation, or through payment to a corporate PayPal or other electronic merchant account.
5. After both personal information and dues are received, the Secretary shall sign and issue the applicant a paper membership certificate, either in person or through the mail.

C. Form of Membership Certificate

1. The membership certificate shall be printed in a form similar to the attached sample for each membership year.

[Resolution C]

1. At least thirty days before each annual membership meeting, the Board of Directors shall appoint an Election Committee, which shall consist of the Secretary and two other members. The two members who are not the Secretary shall serve on the committee for one year, and shall not be Directors, nor stand for election as Directors, during that time.
2. A candidate shall be required declare their candidacy for the Board of Directors to the Election Committee no later than one week before the annual membership meeting in order to be printed on the ballot.
3. The Election Committee shall be responsible for ensuring the eligibility of candidates, preparing ballots, and counting votes.
4. Directors shall be required to be members in good standing for the length of their term.

[Resolution D]

The standing order of business at meetings of the Board of Directors shall be as follows:

1. Reading and approval of the minutes of the previous meeting
2. Reading of reports and correspondence
  - 2.1. Reports of Officers
  - 2.2. Reports of standing committees
  - 2.3. Reports of special committees
  - 2.4. Other correspondence
3. Unfinished business
4. New business