# *Member2Members Event* Policy

*Updated and approved on 18.08.2026*

## 1. Purpose

*Member2Members Events* are events organised by a ZIWC Member for the benefit, enjoyment, learning, connection, or shared interest of other ZIWC Members. Where approved by the Board, guests of Members may also attend.

These events may include cultural outings, museum visits, walks, sports activities, workshops, lectures, tours, day trips, social gatherings, creative activities, educational sessions, or other one-off Member-led activities.

A *Member2Members Event* is based on a simple principle:

**A Member organises something for other Members, without personal, financial, or commercial gain.**

## 2. Responsibility

*Member2Members Events* fall under the responsibility of the **Interest Groups Chairwoman**.

If a *Member2Members Event* is organised within the scope of the Business Network, the **Vice President** is responsible.

All *Member2Members Events* must be submitted to the Board for approval before anything is confirmed, announced, promoted, published, or opened for registration.

If there is any doubt about how an event should be classified, the Board decides.

## 3. Eligibility

A *Member2Members Event* must be proposed and organised by a registered ZIWC Member.

The organising Member must:

- act as the main contact person for participants;
- provide the required event information to the responsible Board Member by the required deadline;

- coordinate practical arrangements such as date, time, location, meeting point, participant limit, provider information, costs and cancellation deadline;
- attend the event herself unless the Board has approved another arrangement.

***Member2Members* Events are organised primarily for registered ZIWC Members.**

Guests of Members may attend only if this has been approved by the Board in advance and is clearly stated in the event description.

Where guests are permitted, the registering Member must include the number of guests when registering and remains fully responsible for her guests.

This includes attendance, behaviour, payment of any event costs, cancellation by the stated deadline, and any applicable no-show fee.

Guests may not register directly and may only attend together with, or under the responsibility of, the ZIWC Member who registered them.

## 4. External providers and no personal gain

A *Member2Members Event* may involve an external provider, such as a venue, guide, instructor, restaurant, museum, cultural institution, sports facility, travel company, or other commercial or non-commercial partner.

However, the event must remain Member-focused. It must not become a promotional platform for the provider or for the organising Member.

The organising Member may not use a *Member2Members Event* to promote or sell:

- her own business;
- her partner's business;
- her employer's business;
- a family member's business;
- a business in which she has a financial interest;
- a product, service, practice, venue, brand, or organisation from which she receives any personal or financial benefit.

The organising Member may not receive profit, commission, referral fees, gifts, free services, personal discounts, payment, future business advantage, or any other personal benefit from organising the event.

If the organising Member has any personal, professional, family, financial, employment, or business connection to the external provider, this must be disclosed to the responsible Board Member and to the Board before approval.

The Board may approve the event, request changes, decide that it should be handled under another Club format, or decide that it should not proceed.

Where a commercial provider is involved, the Advertising Chairwoman may contact the provider afterwards to discuss possible advertising or future collaboration with ZIWC.

## 5. Costs and payments

- *Member2Members Events* must be at no cost to ZIWC.
- Members may be charged a fee to cover actual event-related costs, such as entrance fees, tickets, guided tours, transport, food and beverages, materials, room hire, instructor fees, provider fees, or other approved direct costs.
- Any fee charged must only cover actual costs. The organising Member may not make a profit or receive any personal benefit from the event.
- Payment should normally be handled through the Club's official event registration and payment process. Where more practical, the Board may approve direct payment by Members to the venue or provider.

## 6. Board approval and communication

Before anything is confirmed, announced, promoted, published, or opened for registration, the organising Member must send the responsible Board Member the event details for Board approval.

The information should include:

- name of the organising Member;
- description and purpose of the event;
- date, time, location and expected duration;
- minimum and/or maximum number of participants, if applicable;

- whether guests are permitted;
- cost per Member and per guest, where applicable, and what is included;
- cancellation deadline and refund conditions;
- name and details of any external provider;
- any personal, professional, family, financial, employment, or business connection between the organising Member and the provider;
- preferred publication channels.

Once approved, *Member2Members Events* may be communicated through the following Club channels, subject to operational deadlines:

- ZIWC online calendar;
- Connect! Magazine, if submitted by the official deadline;
- standard Club digital newsletter or regular Member email communication;
- ZIWC social media channels, where appropriate.

There is no automatic right to publication in Connect! Magazine, and late submissions cannot be accepted.

There will be no special standalone email to Members for a *Member2Members Event* unless specifically approved by the Board.

All event text and images must be submitted to the responsible Board Member by the required deadline. The responsible Board Member may edit the wording to ensure it is clear, accurate, appropriate, and in line with Club standards.

## 7. Registration, cancellation and no-show policy

Registration for *Member2Members Events* must take place through the official ZIWC event registration process unless the Board approves a different procedure.

The cancellation deadline is the booking deadline unless otherwise stated in the event description.

A place is considered cancelled only when the cancellation is received by the organiser or recorded through the official Club registration system by the stated cancellation deadline.

Members who cancel after the cancellation deadline, or who do not attend, remain responsible for the place they booked.

For paid events, this means the Member remains liable for the full event cost.

For free events, this means the Member will be charged the Club's no-show fee of **CHF 25**.

Informing the organiser after the cancellation deadline does not remove the Member's liability for the event cost or no-show fee.

After the cancellation deadline, the only exception is where the organiser is able to offer the place to another Member on the waiting list and that Member takes over the place. In that case, the original Member will not be charged, or will be refunded if payment has already been made and the Club has not incurred unrecoverable costs.

Where guests are permitted, the registering Member is responsible for her guests, including any late cancellation charges, event costs, or no-show fees.

## 8. Use of ZIWC mailing list and participant data

The ZIWC mailing list may not be used by the organising Member, venue, provider, instructor, guide, or other external party for sales, promotion, follow-up marketing, or future commercial communication.

Participant information may only be used for the practical organisation of the approved event.

External providers may not add ZIWC Members or their guests to mailing lists, newsletters, WhatsApp groups, client databases, sales funnels, promotional campaigns, or commercial follow-up communication unless the person has given explicit consent directly to that provider.

## 9. Liability and insurance

The Club is not responsible for any loss, damage, injury, accident, delay, cancellation, or personal expense suffered during or in connection with a *Member2Members Event*.

Participation in any Club event is at the participant's  own risk.

It is each participant's responsibility to have appropriate personal, health, travel, and accident insurance.

## 10. Final authority

The Board has final authority over the approval, classification, communication, timing, and conditions of all *Member2Members Events*.

The Board may decline, postpone, reclassify, or withdraw approval if an event is not in line with ZIWC's purpose, reputation, values, policies, operational capacity, Member interests, or legal and regulatory responsibilities.