

# **HANDBOOK OF POLICIES AND PROCEDURES**



**BUSINESS AND PROFESSIONAL WOMEN  
OF TENNESSEE, INC.  
(BPW/TN)**

**Revisions through Post-Convention Board of Directors June 2018**

## **FOREWORD**

This handbook is an official reference on the history, organizational structure, policies, and procedures of the Business and Professional Women of Tennessee, Inc. (BPW/TN).

It is a working guide for all activities from organizing a new local organization to holding a state convention. By using this information each officer and each member will be able to handle the responsibilities with increased confidence and effectiveness.

The handbook of Policies and Procedures is essential for a well-operating organization. This handbook contains all policies applicable to the state organization and local organizations.

This edition of the handbook is looseleaf format which facilitates updating its contents. New pages should be inserted as revisions are made. Following each convention, revised pages will be available or accessible on the website, [www.bpwttn.com](http://www.bpwttn.com).

Revised 1993-1994  
Effective June 12, 1994

Revised Handbook of Policies and Procedures effective July 1, 2009, for the Business and Professional Women of Tennessee, Inc. (BPW/TN), an organization affiliated with the BPW Foundation, to reflect changes in policies and structure from the Tennessee Federation of Business and Professional Women's Clubs, Inc., with adaptations of policies from BPW/USA not previously covered in the BPW/TN policies.

Further revisions are indicated by the effective date on each page.

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## **CHAPTER I. BPW HERITAGE**

### **HISTORY OF TENNESSEE FEDERATION AND BPW/TN**

In June 1919 approximately one hundred business and professional women met in the YWCA in Nashville, Tennessee, to stimulate interest in attendance at the organizational meeting in St. Louis, Missouri, for the purpose of establishing the National Federation of Business and Professional Women's Clubs, Inc. Present from four clubs in Tennessee were Miss Florence Arp, Knoxville; Dr. Elise Rutledge, Memphis; Miss Mattie Lou Alford and Miss Fletcher Farris, Columbia; and Mrs. W.A. King of the Altrusa club of Nashville.

As an outgrowth of that meeting, Fletcher Farris of Columbia was elected delegate and Dr. Elise Rutledge of Memphis, alternate to represent Tennessee in St. Louis at the organizational meeting of the National Federation of Business and Professional Women's Clubs, at Hotel Jefferson in St. Louis, July 14-17, 1919. In addition to Miss Farris and Dr. Rutledge, those attending from Tennessee were Miss Leora Fellate, Memphis; Mrs. W.A. King, Nashville; Miss Louise Neilson, Knoxville; and Miss Bertha Childs of Nashville. History reveals that Miss Childs was elected a vice-president of the national federation.

Early in 1920, Mrs. Ethel Crabtree of Chattanooga became interested in forming a state federation and had much correspondence with business women in Tennessee. By reason of the interest expressed, a call went out to all the business and professional women's clubs in Tennessee (about twenty at that time) to convene in Chattanooga in July.

On the afternoon of July 3, 1920, a group of women representing seven business and professional women's clubs of Tennessee met in the Hotel Patten, Chattanooga Tennessee, and agreed that a state federation should be formed. By seven o'clock that night the group was having dinner together at "The Hitching Post," a rustic tearoom in Chickamauga Park, and the Tennessee Federation was an accomplished fact. The seven charter clubs of the Tennessee Federation were Chattanooga Business and Professional Women's Club, Chattanooga Business Women, Columbia Business and Professional Women's Club, Jackson Business and Professional Women's Club, Knoxville Business and Professional Women's Club, Memphis Business and Professional Women's Club, and Business and Professional Women's Club of Nashville.

During the years, in addition to Miss Bertha Childs, elected vice-president at the organizational meeting, Tennessee has given to the National Federation of Business and Professional Women's Clubs, Inc., two outstanding national presidents, Miss Charl Ormond Williams and Miss Osta Underwood; two national treasurers, Mrs. Sara C. Bruce and Miss Wanda Carter (Bates); recording secretary and 2<sup>nd</sup> Vice President, Miss Ann Scott; an executive secretary, Miss Elinor Coonrod; a national parliamentarian, Miss Margaret Heath, who served longer than any other person in a national position; and a number of national committee chairs and members.

In 1921 the first convention of the Tennessee Federation was held in Nashville. In 1922 Tennessee entertained a highly successful national convention in Chattanooga. In July 1984 National Area 3, of which Tennessee was a member, hosted a dynamic national convention in Nashville.

The Tennessee Federation of Business and Professional Women's Clubs, Inc., which became Business and Professional Women of Tennessee, Inc. (BPW/TN) on July 1, 2009, has gained prestige and power for the business and professional women of Tennessee; has taken part in affairs affecting women, along with a long career of state and community usefulness, which completely justifies the vision and hopes of our great organization.

#### **BPW/TN Objectives**

To elevate the standards for women in business and in the professions.

To promote the interests of business and professional women.

To bring about a spirit of cooperation among business and professional women [of the United States].

To extend opportunities to business and professional women through education along the lines of industrial, scientific, and vocational activities.

These objectives were of the National Federation of Business and Professional Women's Clubs, Inc., of the United States of America, known as and herein after referred to as BPW/USA prior to its merger with BPW Foundation on July 1, 2009, and of all local organizations in the state federation. They are now the objectives of BPW/TN, changing only by the removal of the phrase "of the United States."

## **Federation/Foundation Mission Statement**

Prior to July 1, 2009, the Federation mission statement was: The mission of BPW/USA shall be to achieve equity for all women in the workplace through advocacy, education, and information.

Following the merger, the BPW Foundation mission statement became: The Business and Professional Women's Foundation (BPW Foundation) empowers workingwomen to achieve their full potential and partners with employers to build successful workplaces through education, research, knowledge and policy.

## **BPW/TN Mission Statement**

The mission of BPW/TN shall be to achieve equity for all women in the workplace through advocacy, education, and information.

## **The Collect**

Keep us, O God, from pettiness; let us be large in thought, in word, in deed.

Let us be done with fault-finding and leave off self-seeking.

May we put away all pretense and meet each other face to face, without self-pity and without prejudice

May we never be hasty in judgment and always generous.

Let us take time for all things, make us grow calm, serene, gentle.

Teach us to put into action our better impulses, straightforward and unafraid.

Grant that we may realize it is the little things that create differences, that in the big things of life we are at one.

And may we strive to touch and to know the great common human heart of us all, and O Lord God, let us forget not to be kind!

. . . Mary Stewart

## **History of the Collect**

Mary Stewart wrote the collect in 1904 as a member of the Fortnightly Clubs, the forerunner of the Longmont, Colorado BPW Club. The collect was written as a prayer to instill a sense of unity among women working together with wide interests and important goals.

Mary Stewart worked for women's suffrage nationally and attended the meeting in St. Louis in 1919 at which the national federation was launched. She was elected its first corresponding secretary and thereafter took an active part in the growth of the young organization by service as chairman or member of a number of national committees.

The collect was reprinted in many forms around the world. Miss Stewart, who until 1910 signed the collect with her pen name, "Mary Stuart," remained involved in BPW until her death in 1943.

## **The Emblem**

In 1920, at the St. Paul National Convention, with Gail Laughlin as president, a committee was appointed to select an emblem typifying the emergence of women in the business world, with vision and courage for unlimited possibilities and growth in an organization of business and professional women. This committee was composed of Fern Bauersfeld of Kansas, Nina B. Price of New York, and Georgia Emery of Michigan.

In February 1921, under the leadership of Lena Lake Forrest, second national president, the committee selected from a number of designs the one in use until July 2009.

## **Emblem Symbols**

The emblem of BPW/TN [and formerly of BPW/USA] consists of the following symbols:

*Nike*—The Winged Victory of Samothrace; symbol of strength, progress, freedom, triumph, facing squarely the winds and waves of prejudice and other limitations.

*Torch*—symbol of light, wisdom, principle, and leadership.

*Wand*—winged staff of Mercury; herald of a new day for women and symbol of opportunity, equality, cooperation, healing, harmony, and power.

*Ship of Commerce*—symbol of activity and growth, economic independence, and adventures in friendship.

*Scroll*—symbol of achievement; typifies our faith, ideals and accomplishments, while denoting our obligation to the future.

These symbols are within the Golden Circle. The circle, representing the globe, signifies unbroken harmony and endless friendship. The components of the completed circle are illumination, vigor, tranquility, development, and victory.

### **Emblem Pins**

An emblem pin may be worn by any local organization member. Local Organization presidents wear the emblem pin with gavel guard attached and, at the end of the presidency, the gavel guard is replaced by a bar guard bearing the inscription “past president.”

The state president’s pin has TENNESSEE inscribed across the bottom of the pin, with gavel guard attached. At the close of term as state president, the gavel guard is replaced by a bar guard inscribed “past president.”

The customary way to wear an emblem pin is about six inches below the left shoulder.

Any emblem item, including pins, guards, scrolls, and other jewelry may be purchased through the official supplier. The foundation pins may also be purchased from the same source.

### **Emblem Benediction—**May be sung to the tune of “Blest Be the Tie That Binds”

This emblem binds us all  
In one great sisterhood  
It bids us heed our conscience call  
For nobler womanhood.  
God guide us when we wear  
This emblem o’er our heart,  
And keep us true and always fair  
God bless us as we part.

### **BPW/TN Local Organization Pledge**

I hereby solemnly pledge my allegiance to this local organization and do promise  
To be governed by the rules and regulations in the bylaws;  
To be faithful in attendance, trying always to be on time;  
To be loyal in service, willing to serve in any capacity, whereby I can best promote the interests of the local organization;  
To be generous, not alone of my money, but of my praise, my time, and my talents;  
To be tolerant and friendly, knowing that friendliness gives and finds happiness and health;  
And to be honest with myself, my fellow members, and my local organization.

### **BPW/TN Colors**

The colors of BPW/TN [and of BPW/USA before its merger with BPW Foundation in July 2009] are **green** and **gold**. Green was chosen to symbolize victory, growth, activity, and strength. Gold was chosen to represent the sun, faith, and fruitfulness.

### **Tennessee Official Flower**

The flower of BPW/TN is the purple iris. It is customary that members wear lavender or purple outfits at any time requested by the state president.

### **The Region**

The Business and Professional Women of Tennessee, Inc. (BPW/TN), is divided into three (3) regions for the purpose of promoting state programs, promoting membership work, and assisting the district directors in organizing new local organizations and assisting existing local organizations.

Each region shall have a director, who shall be elected at the annual convention after the endorsement of her local organization. Regional directors shall be members of the state executive committee and the board of directors. A term of office shall be one year or until a successor is elected.

### **The District** *[Currently not in use]*

Each region is divided into such districts as set up and approved by the board of directors . Any region may elect to remain undivided into districts with the regional director assuming the duties of the district director with the region functioning as a district of the whole.

Each district shall have a director who shall be elected at the spring regional meeting after the endorsement of her local organization. District directors shall be members of the board of directors. A term of office shall be one year or until a successor is elected or appointed by the state president. No person shall serve more than three (3) consecutive terms as District Director.

## CHAPTER II. BPW STRUCTURE

### **The Local Organization Member**

When accepted for membership in the local organization, an individual automatically acquires certain rights and responsibilities. It is the right of the member to:

- Have a voice in the general administration and affairs of the local organization;
- Be kept informed of the status of local organization's overall programs, financial condition, and general programs;
- Express considered opinions, make relevant suggestions, and offer constructive criticism in its affairs;
- Be represented by competent and courteous leaders using orderly and democratic processes;
- Grow as an individual; and
- Expand horizons.

It is the responsibility of the member to:

- Accept the purposes and organization of the group;
- Be informed by the use of tools, such as orientation seminars, Tennessee State Publication, and program aids available through state and BPW Foundation;
- Be loyal to the objectives of the local organization and to its selected leaders;
- Abide by its established rules;
- Participate and become more knowledgeable in the activities of the local organization and support the approved program;
- Attend BPW meetings—local, district, regional, and state;
- Promote membership;
- Be as ready with praise as with criticism;
- Be willing to serve in any capacity in the interest of the local organization, district, region, or state.

### **The Local Organization**

Local organizations are the basic units of the state organization. The purpose of the local organization is to pursue objectives of BPW/TN by promoting BPW/TN programs and projects.

Each local organization adopts its own bylaws, which must not be in conflict with the model local organization bylaws, the state bylaws, nor its policies and procedures.

The local organization objectives are the same as those of BPW/TN.

### **The State Organization (BPW/TN)**

All of the chartered local organizations within the state make up the state organization. Through its affiliation in the state organization each local organization is automatically a non-voting member of the BPW Foundation.

The state adopts its own bylaws which must not be in conflict with the BPW Foundation policies and procedures regarding the use of the BPW brand or intellectual properties.

Amendments to these policies and procedures shall be presented to the Board of Directors for consideration and/or adoption. Adoption of an amendment(s) shall be by a majority vote and become effective immediately, unless otherwise stated.

### **The National Federation (BPW/USA)**

BPW/USA was composed of members in state federations, combined federations, and members not affiliated with a local organization [formerly called members-at-large].

July 1, 2009, BPW/USA ceased to exist as an organization and merged with the BPW Foundation, transferring the rights to the BPW brand, name and logos, as well as its established programs and intellectual property to BPW Foundation. State federations or local organizations not a part of a state federation were given the option of paying a licensing fee to become non-voting members of the BPW Foundation with rights to use the name and logos of BPW and access to its programs such as Young Careerist, Individual Development, National Business Women's Week, Women Joining Forces, Policy and Action Conference, and other BPW events or programs.

## **CHAPTER III. MEMBERSHIP**

### **General Policy**

Membership shall be held by individuals who support the mission and objectives of BPW/TN.

The only criteria for membership is per Article V, section 1, model local organization bylaws.

Membership in a local organization is all-inclusive for membership in the state organization.

### **Secondary Membership**

Membership may be held in more than one local organization by the payment of appropriate local organization dues to that organization. The member has the option of designating the local organization through which state dues are paid as the Primary membership. Membership(s) in any other local organization will be deemed secondary membership and will not be used to determine the number of members of an organization on state records, but will be reported to the Membership Chair for information using the Secondary Membership Notification Form in the Appendix.

State dues are collected only once for each member regardless of the number of memberships held by the member in local organizations.

### **Members [affiliated with a local organization] (MOL)**

Membership shall be open to all individuals.

### **Student Members (SOL)**

Student members of BPW/TN shall be individuals enrolled in a college or university or any other accredited educational institution above the high school level.

Student members receive all the benefits of membership.

### **Members at Large [not affiliated with a local organization]**

Individuals who pay state dues, who support the work of BPW/TN but who do not choose to belong to a local organization. Members-at-large receive all the benefits of membership.

### **Senior Members**

Senior Members, either MOL or Members at Large, must be 65 or older and may elect to receive a discount on state dues.

### **New Member Policy Statement**

An individual may join BPW/TN at the local organization level if that individual:

- Supports the objectives of BPW/TN [See page 1 of this handbook];
- Pays local organization and state dues.

Every individual regardless of race, color, religion, sex, age, or national origin becomes a member upon meeting the above criteria.

### **Continuing Members**

The following are considered continuing members:

- A member whose dues are paid in the same local organization for a term of one year;
- A member in good standing who transferred from another local organization.

### **Honorary or Life Membership**

Honorary or life membership may be conferred by a local organization providing that:

- Local organization bylaws provide for such membership;
- The individual is eligible to become a new member;
- The local organization is responsible for annual state dues for the member.

### **Death of a Member**

In the event of the death of a member, the local organization president or a designee should immediately notify the state treasurer. The name should also be given to the person handling the memorial service at state convention. In the case of a past state president, also notify the state president.

## **Employed: Definition**

The term employed as applied as a criteria for holding designated offices means any of the following:

- Full-time employment.  
Employment for profit for an employer or independently, for full-time, according to the standards of the particular business or profession.
- Part-time employment.  
Employment for profit either for an employer or independently for at least 50 percent of the time, according to the standards of the particular business or profession.
- Partner.  
One employed for compensation in business with a partner for mutual gain and who renders personal services; such partner shall be classified as being full-time or part-time employment according to the definitions above. (A “passive partner” contributing only capital or having ownership interest only is not includible either within full-time or part-time employment.)
- Entrepreneur.  
One engaged in active management and personal services contributed to a profit-making enterprise. (Collection of income from one’s properties or investments without active management or personal services contributed thereto, or from retirement or pension funds, shall not be deemed employment for profit.)

## **Transferring Membership**

A member whose annual dues have been paid in one local organization may transfer during the year to another established local organization. A local organization may not refuse to accept the transfer of a member in good standing.

A member whose annual dues have been paid may transfer to a new local organization which is being organized, provided the new local organization has at least five (5) members and/or student members, twenty percent (20%) of whom must be employed, who have paid dues.

Transfers of membership must be completed on or before April 30 on state records in order to process the transfer before the end of the fiscal year.

If a member continues in one local organization throughout a year, but decides to join and pay dues in another local organization for the following year, such member is not considered a transfer but is recorded as a new member.

A member in a disbanded or dropped local organization may continue membership by transferring to an established local organization. The state organization will accept such transfer from a local that has been disbanded or dropped in the current or prior year. A member in a disbanded or dropped local organization who does not wish to transfer to another local organization will be maintained on the state membership rolls as a Member at Large in good standing, without additional dues required, until the next renewal date.

## **Procedures for Transfers**

State dues will be collected only once during a year. A transferred member to another local organization will not be charged duplicate state dues. Payment of local organization dues will be determined by the local organization involved.

When a transfer of membership is to be made, the local organization into which the member is transferring must report it on a separate Member Transfer form, designating the member as a “transfer” and giving the local organization from which the transfer is made. If the transferred member pays dues in the local organization the following year, the listing would then be changed to “continuing member.”

If membership cards are used, a transferring member retains the current membership card indicating the transfer-out local organization until the transfer is completed on state records. The state organization would then issue a new membership card.

## CHAPTER IV. THE LOCAL ORGANIZATION

### Creation of a New Local Organization

The sponsoring local organization shall contact the **state president, state membership chair, regional and/or district director** to coordinate the chartering of the new local organization.

Expansion kits, containing materials to aid in the formation of new local organizations, will be furnished by the state organization when requested by the state president, the state membership chair, the regional director, district director, or a state executive secretary/administrative assistant. The kits may also be requested by a local wishing to sponsor a new local organization.

Membership requirements for the admission of a new local organization is a minimum of five (5) members and/or student members twenty percent (20%) of whom must be employed unless the new local organization is comprised solely of student members.

In addition, a local organization to be eligible for admission, may not be an integral part of any other organization. In addition, bylaws must be consistent with mandatory provisions of the model local organization bylaws and any provision of state bylaws affecting the local organization.

A local organization applying for membership shall forward to the state organization all documents and dues required by the state organization.

The state president or duly authorized representative shall verify items on the checklist known as Certificate of Local Organization for Chartering and submit with the following to the state president:

- Application for local organization membership form (2 copies);
- Names and addresses of local organization officers and committee chairs (2 copies);
- Statement of local organization membership forms for remittance for state dues.

After all state requirements have been met, the local organization is approved by the BPW/TN board of directors, and a new local organization kit is sent to the local organization president. A charter will be signed by the state president for presentation to the local organization.

### Creation of a New Local Organization Without a Sponsor

A group without a sponsor wishing to form a new local organization may send a letter to the state president and executive secretary/administrative assistant providing the following information:

- The proposed name and location of the organizing BPW local organization.
- The names, addresses, and phone numbers of the organizing principals.
- The number of anticipated members in the chartering group.
- The efforts made by the organizing group in enlisting sponsorship and the results of such efforts.
- A commitment to support BPW/TN objectives.
- A commitment to promote BPW programs and other activities.
- A commitment to pursue recruitment of members for local organization growth and continuity of leadership.
- Anticipated participation in the community and in BPW.

Upon approval by the state president, the organizing group will be sent an expansion kit. The local organization must be affiliated with BPW/TN. The state organization shall process the application papers and dues of the organizing group according to prescribed procedures.

### Merger of Local Organizations

Members wishing to merge two or more local organizations by their own mutually approved action, may do so by filing with the state president two certified copies of the minutes of each local organization at which the determination to merge was made. The state president will submit one copy of each local organization's certified minutes, with official notification to the BPW/TN board of directors.

Merger can be accomplished by any one of the following methods:

- One local organization disbands and transfers its membership to the other local organization.
- One local organization disbands and transfers its membership to the other local organization. Then, the local organization receiving all members follows the procedure for a change-of-name charter.
- All involved local organizations disband, create a group of all transferring members, and file for a change-of-name charter.

Any local organization resulting from a merger would not be counted as a new local organization.

### **Local Organization Drop**

A local organization whose membership falls below five (5) members and/or student members shall be dropped at the end of the second fiscal year.

Sixty (60) days before the date a local organization will be dropped, the state treasurer shall send notice to the local organization informing it of the date it is to be dropped from the BPW/TN rolls and the options for its members to remain members of BPW/TN. (See Handbook Chapter III. MEMBERSHIP, Transferring Membership, p. 6)

### **Local Organization Disbandment**

Members wishing to dissolve a local organization by their own action may disband by filing with the state president two certified copies of the minutes at which the determination to disband was made.

Any local organization disbanding by their own action shall include providing notification to the individual remaining members of their options to remain members of BPW/TN. (See Handbook Chapter III. MEMBERSHIP, Transferring Membership, p. 6)

A local organization that has allowed its membership in BPW/TN to lapse, either by disbandment or the process of being dropped, may reorganize providing it has a minimum of five (5) members and/or student members and meets the requirements for the organization of a new local organization.

### **Reinstatement of a Dropped Local Organization**

When a local organization is dropped by BPW/TN due to a procedural error, it may qualify for reinstatement by filing a petition for reinstatement with the BPW/TN board of directors. The petition may be in the form of a simple documentation of facts, signed by the state treasurer (or state executive secretary/administrative assistant), countersigned by the state president and local organization president. The local organization, of course, must have a membership of five (5) or more members.

### **Changing a Local Organization Name**

A local organization that wishes to change its name must take official action and send the minutes showing that action to the state president for approval. In addition, the local organization includes the charter bearing the old name and makes a formal request for a change-of-name charter bearing the new name. If the original charter cannot be located, a statement is submitted to that effect. The state president then transmits the approved minutes, charter (or statement), and request to the BPW/TN board of directors.

### **Change-of-Name Charter**

The local organization should be specific as to the information it desires on the change-of-name charter. It is suggested that the current date be used, in addition to signatures of the current state president. The former local organization name along with the original charter date can also be engrossed if requested by the local organization.

### **Replacement of Charter**

Replacements of Charter will be available from BPW/TN. Charter replacements will contain the original charter date and the date of replacement and will be signed by the state president.

Requests for replacement charters should be submitted to the state president for approval. If the original charter or a replacement charter issued by BPW/USA is not available, the local organization requesting a replacement charter shall be responsible for supplying BPW/TN with documentation establishing the original charter date. The original minutes establishing the LO or later documentation referring to the original charter date will be acceptable.



## CHAPTER V. LOCAL ORGANIZATION FINANCES

### Managing Local Organization Finances

#### *Duties of Local Organization Finance Committee*

Sound management of a local organization's financial affairs is the responsibility of the finance committee which recommends how funds should be allocated and spent.

Knowledge of bookkeeping, budgeting, and financial reporting, in keeping with state organization procedures is necessary.

The finance chair serves ex-officio (without vote) on all local organization committees which disburse money. The chairman should make sure that all financial activities conform to bylaws and discourage projects unrelated to organization purposes. THE FINANCE CHAIR SHOULD REVIEW THE TREASURER'S MONTHLY STATEMENT, CHECKING EXPENDITURES AGAINST THE BUDGET, AND KEEP A COMPLETE FILE ON ALL THE LOCAL ORGANIZATION'S FINANCIAL REPORTS.

#### *A budget is Essential.*

Money wisely budgeted can help a local organization achieve its many goals.

Points to remember in preparing a budget are:

- Low expected income and high anticipated expenses;
- Bulk of income should come from dues;
- \*Administrative expenses should be covered by local organization dues;
- Fund raising should never be a local organization's main activity;
- Estimate income based on no more than total membership of the prior year, plus a conservative estimate of miscellaneous income.

Occasionally, special projects not included in the budget may require supplemental income. Requests not budgeted should be sent to the finance committee for review and evaluation. The finance committee will then make a recommendation to the executive committee or the board of directors.

A budget is a flexible instrument and an essential plan on which all local organization's activities depend.

**LOCAL ORGANIZATION**  
**Sample Budget -- (10 members)**

**Estimated Income**

Membership Dues

State Dues (MOL) 5 @\$50.00	\$ 250.00
State Dues (Senior) 3 @\$40.00	120.00
State Dues (Student) 2 @ \$15.00	30.00
Local Organization Dues 8 @ \$10.00	80.00
2 Student @ \$5.00	10.00
Other Income (Miscellaneous)	<u>675.00</u>

Total Income \$ 1,165.00

**Expenditures**

<b>General:</b>	Dues	State--	5 @ \$50.00	\$ 250.00
			3 @\$40.00	120.00
			2 @ \$15.00	<u>30.00</u>
				\$ 400.00

**Administration:**

Delegates—State Convention	\$ 200.00
Regional Meeting	25.00
Meetings—Interim Board (LO President)	<u>50.00</u>
	\$ 275.00

**Committees:**

Issues Management	\$ 15.00
Membership	30.00
Legislation	25.00
Public Relations	10.00
Young Careerist/ALT	15.00
Finance (Fundraising)	15.00
Scholarship	<u>25.00</u>
	\$ 125.00

**Scholarship:**

Book Stipend	<u>\$ 250.00</u>
	\$ 250.00

**Miscellaneous:**

Yearbooks	\$ 15.00
Postage and Stationary	25.00
Local Organization Newsletter	50.00
Miscellaneous Unallocated	<u>25.00</u>
	\$ 115.00

Total Expenditures \$ 1,165.00  
=====

Throughout the year compare actual expenditures with budgeted items to maintain a true picture of your financial status.

## **CHAPTER VI. QUALIFICATIONS AND DUTIES OF LOCAL ORGANIZATION OFFICERS AND CHAIRS**

### **President**

#### *Qualifications*

- Good administrator
- Ability to delegate work
- Objective judgment
- Time to devote to local organization activities
- Ability to interpret BPW/TN's objectives to members and to the public
- Ability to cooperate with other organizations interested in the same goals as those of BPW/TN
- Know parliamentary procedure

#### *Specific Duties*

- Preside at all meetings of the local organization, the executive committee, and the board of directors
- Appoint standing and special committee chairs with the approval of the executive committee, and forward list of officers and chairs to the state president
- Serve as ex-officio member of all committees, except the nominating committee
- Have read to the local organization all communications from the state organization as directed by the board of directors
- Sign all orders for disbursement of funds as directed by the local organization

#### *General Duties*

- Understand the local organization and state bylaws, and the BPW/TN program
- Represent the local organization in the community
- Represent the local organization at regional and district meetings, and make required reports
- Encourage participation and attendance of all members at all organization meetings, regional, district, and state meetings

Encourage committees to meet throughout the year

- Direct the local organization's work with the aid of vice-president(s), other officers and chairs
- Answer promptly all correspondence from the state organization
- Work with officers and chairs in implementing program ideas and activities
- File materials received—release materials to successor
- Serve as a member of the state board of directors—representing the local organization officially
- Supervise the selection of delegates to the state convention as per local and state bylaws. Sign credentials card to verify LO membership.
- Inform state chair of nominations, the names and qualifications of local organization members endorsed for state office using the approved form specified by the state organization
- Attend state Interim Board and State Convention

#### *Duties as Presiding Officer*

- Call meeting to order
- Prepare order of business in advance of meeting
- Send copies of order of business to vice presidents and recording secretary prior to meeting
- Maintain order at meetings
- State motions clearly after seconded, call for discussion, put motions to vote, and announce result of vote
- Take no part in discussion and refrain from expressing opinion unless chair is relinquished
- Vote in case of tie or ballot vote
- Be courteous, fair, calm, and tactful

## **Specimen Order of Business**

### *Business Meeting*

Collect  
Pledge of Allegiance (to the Flag of the United States of America)  
Minutes  
Treasurer's report  
Correspondence  
Board recommendations  
Report of standing committees  
Report of special committees  
Unfinished business  
New business  
Announcements  
Adjournment

### *Program Meeting*

Collect or invocation  
Pledge of Allegiance (to the Flag of the United States of America)  
Dinner  
Greetings by the president  
Introduction of guests  
Presentation of program chair  
Adjournment

## **President-Elect**

The president-elect should possess the same general qualifications outlined for the president, and shall:

- Act as representative of the president when requested
- Serve as standing committee chair for which best qualified, as specified in the local organization bylaws
- Know parliamentary procedure
- Select a parliamentarian and standing and special committee chairs to serve during term of office as local organization president, subject to approval of executive committee. Present to the local organization immediately upon installation as president
- Act in advisory capacity to the president
- Attend local, regional, district, and state BPW meetings
- Study and become familiar with all policies and procedures of the local organization, district, regional, and state organization as preparation for the office of local organization president

## **First Vice-President**

The first vice president should possess the same general qualifications outlined for the president and president-elect, and shall:

- Perform the duties of the president in her absence
- Act in an advisory capacity at all times
- Know the duties of the president and be prepared to assume the presidency in case of resignation or death of the president
- Know parliamentary procedure

## **Second Vice-President**

The second vice-president should possess the same general qualifications outlined for the president, president-elect, and the first vice-president, and shall:

- Perform duties of the president and first vice-president in their absences
- Act in advisory capacity at all times
- Serve as chair of committee designated in the bylaws and/or as requested by the president
- Know parliamentary procedure

## **Recording Secretary**

### *Qualifications*

- Accuracy
- Conscientious and prompt attendance at meetings
- Know parliamentary procedure
- Previous secretarial experience is a valuable asset

### *Specific Duties.*

- Record accurate minutes of the proceedings of all meetings of the local organization, executive committee, and the board of directors
- Keep a list of the names and addresses of all members
- Prepare in a permanent file all records and letters of value to the local organization and its officers to be transferred to successor upon expiration of term of office

### *General Duties*

- Record in the minutes exact wording of motions, maker of motion, and action taken (motion was approved—motion was lost—motion was referred to a committee, etc)
- Send president copy of minutes of preceding meetings and a statement of unfinished business in advance of meetings
- Minutes should contain a record of all business transacted. Minutes should be preserved in a permanent form with numbered pages.

## **Corresponding Secretary**

### *Qualifications*

- Ability to read clearly
- Previous secretarial experience is a valuable asset
- Know parliamentary procedure

### *Specific Duties*

- Conduct the correspondence of the local organization
- \*Send to the persons designated by BPW/TN:
  - The names and addresses of all officers on prescribed forms immediately after their election;
  - The names and addresses of all standing committee chairs on prescribed forms as soon as they are appointed;
- Report all changes as soon as made

### *General Duties*

- Present official correspondence to members in summary form identifying originator(s) before reading correspondence.

## **Treasurer**

### *Qualifications*

- Experience in finance and bookkeeping
- Meticulous attention to detail and accuracy
- Integrity and responsibility
- Be prepared to perform the duties of the office in a most efficient and timely manner
- Know parliamentary procedure

### *Specific Duties*

- Follow exactly the rules and procedures and instructions issued by the state treasurer. Use the CURRENT year guidelines and instructions, since these may change from year to year
- Send to the state treasurer, at the specified time, dues for the district director of one dollar per member as per previous April 30 membership, using the proper forms for submission [See Appendix, p. 65]
- Prepare legible typewritten copies of the appropriate forms for membership transmittal, and send the proper number of copies of forms with remittance to the state. [See Appendix , pp. 75-77]
- \*Send notice to the state treasurer of any transfer in members and any secondary memberships in the LO. [See Appendix, p. 78]
- Keep an itemized record, in a permanent file, of all receipts and expenditures and give a written report of the same at frequent intervals as required by the local organization

### **Parliamentarian**

The president may appoint with the approval of the executive committee a parliamentarian who will serve at all meetings of the local organization and at meetings of the executive committee and board of directors.

#### *General Duties*

- Be familiar with local organization and state bylaws
- Be familiar with Robert's Rules of Order, Newly Revised
- Be available to the president for counsel, when requested
- Give opinion on questions when requested by presiding officer

After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling, and, in doing so, has the right to follow the advice of the parliamentarian or to disregard it.

- Refrain from entering into discussion in which parliamentary opinion may be asked. (Parliamentarian, if local organization member, has the right to make motions and vote.)

### **Local Organization Committees**

The local organization shall have standing committees which duplicate in name and operation those of the state and such other committees as are deemed necessary to carry on the work of the local organization. (See bylaws for duties.)

The chairs must be members in good standing. They are appointed by local organization president, with the approval of the executive committee. The chairs may assist in appointing their own committee members.

The president is an ex-officio member of all committees with the exception of the nominating committee. The finance chair is an ex-officio member, without vote, of all committees disbursing money. The president and the issues management chairs should be invited to all committee meetings.

For appointment of committees, duties of officers, and general procedures, refer to local organization bylaws. In the event there is a conflict with any of the above, the bylaws supersede any of the provisions outlined.

## CHAPTER VII. THE REGIONAL ORGANIZATION AND REGIONAL DIRECTOR

### Organization

Tennessee is divided into three regions:

Region I---East Tennessee

Region II---Middle Tennessee

Region III—West Tennessee

#### Region I.

Chattanooga Business Women  
Elizabethton

Lafollette  
Rockwood

#### Region II.

Lawrence County  
Music City

#### Region III.

Hardeman County  
Jackson Area  
Memphis Area  
Paris

Any Local Organization located on or near the border between two regions may request a change from one region to the other by submitting a copy of the minutes of the meeting requesting the change to the board of directors. The change shall be effective the organization year following the approval of the board of directors.

Each region shall have a regional director elected at the annual state convention after endorsement by her local organization. Regional Directors shall be members of the executive committee and the board of directors. A term of office shall be one year or until a successor is elected. Regional directors shall have served as area coordinators, district directors, president of a local organization, or as members of the executive committee. A secretary/treasurer shall be appointed at the state convention by the newly elected regional director with approval of the executive committee.

#### Duties of the Regional Director

- Appoint a regional secretary/treasurer at state convention with approval of the executive committee
- Act as a liaison officer between Local Organizations and the state
- Keep state president informed on all regional activities
- Serve as a member of the state executive committee
- Serve as a member of the state board of directors
- Prepare a budget with the secretary/treasurer for the regional meeting
- Plan the annual regional meeting which shall be held in the spring
- \* Act as a signatory on the regional bank account with the Secretary/Treasurer as a signatory on the account, providing necessary information to the state treasurer to meet bank requirements.
- \* Ensure that the report of the Region finances be provided to the state treasurer and included in the Regional Director's report for the Pre-Convention Board of Directors.
- Have a meeting of the local organization presidents to be held at the state convention to plan for and set up a schedule for the planning meetings to be held prior to September 15
- \* Develop strategies for regular communication with the local organizations
- Assist the local organizations in organizing new local organizations and assisting existing local organizations
- \* Visit as many local organizations as possible other than for the installation of officers
- \* Submit expense vouchers to the state president for funds from the regional director line item used in activities related to carrying out the duties other than the regional meeting

## **Regional Planning Meeting**

Planning meetings will be held not later than September 15, time and place to be determined by the regional director, subject to approval of the state president.

- Ask a local organization in your region to host the fall planning meeting and to appoint a chair
- The meeting should not last longer than 3 or 4 hours
- Send invitations to all your region local organization presidents, all local line officers, all local standing committee chairs, and all active Past State Presidents in the region. Invitations must be sent thirty (30) days prior to the meeting.
- Explain fully all the state programs outlined in the post convention meeting of the board of directors. Our most important goal is communication with the local organization
- Planning meetings are planning and informational meetings for local officers and standing committee chairs.
- \* Set a registration and late registration fee sufficient to cover the expenses of the meeting.

## **Host Organization Duties for Planning Meetings**

### *Meeting Place*

Meeting room should be large enough to have table and chairs for everyone with reservations, plus a head table for the presiding Regional Director with lectern, microphone, pencils, paper, etc.

## **Suggested Items for Agenda for Planning Meeting**

Roll Call of Presidents for reports on goals and programs

Presentation of all the state programs outlined in the post convention meeting of the board of directors

Workshops or other activities directly related to planning for the BPW/TN year

## **Regional Meeting**

The purpose of a regional meeting is to provide a BPW learning experience for the member. Regional meetings shall be held in the spring, time and place to be determined by the regional director, subject to the approval of the state president. Regional meetings shall be self-supporting. A registration fee of \$5.00 shall be paid by each person attending, if paid by the date established by the host organization. Late registration postmarked after that date shall be \$8.00. The regional director shall:

- Secure host for the regional meeting
- Plan the program—select theme, etc. (workshops, mini-seminars, forums)
- Furnish information to the host local organization for printing the program
- Secure the place and set the time for the date set in the state calendar of events
- Issue invitations to all state officers, regional directors, standing and special committee chairmen, all regional local organization presidents, and active past state presidents, at least thirty (30) days prior to the meeting.
- Preside at the meeting
- Have reports from local organizations as appropriate
- Provide publicity information
- Prepare a budget with the secretary/treasurer for the regional meeting
- Meal expense for the official representative and/or state president shall be paid from the registration fees
- Other expenses of the official representative (travel, lodging if necessary) shall be paid from the registration fees
- Reservations not canceled by deadline will be billed by the secretary/treasurer

## **Responsibilities of Host Local Organization for Regional Meeting**

- Make arrangements for meeting mechanics
- Confer with regional director as to her plans for topic of meeting
- Design the program covers
- Select the menu and notify the Region Director of the price before the invitations are sent (30 days prior)
- \* Communicate with regional secretary/treasurer to determine number of reservations for planning of meals and meeting room space.
- Ask regional director for seating arrangements at head table and make place cards
- Provide flag, microphone, lectern, etc.
- Favors are OPTIONAL with host
- Special seating should be marked



### **Responsibilities of Regional Secretary/Treasurer**

- Keep accurate minutes of the annual regional meeting
- Keep correspondence of the region under the direction of the regional director
- Maintain a file for all records of the region
- \* Be a signatory on the Region bank account, providing necessary information to the state treasurer to meet bank requirements.
- Plan a budget with the regional director for the annual planning meeting and regional meeting
- Pay all budgeted items, including refunds, incurred at regional and planning meetings
- SURPLUS FUNDS ARE TO BE USED ONLY FOR SUBSEQUENT REGIONAL MEETINGS AND PLANNING MEETINGS
- Receive reservations and collect fees set by the Regional Director (actual cost of meal, plus registration fee), (Checks should be made payable to the Region account.)
- \* Communicate number of reservations to Host Local Organization in a timely manner.
- Prepare a Regional Financial Report to be submitted to the state treasurer and included in the packets at the Pre-Convention Board of Directors.

## **CHAPTER VII. BYLAWS AND RESOLUTIONS**

### **Bylaws**

Local organization bylaws must conform with state bylaws, policies and procedures. When an amendment is adopted to the state bylaws which affects local organization bylaws, the amendment is automatically binding on the local organization and they shall amend their bylaws to conform accordingly.

### **Revision of Local Organization Bylaws**

Proposed amendments to the bylaws of any local organization, with the exception of mandatory changes, shall be sent to the person designated by the state president for review and approval. If there is a conflict between the bylaws of a local organization and the state bylaws, policies and procedures, and if the conflict cannot be resolved by the state executive committee, the points of issue must be referred to the state board of directors where a two-thirds vote is required and the decision is final.

[Note: If there is a question of conflict with BPW Foundation, procedures will be developed to deal with that issue.]

### **Copies of Model Bylaws**

Local organization model bylaws developed by BPW/TN and made available on the website: [www.bpwtn.org](http://www.bpwtn.org).

### **Procedure for Revising or Updating Local Organization Bylaws**

Local organizations wishing to revise or update their bylaws should obtain a copy of the Model LO Bylaws from BPW/TN on the website at [www.bpwtn.org](http://www.bpwtn.org).

After completion of amendments or revision, send a copy to the person designated by the State President to review bylaw changes. If there are no further revisions necessary, the bylaws will be forwarded to the state president for approval. If further revisions are necessary, the bylaws will be sent back to the Local Organization with an explanation of necessary revisions, with a copy of the bylaws and explanation to the state president. After making the revisions, the bylaws may be sent directly to the state president for approval. The bylaws become effective upon approval of the state president.

## **RESOLUTIONS**

### **Resolutions with Legal or Procedural Application**

Resolutions needed to satisfy legal or other procedural requirements will be submitted to the board of directors for submission to the convention body with a rationale justifying their necessity .

### **Resolutions Concerning Matters of State or National Significance**

Resolutions proposed for consideration by the convention body concerning matters of state or national significance must be within the objectives of the state BPW/TN..

### **Submission of Resolutions**

All resolutions, except courtesy resolutions, offered for consideration at any meeting of the organization shall have been previously approved by action of a local organization, a BPW/TN standing or special committee or task force, a region or the Executive Committee. The resolution shall be referred to the Governance Committee for review, and shall be referred to the Executive Committee and Board of Directors, whichever is most appropriate for their information before presentation to the membership. Between conventions, the resolution shall be submitted to the entire membership for vote. A vote may be taken by mail or email. A majority of the membership must agree to the resolution for adoption. However, only the Board of Directors may make changes to policy and procedures for the organization.

## CHAPTER VIII. POLICIES FOR STATE PUBLICATION

Dues of the Business and Professional Women of Tennessee, Inc. (BPW/TN), include a subscription to the official publication. Therefore, to continue receiving the publication, dues must be paid by the established deadlines. The number of issues of the official publication will depend upon budgetary obligations. Local organizations, state officers, chairs, and others are encouraged to submit news items.

### State Publication

The state publication format and design and number of issues for the ensuing year shall be submitted for recommendation by the Executive Committee at the Pres-Convention Executive Committee meeting.

A contract for printing and mailing should also be submitted for recommendation of the Executive Committee to the Board of Directors for approval of the contract. (The digital copy of the publication will be transmitted to the circulation manager for printing copies for postal service.) Proposals for the contract should include the cost of printing and expenses for printing and affixing labels sufficient to cover the cost of copies and first class postage for those which must be mailed..

### Submission of Materials

The preferred method of submission is by electronic means. The materials should be submitted to the publication editor. The editor will submit all materials included in the publication to the State President for approval before publication.

- Submit all materials typed, double-spaced
- Be concise
- If local organization is planning a big event, such as a silver or golden anniversary, etc., plan ahead with the editor to get the proper coverage.

### Deadlines

- Editor will set the deadlines for news, articles, reports, and pictures. All are expected to respect deadlines established.

### Pictures

- Will be used if space permits
- Pictures should be submitted through e-mail. Persons in pictures should be identified by name, pictured left to right. Names should be typed into e-mail text.
- Newspaper pictures cannot be reproduced and should not be submitted

### Distribution

Distribution of the state publication will be via the U.S. Postal Service or via internet. Any member having an e-mail address will receive the publication via e-mail, unless the member makes a request to the state treasurer to receive the publication via postal service. Any member not having e-mail access must have the publication distributed via postal service. The circulation manager must ensure that all members using postal service receive the publication. Email distribution will be through the website. The publication will also be posted on the BPW/TN website.

### Changes of Address

The state treasurer should be advised directly and immediately by the member of any change of address. The treasurer will inform the circulation manager of changes. This is most important. Not only will the member not receive the publication but the state must sustain the costs of the postage for all returned mail because of incorrect address.

The loss of a local member by death should be reported by the local organization president to the state treasurer so that the name may be removed from the circulation or email list.

### Official Items by Issue

#### Summer Issues

State Convention reports  
State Roster of Officers, Committees, LO Presidents  
State Calendar of Events  
Awards information

#### Fall Issues

Call and Registration form for Interim Board

#### Winter Issues

Call and Registration form for Convention  
Applications for Convention Exhibits and  
Program Ads

#### Spring Issues

Candidates for Office qualified by deadline  
Proposed Amendments to Bylaws  
Convention Schedule and Information

## **CHAPTER IX. BPW/TN WEBSITE**

### **BPW/TN Website**

#### **Member Access to BPW/TN Website**

## **CHAPTER X. QUALIFICATIONS AND DUTIES OF STATE OFFICERS AND REGIONAL DIRECTORS**

### **State President**

The president shall be the principal officer of the Tennessee BPW/TN, shall preside at the annual convention, at meetings of the board of directors and the executive committee, and shall be an ex-officio member of all committees, without vote. The president shall not be a member of the nominating committee.

#### *Qualifications*

- Know parliamentary procedure, state bylaws and handbook
- Be a good administrator
- Have objective judgment
- Be state minded and be in a position to devote the required time to the duties of office
- Be active in BPW/TN work
- Have demonstrated leadership ability
- Have a pleasing personality and experience on the state level
- Shall have served as president of a local organization

#### *Specific Duties in addition to those set forth in Bylaws, Article XIV, Section 1:*

- Appoint such special committees and task forces as may be necessary, subject to approval of the executive committee
- Keep the president-elect and the vice presidents informed at all times so that they will be familiar with all phases of the office and BPW/TN

### **President Elect**

The president-elect shall possess the same general qualifications as listed for the state president. The president-elect shall serve as ex-officio member, without vote on all committees except the nominating committee.

President-elect shall have served as president of a local organization.

#### *Specific Duties in addition to those set forth in Bylaws, Article XIV, Section 2:*

- Prepare to assume the office of president, spending as much time as necessary to appoint committees and formulate plans for the ensuing year, subject to approval by executive committee
- Order past president's pin and present to outgoing president at the state convention. Pin to be paid for by state funds
- Coordinate contributions from the local organization, board members, past state presidents, and committee chairs toward president's gift and make appropriate selection of gift; notice should be given before Regional meetings
- Prepare in advance the post-convention agendas for the meetings of the executive committee and the board of directors

### **1st Vice-President**

The 1st vice-president shall possess the same general qualifications as listed for the president. The 1<sup>st</sup> vice-president shall have served as president of a local organization.

#### *Specific Duties in addition to those set forth in Bylaws, Article XIV, Section 3*

- Be thoroughly familiar with the duties of the president and president-elect

### **2nd Vice-President**

The 2nd vice-president shall possess the same general qualifications as listed for the president. The 2<sup>nd</sup> vice-president shall have served as president of a local organization.

#### *Specific Duties in addition to those set forth in Bylaws, Article XIV, Section 4*

- Be thoroughly familiar with the duties of the president, president-elect, and 1st vice president

### **Secretary**

#### *Qualifications*

- Be accurate
- Be conscientious and prompt in attendance at all meetings
- Know parliamentary procedure
- Have a wide range of secretarial experience

#### *Specific Duties in addition to those set forth in Bylaws, Article XIV, Section 5:*

- Record the exact wording of motions and actions taken
- Show whether president and/or secretary was present and if absent who took their place

- Have available at each meeting a copy of the bylaws, rules, a list of committees with their membership, a record of members, and an agenda for the meeting
- In the absence of the elected secretary, the person taking her place, if not appointed as recording secretary, should be identified as “acting” or “pro-tem”
- Check with the state president at the close of all meetings to see what assistance may be rendered to expedite the business of the organization.
- Submit the original copies of all minutes with all attachments to the historian at the appropriate time. All motions should be identified by a Motion number, and all other attachments should be identified by an Exhibit number.

## **Treasurer**

### *Qualifications*

- Be experienced in finance and bookkeeping
- Give meticulous attention to detail and accuracy
- Have integrity and responsibility
- Be prepared to perform the duties of the office in a most efficient and timely manner
- Understand the amount of time required for the office
- \* Have her own computer and possess basic computer skills

### *Specific Duties in addition to those set forth in Bylaws, Article XIV, Section 6:*

- Be responsible for all monies of BPW/TN and ensure that funds are deposited in the appropriate accounts, i.e. Working Fund bank account, Interim Board/Convention bank account, and any other special accounts established by the state. These accounts shall be in a bank or banks as selected by the treasurer and approved by the executive committee. The treasurer shall be responsible for all disbursements charged to each appropriate bank account. Deposits and disbursements cannot be interchanged between bank accounts. The state president shall be a signatory on all bank accounts.
- \* Ensure that first consideration for the Interim Board/Convention Bank account shall be given to a banking system with branches across Tennessee (the official bank of the organization).
- Be responsible for providing detailed Financial Statements for each separate bank account to the Board of Directors.
- Work closely with finance chair and committee throughout the year, giving (at least monthly) reports on expenditures listed by the same categories as the budget
- \* Transmit financial reports to the Executive Committee monthly.
- Present the financial review to the interim board
- Follow the 30-day rule regarding submitting expense accounts per Chapter XV, FINANCIAL POLICIES, Per Diem Policy for requests for reimbursements.
- To comply with financial policies, any check for expenses incurred during the BPW/TN year will be dated NO LATER than June 30.
- Meet all Federal and State tax and report deadlines as detailed in Chapter XV. FINANCIAL POLICIES, State and Federal Tax Responsibility, p. 46.

## **General Duties of All Officers**

- Each officer, except the treasurer, shall deliver to her successor, immediately after retiring from office, all accounts, records, books, papers and other property belonging to the state.
- All officers shall acquaint themselves with Chapter XV, FINANCIAL POLICIES, and Chapter XVI, MISCELLANEOUS POLICIES.

## **Regional Directors**

*Qualifications:* \*. Shall have served as area coordinator, district director, president of a local organization or as member of the executive committee

*Duties* (For listing of Duties of Regional Directors, see Chapter VII. The Regional Organization.)

## **CHAPTER XI. QUALIFICATIONS AND DUTIES OF STANDING COMMITTEE, SUB-COMMITTEE, SPECIAL COMMITTEE, AND NOMINATIONS CHAIRS**

### **Finance Chair and Committee**

#### *Qualifications*

- Have the ability to comprehend and present in lay language a budget for the operation of BPW/TN
- Be knowledgeable in local organization finances and budgets

#### *Specific Duties*

- Serve as a member ex-officio without vote on all committees whose programs require the expenditure of monies
- Prepare an annual budget for the state
- Have general supervision of all expenditures
- Assist local organizations with preparation of budgets and provide advice and consultation on financial planning
- Work closely with treasurer throughout the year in seeing how expenditures match the budget for the year, keeping current at all times.

### **Fundraising Chair and Sub-Committee**

- \* Propose fundraising projects or items
- \* Oversee the sales of items or conduct projects
- \* Use the BPW/TN website and other innovative ways to reach a wide spectrum of members and non-members
- \* Be knowledgeable about marketing strategies
- \* Keep accurate financial records and furnish to the state treasurer

### **Issues Management Chair and Committee**

#### *Qualifications*

- Have the ability to communicate ideas and motivate members

#### *Specific Duties*

It shall be the duty of the committee to implement the program for the current year. It shall also be the responsibility of this committee to develop a coordinated program, projects, and activities for the ensuing year in accordance with the program and objectives of BPW/TN.

### **Legislation Chair and Sub-Committee**

#### *Qualifications*

- Have an intense interest and knowledge of legislative matters
- Be a registered voter
- Be willing to devote a large amount of time to legislation

#### *Specific Duties*

It is the responsibility of the legislation committee to keep abreast of all legislation that affects the progress of working women. To emphasize that respect for the law and a knowledge of the legislative process are necessary for meaningful citizenship.

- Inform local committee chairs on the state legislation platform
- Educate the membership on pending issues well in advance of the bill coming to the floor
- Be willing to actively lobby local legislators and congressmen on platform issues
- Assist local committee chair:
- Urge every member to become active in a political party
- Encourage qualified business and professional women to undertake elective or appointive policy-making posts
- Maintain active and constructive channels of communication with elected representatives at state legislatures and in the U.S. Congress, by personal visits, telephone calls, telegrams, and letters
- Arrange forums at which speakers provide facts as a background for audience discussion
- Sponsor, with the cooperation of other groups, "Here's How Clinics" or "Town Hall Meetings" on local issues and open them to the public
- Encourage local organization members to vote
- Establish a roster of qualified women in the community for use by officials for appointment to public office
- Include articles on legislation and the ERA in issues of local organization newsletters

### **Day on the Hill Chair and Sub-Committee**

- \* Plan Day on the Hill event and encourage member participation
- \* Work with the Legislation Sub-Committee Chair to promote legislative interest and participation.

### **Equal Pay Day Chair and Sub-Committee**

- \* Publicize Equal Pay Day information and events.
- \* Encourage contacts with legislators, state and national, and other contacts regarding issues related to Equal Pay Day.

## **Foundation Chair and Sub-Committee**

### *Qualifications*

- Be knowledgeable in administration, funding, and current foundation programs
- Have ability to communicate ideas and motivate members

### *Specific Duties*

- Encourage women to help women
- Make known the services available through the foundation
- Encourage members to become involved with the foundation
- Assist in funding projects
- Plan programs on the foundation on a regular basis
- \* Keep a record of contributions to BPW Foundation for granting state awards

## **Individual Development Chair and Sub-Committee**

### *Qualifications*

- Be knowledgeable in BPW
- Have ability to communicate
- Be able to plan the ID program with the state president
- Coordinate program to coincide with state convention

### *Specific Duties*

- Organize and coordinate the Individual Development program

See Chapter XX of this handbook for the guidelines pertaining to the ID program.

## **Membership Chair and Committee**

### *Qualifications*

- Have a thorough knowledge of BPW and what it offers the individual member
- Possess the ability to communicate with the membership

### *Specific Duties*

- Offer local organizations ways to increase membership and retain members once they have been recruited
- Promote, expand, stabilize, and inform the membership
- Provide materials to local organizations on membership orientation in addition to the status of membership on local level
- Work closely with regional directors, district directors and local organizations, encouraging them to establish new local organizations
- \* The Membership Chair shall transmit, at least quarterly, the membership report to the Regional Directors for distribution to the local organizations.

## **Young Careerist Chair and Sub-Committee**

### *Qualifications*

- Be knowledgeable in BPW
- Have ability to communicate
- Be able to plan the YC program or other programs within the YC guidelines with the state president
- Coordinate program to coincide with state convention
- Be career minded

### *Specific Duties*

- \* Encourage recruitment of young people into membership
- Organize and coordinate the Young Careerist program
- Promote activities that involve the participation of young people

See Chapter XVII of this handbook for the guidelines pertaining to the YC and ALT programs.

## **Mentoring Sub-committee Chair and Committee**

### *Qualifications*

- \* Be knowledgeable about member contributions both in the past and in the present.
- \* Know what mentoring involves.

### *Specific Duties*

- \* Communicate to members what mentoring means.
- \* Encourage members to nominate those who would meet the criteria for an outstanding mentor.
- \* Receive nominations for the state awards as described in Chapter XIV. State Awards.
- \* Secure impartial judges to review nominations and decide on the recipient of the state awards.



### **Special Committees and Task Forces**

The state president is empowered to appoint such special committee chairs and committee members and task forces as necessary to implement the approved state program. These appointments are subject to the approval of the executive committee.

If attendance at interim board meetings or state convention is required for special committee chairs or task forces, it is the responsibility of the executive committee at the pre-board or pre-convention meeting to provide for reimbursement of registration and/or stated meals, subject to the availability of state funds. For information concerning financing the above, see chapter on financial policies.

### **Governance Chair and Committee**

#### *Qualifications*

- Be knowledgeable about BPW
- Be knowledgeable about parliamentary procedure
- Be familiar with state bylaws, BPW Foundation policies as related to state participation, and model local organization bylaws

#### *Specific Duties*

- Review state bylaws and handbook for changes needed to conform to BPW Foundation policies and license agreement.
- Review submitted amendments, edit for composition, and arrange in logical order for presentation to the board of directors and convention
- Prepare proposed changes for printing in the state publication to go with the call to convention
- Keep copies of all changes at state convention yearly in a notebook to be passed to each Governance chair so that a history of changes can be maintained
- Prepare copies of the state bylaws and handbook for distribution to members and/or publication on the website, [www.bpwtn.org](http://www.bpwtn.org).
- \* Review proposed resolutions for correct form and any conflict with bylaws or policies of BPW/TN. Refer to the Executive Committee or Board of Directors, whichever is appropriate, for their information before presentation to the convention body or the membership for their approval.

### **Public Relations Chair and Committee**

The state public relations committee shall direct all publicity for the state including the state convention. It shall, also, be the duty of the committee to interpret the state program through available communications media; to direct press, radio, and television services of the state and to encourage wider use of these media. The state public relations chair should urge all local organizations to contact businesses in their locale to present the BPW story to the public.

The public relations chair will establish criteria for the public relations award.

### **Nominations Chair and Committee**

It is the responsibility of the nominating committee to collect data and verify qualifications of candidates endorsed by local organizations for state officers, and regional directors.

Nominating committee is:

- Composed of three (3) members, each residing in a different grand division of the state;
- Elected at interim board of directors meeting from names submitted by the local organizations to the state president fifteen (15) days prior to the meeting. Nominations may be made from the floor;
- The committee shall elect its own chair.

Work of nominating committee—

#### *Elections at state convention :*

- 120 days prior to convention, chair publishes in the official state publication and on the website the request for nominations and qualifications of individuals for state office.
- \* The appropriate Official Data Form shall be returned by local organizations or Member at Large to the chair of the nominating committee postmarked not later than sixty (60) days preceding the next annual convention by the date set by the state president.
- 45 days prior to convention, chair compiles and publishes in the Achiever and on the website a list of qualified candidates, with a short bio including a summary of qualifications and a recent photograph.
- 30 days after filing date, notify members statewide of the offices for which no nominees have been received;

- Nominating committee shall verify eligibility of candidates endorsed for office by local organizations;
- The committee member will be responsible for verification of candidates from her grand division;
- The committee may recommend any individual for office where no nomination has been received, but shall not have a vote;
- Candidates must give their consent to serve;
- \* Chair will notify local organizations immediately of a vacancy in the office of president-elect and request nominations for the office of president.
- Chair of nominations shall post names of nominees with brief summaries of qualifications and photograph in convention hall 3 hours prior to pre-convention board meeting or as soon as possible;
- Report of nominating committee shall be submitted to convention body at first business meeting;
- \* Receive Official Data Forms from any candidate nominated from the floor during the Convention;
- Names of those nominated shall be placed on ballot;
- Conduct candidates' presentation with each candidate addressing convention body for no more than 3 minutes;
- Summaries of qualifications with a recent photograph shall be posted within 1 hour following close of first business meeting for those nominated from the floor.

### **Parliamentarian**

The president shall appoint a parliamentarian, subject to the approval of the executive committee, who will serve at all meetings of the executive committee, the board of directors and the state convention. The parliamentarian may be either a member or a non-member. The member parliamentarian will not be allowed the privilege of debate or vote except for ballot votes.

#### *General duties*

- Be familiar with *Robert's Rules of Order, Newly Revised*
- Be familiar with state bylaws
- Be available to president for counsel, when requested
- Give opinion on questions when requested by presiding officer
- Refrain from entering into discussion in which parliamentary opinion may be asked
- Be available to local BPW members to answer parliamentary questions and to offer advice at boards and conventions.

### **General Duties of All Chairs**

Each chair shall deliver to successor, immediately after retiring from office, all accounts, records, books, papers, and other information belonging to the state and which may help the new chairs.

In addition to specific duties of each chair, each chair should be acquainted with *Handbook* Chapter XV, FINANCIAL POLICIES, and Chapter XVI, MISCELLANEOUS POLICIES.

## **BUSINESS OUTLINE:**

### **BPW/TN EXECUTIVE COMMITTEE**

1. Ensure that the treasurer and other persons entrusted with the handling of funds or property of BPW/TN be sufficiently bonded.
2. Be responsible for having an annual review of the treasurer's records for the preceding year, performed by the Finance Committee.
3. At least sixty (60) days prior to Convention, approve appointment of parliamentarian, standing, sub-committees, and special committees, as recommended by the President-elect, for the coming year.
4. Report to the Board of Directors the business transacted by the Executive Committee, including:
  - a. Approval of the treasurer's selection of the bank or banks to be used by the state federation for the Working Fund (at Post-Convention Executive Committee meeting);
  - b. Appointments ratified of standing and special committees, and other appointments where approval is required;
  - c. Special committees or task forces created when necessary to carry out a specific task which does not fall within the responsibility of any standing committee;
  - d. Approval of site selection committees for Interim Board (at Interim Board two years in advance), and site selection committee for state convention (at Pre-Convention three years in advance).
  - e. The amount of the bond of the treasurer and other persons entrusted with the handling of funds or property of the state.
  - f. Approval of all contracts.
  - g. Receive proposed Resolutions with Legal or Procedural Application or Resolutions Concerning Matters of State or National Significance between meetings of the Board of Directors.
5. In time of state or national emergency, set up machinery to carry on the business of the state BPW/TN.

## **BUSINESS OUTLINE:**

### **BPW/TN BOARD OF DIRECTORS**

1. Report to the Convention body the business transacted by the Board since the previous Convention, including:
  - a. Places and dates set for the annual convention (two years in advance), and meetings of the Board of Directors (set at Interim Board one year in advance).
  - b. Site selection committees for Interim Board (two years in advance) and state convention (three years in advance).
2. Determine registration fee for Interim Board of Directors meeting (set at Post-Convention Board), and registration fee for annual Convention (set at Interim Board).
3. Proposed programs for ensuing year presented by committee chairs (at Post-Convention Board).
4. Adopt policies and procedures of BPW/TN.
5. Adopt an annual budget for the ensuing year (at Pre-Convention Board).
6. Adopt the Program Platform for the ensuing year (at Pre-Convention Board).
7. Receive proposed amendments to the state Bylaws for information before presentation to the Convention body.
8. Receive proposed Resolutions with Legal or Procedural Application or Resolutions Concerning Matters of State or National Significance before presentation to the Convention body.
9. Approve changes in districts and make recommendations to the Convention body regarding regions.
10. Elect annually, at Interim Board, a Nominating Committee of three.

**BUSINESS OUTLINE:**

**BPW/TN  
STATE CONVENTION**

1. Receive report of Nominating Committee (first business session).
2. Elect officers for the ensuing year.
3. Report Board of Directors business transacted, including:
  - a. Site selection for annual Convention two years in advance.
  - b. Site selection for Interim Board meeting one year in advance.
4. Receive reports of officers and chairs for preceding year.
5. Act on recommendations, resolutions and other business presented.
6. Adopt a state legislative platform.
7. Consider proposed changes in state bylaws (first day of business).

## CHAPTER XII. INTERIM BOARD MEETING

### **Interim Meeting - Board of Directors**

The interim meeting of the board of directors is held between state conventions. The official call shall be issued thirty (30) days prior to first business meeting.

### **Site Proposals**

The site selection committee will be appointed by the state president two (2) years in advance. Proposals for the interim board site will be made by the site selection committee at the Interim Board one (1) year in advance. Proposals should include the hotel(s) available and the proposed date(s) to be voted on by the board of directors no later than the pre-convention board meeting preceding the Interim Board under consideration. The state president will select the local organization(s) to serve as host.

### **Place and dates**

Place and dates for the interim board are set by the board of directors. In any emergency requiring resetting of the time or place for such a board meeting, a vote of the board of directors may be taken by mail/email. (See Bylaws, ARTICLE XV, Section 5.) The interim board meeting shall be held in the Nashville area.

### **Registration Fees—Funds**

Registration fees will be determined by the post-convention Board of Directors meeting.

In addition to the registration fee, there shall accompany the registration fee payment for all functions for which reservations are requested, remitted with registration form, to the Registration Committee chair.

The Interim Board chair will coordinate with the state president all Interim Board activities. After a final Interim Board budget has been established, only the Interim Board Chair shall have final negotiating powers.

The Registration Committee Chair will deposit **all funds** into the Interim Board/Convention bank account or transmit them at regular intervals to the state treasurer. The Registration Committee Chair will include in the final Credentials Report the number in attendance and total monies received.

The Interim Board Chair will verify and approve all charges for meal functions and meeting facilities prior to presenting to state president for approval for payment by state treasurer. Payment should be made to “hotel” prior to departure of state president and state treasurer.

All bills and expense vouchers approved by the state president, deposit slips, and registration forms will be submitted to the state treasurer immediately after Interim Board meeting. The state treasurer will write all checks for properly approved expenses and present an Interim Board financial report at the next Board of Directors meeting. All documents will be kept by the treasurer for audit purposes. Within forty-five (45) days, all financial information shall be made available to the state president and finance chair.

The state president, any guest having a part on the program, or a non-member guest attending only a meal function shall not be required to pay any registration fee.

### **Request for Refund**

Request for refund of paid pre-registration and stated meals will be approved only if made in writing to the president and the interim board chair by the person requesting refund, received no later than 72 hours prior to the first business meeting.

Half of only the registration fee will be approved only if made in writing to the state president and received no later than 24 hours prior to the first business meeting.

### **Allowable Expenses for Interim Board**

Interim Board expense shall include the following: executive committee, standing committee chairs, parliamentarian, immediate past state president according to the policy in Chapter XV, FINANCIAL POLICIES. Additional allowable expenses, including expenses of the Governance chair, as a voting member of the Board of Directors, may be granted by approval of the executive committee if funds are available.

### **Program**

Program for the interim board is planned and coordinated by the state president.

Past state presidents, with the exception of the immediate past state president, are not members of the board of directors and, therefore, they are entitled to vote only at state convention.

### **Registration Committee**

A registration committee is required. The state president may appoint such other committees as are necessary to expedite the meeting.

## **Badges**

Badges issued by registration committee shall be identified by ribbons as follows:

State officers, Regional directors.....	gold
Standing committee chairs, immediate past state president, Governance chair, Local organization presidents or president's representative.....	green
Sub-committee, Special committee/Task Force chairs and Appointees.....	orchid
Past state presidents .....	blue

## **Minutes**

Minutes of the interim board of directors meeting shall be approved by a committee composed of the state president-elect, 2<sup>nd</sup> vice-president, and treasurer, in addition to the state president, duplicated and distributed to each member of the board of directors, all active past state presidents, Governance chair, handbook chair, and historian.

## **BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**

### **RULES OF ORDER FOR MEETING OF BOARD OF DIRECTORS**

#### **Admission**

- Rule 1 Each delegate, member or visitor attending the Board of Directors meeting shall have paid the registration fee as set out in the Handbook of Policies and Procedures.

#### **Voting**

- Rule 2 As provided by Article XV, Section 1, By-laws, the voting body of this meeting shall consist of the Executive Committee, standing committee chairs, immediate past state president, Governance chair, and the presidents of the local organizations of the state or the duly authorized representative of any local organization president.
- Rule 3 No member shall have more than one vote, and no voting by proxy shall be permitted (Article XV, Section 6, Bylaws).
- Rule 4 Only members of the voting body may make motions, second motions and vote. Any other member of BPW/TN in good standing and who has paid registration fee may attend the meeting and have privilege of discussion (debate) but may not vote.

#### **Quorum**

- Rule 5 A quorum shall be the members who are present and registered when the roll is called, provided three (3) are members of the executive committee. However, in no case may a quorum be less than one-third of the members of the board. (Article XV, Section 7, Bylaws).

#### **Motions**

- Rule 6 All persons who speak from the floor, upon receiving recognition, must state their name, office and/or local organization affiliation or member at large status for the Secretary's record. All motions must be handed to the Secretary in writing.

#### **Reports and Discussion**

- Rule 7 Discussion (debate) of all motions, reports, and other questions before the assembly shall be limited to two minutes for each speaker. A member shall not be allowed the privilege of the floor a second time until others who wish to speak have first had the opportunity to do so. General consent shall be required if additional time is to be granted a speaker.
- Rule 8 The member making a motion shall have the privilege of opening and closing the discussion (debate) thereon.
- Rule 9 A timekeeper and clerk shall be appointed for each meeting. The timekeeper shall call to the attention of the presiding officer when a speaker's time has expired. The clerk will read the roll call.

#### **Parliamentary Authority**

- Rule 10 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all proceedings of the Board of Directors.

## **Sample Agendas**

### **Interim meeting Board of Directors or Pre-convention meeting Board of Directors**

- Call to order
- Invocation
- Pledge of allegiance to the flag of the United States of America
- Introductions
- Roll call
- Rules of order
- Adoption of agenda
- Appointments (minutes approval, tellers, timekeepers, etc.)
- Approval of minutes—prior board meeting(s)
- Treasurer's report
- Recommendations of executive committee to board of directors
- Recommendations from members of the board of directors
- Unfinished business
- New business
- Announcements
- Collect
- Adjournment

### **Sample Budget—Interim Board**

Items to be budgeted include the following allowable expenses as authorized by the state president:

- General chair
- Registration expense for Registration chair
- Badges, signs, kits, printing meal tickets and registration cards
- Copies of recommendations and workshop expenses
- Special guests (non-member)—program participants
- Official board program
- State president's expense

Allowable expenses of other state officers, regional directors, standing committee chairs, parliamentarian, and immediate past state president; and allowable expenses, if money available, for any special or sub-committee chairs, task force chairs and members required to attend the board meeting. First consideration should be given to the Governance chair as a voting member of the Board of Directors. (See Chapter XV. Financial Policies for allowable expenses.)



### Sample—Official Call to Interim Board of Directors Meeting

To: State officers, regional directors, state committee chairs, local organization presidents, Governance chair and immediate past state president

By authority vested in me as president of the **BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**, and pursuant to vote of members of the board a meeting of the executive committee and the board of directors is hereby called for \_\_\_\_\_. All activities are scheduled at \_\_\_\_\_.

The following items of business will be presented for consideration and action.

Reports and recommendations from state officers, committee chairs, local organization presidents, and regional directors.

Approval of appointment of additional committee members (executive committee only)

Report of study committees (namely)

Election of nominating committee

Such other business as may properly come before the meeting to promote the work and effectiveness of BPW/TN

The executive committee will meet Friday, \_\_\_\_\_. (Committee chairs having recommendations are invited to attend this meeting to present their recommendations, in writing)

The board of directors will convene at \_\_\_\_\_ on \_\_\_\_\_. Thereafter, all meeting and functions will follow the official program, as adopted

All members of BPW/TN may attend meetings of the board of directors and may discuss matters presented for action. However, the making of motions and voting are limited to the board of directors.

Registration fee of \$\_\_\_\_\_ applies only to those who pre-register at least five days prior to the formal opening of the board meeting. Registration fee after that time shall be \$\_\_\_\_\_.

Non members attending only any one or or more stated meals shall not be required to pay a registration fee.

A request for refund of paid pre-registration and stated meals may be approved only if made in writing to the president and the interim board chair by the person requesting refund, received no later than 72 hours prior to the first business meeting.

Half of only the registration fee will be approved only if made in writing to the state president and received no later than 24 hours prior to the first business meeting.

Registration fees are not transferrable from one member to another unless the transfer occurs between members of the same Local Organization. Transfers within a Local Organization will be allowed without prior approval of the state president.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

## **CHAPTER XIII. STATE CONVENTION**

The interim board of directors establishes the place and dates of the state convention (See Bylaws, Article XV).

### **Site Committee**

The site committee shall be composed of members appointed by the State President no later than two (2) years in advance of the state convention. Its function shall be to receive bids from convention hotel(s) located in the region where the convention will be held. The bids submitted will include the name of the hotel/hotels involved, and one or more available dates, and the city in which to be held. This committee shall, also, have negotiating powers.

### **Place and Dates**

Place and dates are established two (2) years in advance, by the interim board of directors not later than the interim board meeting following the annual state convention. Convention sites shall continue to be located in the three grand divisions of the state. No region shall host a convention for two consecutive years.

### **Registration Fees**

Registration fee for the state convention is established by the board of directors at the preceding Interim Board and shall be paid by each person attending except the state president, non-members appearing on the program, non-members attending only a luncheon or the Banquet, and guests of the incoming and outgoing presidents.

Members may register for one day only, either Friday or Saturday, for a fee of \$15.00. Late registration for one day shall cost \$20.00. No member may use the one day registration more than once at the same convention. Those registered for one day will not be delegates to the convention, may not receive packets of materials and reports, and will not have the privilege of voting. Charges for stated meals will be the same as for full registration.

There shall accompany the registration fee, payments for all functions for which reservations are requested.

All registration fees, stated meals paid in advance, and monies collected during convention shall be deposited by the Registration Committee Chair into the Interim Board/Convention bank account. The Registration Committee chair will prepare an Income Statement to be presented at the Post-Convention Board of Directors meeting.

The Convention Chair will verify and approve all charges for meal functions and meeting facilities prior to presenting bills to state president for approval for payment by state treasurer. Payment should be made to "hotel" prior to departure of state president and state treasurer.

All bills and expense vouchers approved by the state president, deposit slips, and registration forms will be submitted to the state treasurer within ten (10) days after Convention. The treasurer will write all checks for properly approved bills and vouchers, and present a State Convention financial report at the next Board of Directors meeting. All documentation will be kept by the treasurer for audit purposes. Within forty-five (45) days, all financial information shall be made available to the immediate past state president and immediate past finance chair.

### **Request for Refunds**

Request for refund of paid pre-registration and stated meals will be approved only if received by the president in writing at least 72 hours prior to formal opening of the convention. A copy of the request for refund will also be received by the convention chair at least 72 hours prior to formal opening of the convention. Registration fees are not transferable from one member to another unless the transfer occurs between members of the same Local Organization. (See CHAPTER XVI. MISCELLANEOUS POLICIES, Refund Pre-Registration, p. 47.)

Half of only registration fee will be approved only if made in writing to the state president and received no later than 24 hours prior to the first business meeting.

### **Duties of State Convention**

Duties of the State Convention must include, but are not limited to, the following:

- receive reports of the officers and chairs for the preceding year;
- elect officers for the ensuing term;
- act on recommendations, resolutions and other business presented;
- adopt a state legislative platform;

### **Convention Program**

The program for the convention will be planned and coordinated by the president who selects a theme for the convention, with input from the president-elect on the installation. At a meeting of the executive committee, including the finance chair as ex-officio, to be held as soon as the final prices are available from the hotel and no later than a date preceding the regional meetings, the convention program will be finalized and a convention budget established. After a final Convention budget has been established, only the Convention Chair shall have final negotiating powers.

### **Reports—State and Local Organizations**

Reports of the state officers, regional directors, and state chairs shall be presented to the convention body. Duplicated reports of local organizations may be submitted by local organization presidents for distribution at the convention. The person to whom sent, number of copies and deadline dates will be set by the state president. Reports should be written in the third person. (See Chapter XXII. State Historian, p. 55, for correct form.)

### **Minutes and Approval Committee**

Minutes of the state convention shall be approved by a committee composed of the state president, president-elect, vice president, and treasurer, duplicated and distributed to each member of the board of directors, all active past state presidents, bylaws chair, handbook chair, and historian.

Minutes of the convention should include an addendum listing all awards conferred at the Installation banquet.

### **Meetings—Executive Committee and Board of Directors**

The executive committee and the board of directors shall meet immediately preceding the opening of the convention at a time set by the state president. A post-convention board of directors meeting will be held immediately following the close of the convention. Meetings of the board of directors are open to all members. However, only board members may transact business.

### **Convention General Chair**

The state president shall appoint a general chair from the area in which the convention is to be held. The chair and the state president will select subordinate convention chairs.

### **Host Local Organizations**

The general chair working with the state president will determine which local organizations will be responsible for (1) stated meals, (2) special functions, (3) meeting rooms for business meetings, executive committee and board of director's meetings, workshops, and such other meetings as may be necessary to conduct the convention.

### **Convention Financing**

The convention shall be self-supporting from registration fees.

Expenses of the state include:

- General chair
  - \* Registration fees for co-chair or registration chair, and credentials chair
- Badges, ribbons, kits, signs, printing meal tickets, credential and registration cards, and registration expenses
- Voting ballots
- Printing of official convention program
- Decorations for speaker's table during business meetings
- Guest speakers and special program guests (those approved by the president and/or the president-elect)
- Copies of recommendations and workshop materials
- Approved recognition awards
- State reception in conjunction with president-elect and/or her local organization
- Expenses of the state president, including transportation, stated meals, room, registration fees, shall be paid in full, if not included in complimentary policy of the hotel
- Expenses of other state officers, regional directors, standing committee chairs, parliamentarian, Governance chair, and immediate past state president (See Chapter XV, FINANCIAL POLICIES for allowable expenses for State Convention and Interim Board.)
- Registration fee and/or stated meals of the Administrative Assistant if one is employed by BPW/TN
- Allowable expenses, if money available, for any special or sub-committee chairs, task force chairs and members required to participate in convention
- Approval for the payment of registration fee and/or stated meals for special committee chairs, task force chairs and members required to participate in the convention, shall be approved by the pre-convention executive committee upon recommendation of the state president and/or the president-elect.

### **Expenses of Host Local Organizations**

Any amount expended in excess of that stated in the state convention budget shall be the responsibility of the local organization(s) hosting the event. Any favors, gifts, or souvenirs furnished shall be at the expense of the local organization(s) hosting an event, but NO SUCH GIFTS, FAVORS, OR SOUVENIRS SHALL BE REQUIRED.

## Convention Committees

The state president shall appoint the following committees for the convention and may appoint other committees as necessary:

Credentials	Public Relations*	Doorkeepers	Registration	Elections
Pages	Resolutions	Timekeeper	Floortellers	Clerk

\*The state public relations committee shall function as the public relations committee for the state convention.

## Registration Committee

The registration committee is responsible for the proper registration of all persons attending the convention, and preparing the records of such registration.

A chair and committee shall be appointed well in advance of the official call to the convention so that the name and address of the person designated to receive the registration forms may be shown in the call to convention.

### Pre-registration:

- Purchase supplies of ribbons, materials for packets and badges
- Prepare a registration list and/or fill out a registration card. (See Appendix A, Sample Forms, p. 66) Mark “paid” as appropriate. The original form will be given to the retiring president. Give registration card to the attendee to take to credentials. Registrations should be checked against the state roster for accuracy of categories registered for. The outgoing president of each Local Organization is registered as the president; any other person should be registered as representing the president.
- Prepare a badge for each registrant. Prepare an envelope with the name of each person on the front. Enclose the meal tickets, badge, (but NO ribbons), and the registration card.
- File registrations in alphabetical order so that registration materials may be located quickly.
- Deposit into the state IB/Convention account or transmit to the state treasurer at regular intervals the monies collected from registration. Make and keep copies of all checks and, if making deposits directly into the Convention/IB account, keep all deposit slips to give to the state treasurer.
- \* Keep copies of the envelopes with postmark for all registrations near the deadline date or mark each form with the date received.
- \* Secure packets from state president sufficient to give to each person paying full registration fee and all LOs.

### On-site registration:

- Registration forms should be available for use of persons who are not pre-registered. Convention chair will determine whether meal tickets may be purchased at this point and have meal tickets for sale on-site if needed.
- Determine fees payable and collect total due.
- Fill out a registration card, mark it “Paid” to indicate that all fees are paid, and give it to the attendee to take to the credentials desk if appropriate.
- \* Registration should be open at least 30 minutes before the 2<sup>nd</sup> business session to allow those arriving after the close of registration on Friday or late registrants to be eligible to vote in the election of officers.

### Registration Desk Organization:

- Convention chair will determine days and hours the registration desk will be open.
- Provide necessary office supplies, typewriter or computer, pencils/pens, trash container, etc. Have a container to hold cash and checks for fees paid on-site.
- Arrange registration materials so that the process moves smoothly. Registration materials (cards and envelopes) should be arranged in alphabetical order so that they can be located quickly. Packets for state officers and board members may be separated from that of other members. Materials which go to specific members should be kept separate and in alphabetical order.
- Anticipate the need to remove registration materials when desk closes each day and arrange a secure place for the records and materials to be kept.
- At the end of the convention, the registration forms, registration cards, and proof of date of registration will be given to the retiring president until all convention expenses have been paid, the books balanced, and any questions relating to refunds, etc., settled. The retiring president will be responsible for destroying forms.
- \* As soon as possible, deposit into the IB/Convention account or give to the state treasurer funds collected at the convention. If making deposits directly into the Convention/IB account, turn in receipts for all deposits and records of the account to the state treasurer at the close of the convention or within 10 days of the end of the convention.
- \* Along with the Convention Chair, prepare the Convention Income Report to be presented to the Post-Convention Board of Directors.

## REGISTRATION DESK PROCEDURE

- Locate the registration card for the attendee. Make sure that the card is marked “Paid.” Mark card to indicate that the attendee has passed through registration. DO NOT allow anyone other than the attendee, other than guests arriving after registration closes, to pick up materials. Refer any question to the Registration Chair.
- Give the attendee the envelope with badge and meal tickets. Request that the tickets be verified before leaving the registration desk. Give the attendee the proper packet and any other materials. Give the attendee the registration card marked “Paid” to take to the Credentials area.

### **Credentials Committee**

The credentials committee is responsible for verification of and certification of the voting members of the convention body. Credentials cards completed at registration with verification of payment of registration fees will serve as a list of state officers, regional directors, standing committee chairs, local organization presidents, and all other categories registered. Credential cards for all attendees may be filled out prior to the convention but not filed with those of registered voters until payment of registration fee is verified by registration chair. The credential card for each attendee should be for the highest category of which the member is a part.

The Credentials chair will be given a list of the BPW/TN members in good standing about 10 days before the first business meeting of the convention. This list will identify members /students of locals, and members at large. This will be the official reference used to determine who is a member in good standing and their membership category. Any questions of status will be resolved by contacting the BPW/TN treasurer or Administrative Assistant for additions or changes made or the member supplying proof of payment of dues after the original list is obtained.

To verify that an attendee has paid the registration fee, a registration card marked “Paid” by the registration committee or a list shall be provided to the credentials committee. Any questions about the status of an attendee in this area shall be referred to the Registration Committee Chair.

When the credential committee member has ascertained the eligibility of an attendee to vote, the attendee will be given a ribbon or ribbons to designate their membership category. A member is entitled to a ribbon for each category of which the member is a part.

Ribbons shall be purchased by the Registration Committee Chair or the Convention Chair and brought to the Credentials Chair at the time the registration desk opens.

Ribbons shall be separate colors to identify the following categories:

GOLD --	State officers and regional directors
GREEN --	Local organization presidents, standing committee chairs, Immediate past state president, Governance chair
ORCHID --	Special and sub-committee chairs, task force chairs, Appointees
BLUE	Past state presidents
WHITE --	Member of local, student of local, member at large entitled to vote
RED --	Young Careerists
ORANGE --	Individual Development Participant
NO RIBBON --	Guests, one-day registrants

The credential committee shall have Credential Cards designating the voting category of each delegate or non-voting members registered for the convention. The Credential Cards shall be filed by category: state officers, regional directors, district directors, standing committee chairs, etc. The Credential Cards are the official roll of delegates to the convention. Where a member is entitled to vote in more than one category, the member shall be filed under the highest office held. The credentials committee may only count each attendee once in the total credential report.

The chair of the credentials committee will report to the first business meeting of the convention, at times scheduled in the program, and as requested by the president, using the form shown in the appendix on Page 68. The information to be reported includes both the total registered for each category and the number entitled to vote. The number entitled to vote category must also state how many local organizations are represented to meet the criteria for a quorum.

The credentials chair will deliver the credentials cards or a list of those eligible to vote, in alphabetical order, to the chair of elections prior to the opening of the polls. In the case of those members registering immediately before the 2<sup>nd</sup> business meeting, the credentials chair shall deliver the credentials cards or supplementary list to the chair of elections as soon as possible, but not later than the opening of elections.

The credentials cards or list must never be left unattended while in the custody of the credentials chair or the

elections chair. At the close of the convention, the credentials cards shall be given to the retiring president for retention until they are no longer needed.

Credential cards of those not eligible to vote in the election of officers will be kept separately.

#### **Clerk**

The clerk will read the roster for roll calls as required by the president.

#### **Doorkeepers Committee**

It shall be the duty of the doorkeepers committee to have at least one doorkeeper present at each entrance to the convention hall at all times during business meetings, and others as required, to check badges and admit only the persons permitted to attend, as set out by the rules adopted by the convention body.

#### **Floortellers Committee**

The floortellers committee shall have sufficient number of floortellers present at all times during business meetings to carry out the following duties:

- Count rising vote or show-of-hands vote as called by presiding officer
- Report count to chair of floortellers, who presents voting results to presiding officer
- Floortellers chair should post tellers at definite stations throughout the convention hall.

#### **Timekeepers Committee**

The chair of the timekeepers committee shall have a timekeeper on duty at all times during business meetings to (1) time reports and debates according to adopted rules of the convention, (2) give a thirty-second warning, and (3) call attention of the presiding officer to any infringement of time rules. The timekeeper may be seated in front of the head table and have a sign printed "30-second warning" to facilitate the progress of the meeting without interruptions.

#### **Pages Committee**

The pages committee shall be responsible for a sufficient number of pages to be present at each meeting (business) to deliver messages and do errands as required by the state president, other state officers, and delegates to the convention. Pages should be stationed throughout the convention hall to aid in facilitating business.

#### **Elections Committee**

If elections are to be held separately from the meeting room, the Convention Chair will make arrangements for a room suitable for the elections, preferably with two doors to facilitate the movement of voters in and out of the room.

Members of the Election Committee are appointed by the state president who will normally appoint one member from the local organization of each candidate for state office to the extent possible.

The Elections Chair should arrange to meet with the members of the committee to go over their duties after the first business session. At the same meeting or just before the election begins, the state president or designee will administer the oath to the committee as follows:

*"You, and each of you do solemnly swear, or affirm, that you will well and truly perform duties assigned to you in this election and that you will not discuss procedures, results, or any irregularities which may occur in connection with the election."*

***If the election is held separately from the meeting room,*** the Election Chair shall:

- Appoint committee members to act as doorkeepers, credential clerks, and watchers necessary to expedite the election.
- Only members of the elections committee, the state president, those members currently voting or the parliamentarian will be allowed in the room where the election is being held.
- Prepare ballots, ballot boxes, and facilities for marking ballots.
- The doorkeepers will admit members to vote as there is room for them to enter. There should be no backup at any area of the election room. Doorkeepers will ask voters to pull out their badges to be marked to indicate that the voter has voted.
- Credentials clerks will compare the convention name badge to the credential card or list to determine that a member is entitled to vote and will give one ballot to each qualified voter. The clerk should then mark the credential card or list to document that a ballot has been given to that voter. If there is any question about the right to vote, the election chair will either solve the problem or contact the state president. Badges will also be marked/punched as the voter leaves after completing the voting process.
- Watchers, which should include the Elections chair, will be placed at points to observe all voters in the room. The watchers may indicate where the voter should go next, but only brief conversation is allowed. If there is a problem, the voter and Elections chair should step out of the room to resolve it.

- Open the doors to the election room and close them promptly as scheduled by the convention program. Anyone in line at the time set for closing the polls may vote, but no one joining the line thereafter may vote.
- Take custody of the credential cards or list from the convention Credentials Chair and make sure that the cards or list are never left alone. At least two people should have the credential cards or list in their view at all times.
- Upon closing the doors at the time appointed, the chair shall oversee the committee as votes are tabulated.

***If the election is held in the meeting room:***

- \* Obtain the credential cards or list of eligible voters from the Credentials chair. Be sure that the number of cards or names on the list is consistent with the Credentials Report given immediately prior to elections.
- \* Designate members of the election committee to be responsible for checking credential cards/list, distributing ballots, monitoring voting, monitoring placing of ballots in the ballot box, marking badges of voters, etc.
- Only members of the elections committee, the state president, those members currently voting or the parliamentarian will be allowed in the room where the election is being held.
- \* Have the doorkeepers secure the doors to the meeting room. Once balloting has begun, no one is to enter the room.
- \* When all ballots have been deposited in the ballot box, the election committee will retire to a separate room to count the votes.

***Procedure for counting votes and reporting results for the election:***

- \* All members of the committee should participate either in the actual counting or in observing the counters. (See instructions below.) If a break is allowed for committee members, no fewer than three persons should remain in the room with the ballots and credential cards.
- Prepare the tally sheet for the elections report. While the chair is out of the room, no fewer than three committee members will have custody of the credential cards and completed ballots. If the entire committee prefers to go into the convention room, the boxes and ballots shall be secured by the chair. Members of the Election Committee should remain apart from the convention body until the election is final.
- Include in the report any spoiled ballots or illegal votes. The chair does not state that anyone is elected; she merely reads the totals as listed on the Election Committee Report.
- If a recount is ordered, the state president will appoint another 3 members to join the original election committee for a recount. Before the vote is recounted, the members of the recount committee will take the same oath as the original election committee. The president will appoint someone to swear in the recount committee.
- Handle a run-off election, if required, using the same procedure as for the regular election.
- Any irregularities, questions or problems are to be reported to the parliamentarian, then the state president, if necessary. In the case of a ballot whose validity cannot be determined using normal parliamentary rules, the assembly will decide the question.
- Once the election is final, the chair of elections shall destroy the ballots when instructed by the president and return the credential cards or list to the credentials chair.

***Election Rules for State Convention:***

- Blank ballots are ignored completely. If a blank ballot and a filled out ballot are folded together, the blank is ignored and the filled out ballot is recorded.
- If two or more filled out ballots are folded together, they are recorded as one illegal vote for each office on the ballot.
- If a ballot is marked for some offices and not for others, the blank spaces in no way affect the validity of those choices which are marked; the blanks are not recorded.
- A voter should mark one choice for each office, unless more than one office in a category is to be filled, fold the ballot once as instructed by the election committee and place it in the ballot box. No one should touch a voter's filled out ballot until the polls are closed and the committee removes all ballots to count them.
- A majority vote is needed to be elected. If no candidate receives a majority of the votes cast, another ballot vote will be necessary.
- The number of votes cast for each office individually will be divided by 2 to determine the number necessary to elect.
- A majority vote is more than one-half of the votes cast. Fractions are rounded up to the next number. Therefore, if 101 votes are cast, a majority would be 50.5 rounded up to 51 votes. This is the number written into the "Necessary to Elect" column.

Instructions to the voters must be exact and should be announced during the business meeting, then repeated, if necessary, at the door to the election room. The election rules will also be printed in the convention program.

### **Campaign Rules in Election Area**

Members should be familiar with campaign rules and be aware that no campaigning will be within 100 feet of the election room. It is not necessary to remove campaign materials before entering the election room, but it is not allowed to discuss candidates in the area within 100 feet of the room. If space does not permit the establishment of the 100 foot zone, the state president and the convention chair will designate the area in which campaigning will not be permitted.

### **Resolutions Committee**

#### **Courtesy Resolutions**

Courtesy resolutions acknowledging the contributions of individuals, corporate entities, or organizations to the success of the convention and/or the state will be submitted by convention chair or other committee chair and approved by the state president. They will be presented as scheduled in the convention program.

## **BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)** **STANDING RULES OF THE CONVENTION**

### **Admission**

- Rule 1. Each member, or visitor, including the young careerist, attending the convention shall have paid the registration fee as set out in the Handbook of Policies and Procedures.

### **Voting**

- Rule 2. The voting body of this organization shall consist of any member in good standing who has paid a full convention registration fee. (Article XVIII, Section 3, Bylaws)
- Rule 3. Each member shall have only one vote, and voting by proxy shall not be permitted (Article XVIII, Section 4, Bylaws).
- Rule 4. Any member of the organization in good standing who has paid a registration fee may attend the meeting, and have privilege of discussion. Only those members who have paid the full registration fee may make motions, second motions, and vote (Article XVIII, Section 4, Bylaws).

### **Quorum**

- Rule 5. One third of the voting members shall constitute a quorum provided that four are members of the executive committee, and at least one third (1/3) of the local organizations are represented (Article XVIII, Section 5, Bylaws).

### **Motions**

- Rule 6. Each person who speaks from the floor, upon receiving recognition, must state name and local organization affiliation or member at large status for the secretary's record. All motions must be handed to the secretary in writing.

### **Reports and Discussion**

- Rule 7. Discussion (debate) of all motions, reports, and other questions before the assembly shall be limited to two minutes for each speaker. A member shall not be allowed the privilege of the floor a second time until others who wish to speak have first had the opportunity to do so. If any additional time is to be granted, it must be done by permission of the convention.
- Rule 8. The member making a motion shall have the privilege of opening and closing the discussion (debate) thereon.
- Rule 9. A timekeeper shall be appointed for each meeting. The timekeeper shall give a thirty (30) second warning. The timekeeper shall call to the attention of the presiding officer any infringement of time rules. The timekeeper may be seated in front of the head table and have a sign printed "30-second warning" to facilitate the progress of the meeting without interruption.

### **Parliamentary Authority**

- Rule 10. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all proceedings of the State Convention.



### Sample Call to State Convention

By the authority vested in me as president, I hereby call you to the \_\_\_\_\_ annual convention of the BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN) to be held in \_\_\_\_\_

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date \_\_\_\_\_ with \_\_\_\_\_ as hostess and the \_\_\_\_\_ hotel in \_\_\_\_\_ as convention headquarters.

Among the items of business to be considered are:

- Reports and recommendations from state officers, committee chairs, regional directors, and local organization presidents
- Election of officers for the ensuing year
- Discussion and adoption of Tennessee bylaws
- Discussion of matters of interest and policy of the Tennessee BPW/TN.
- Any and all business growing out of the above stated items, or resulting from actions of the board of directors, or falling within the jurisdiction of this body.

The executive committee composed of state officers and regional directors is called to meet at \_\_\_\_\_ on \_\_\_\_\_.

The meeting of the board of directors composed of the executive committee, standing committee chairs, immediate past state president, parliamentarian, Governance chair, and local organization presidents is called to meet at \_\_\_\_\_ on \_\_\_\_\_.

The meeting of the board of directors is open to all members who wish to attend, and any member has the privilege of discussion; however, voting is limited to members of the board.

The meeting rooms in the \_\_\_\_\_ hotel will be posted on the bulletin board.

Recommendations of state officers and chairs should be presented to the president in writing not later than \_\_\_\_\_.

Eligibility to vote for officers:

All voting delegates must be registered and have paid the full registration fee prior to the second business meeting, Saturday, \_\_\_\_\_ [date & time].

No one registering after the opening of the second business meeting or paying only the one-day registration fee will be permitted to vote in the election for new state officers.

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State President

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State Secretary

## **SAMPLE AGENDA FOR STATE CONVENTION**

Invocation  
Presentation of colors  
Pledge of Allegiance (to the Flag of the United States of America)  
Greetings—mayor of host city, representative of hotel, etc.  
Greetings—convention chair  
Introduction of platform guests  
Memorial Service  
Call convention to order  
Report of credentials committee  
Adoption of standing rules  
Adoption of convention program  
Report of officers and regional directors  
Report of chair nominations committee  
Presentation of candidates  
Candidates forum or presentations  
Recommendations of the board of directors  
Report of resolutions committee  
Report of Governance committee  
Report of state legislation platform committee  
Report of elections committee  
Correspondence  
Unfinished business  
New business  
Announcements  
Adjournment

### **Sample State Convention Budget**

Items to be budgeted include the following allowable expenses as authorized by the state president:

General chair  
Registration fees for co-chair or registration chair, and credentials chair  
Badges, ribbons, kits, signs, printing meal tickets, credentials and registration cards, and registration expenses  
Voting ballots  
Programs—official convention  
Copies of recommendations and workshop expenses  
Approved recognition awards  
Promotion  
Special guests (non-member)—program participants  
State reception in conjunction with president-elect and/or her local organization  
State president's expenses (registration, room, transportation, stated meals) not included in complimentary policy of hotel

Allowable expenses of other state officers, regional directors, standing committee chairs, parliamentarian, and immediate past state president; and allowable expenses, if money available, for any special or sub-committee chairs, task force chairs and members, required to attend convention. Allowable expenses for Administrative Assistant. If one is employed by BPW/TN. (See Chapter XV. Financial Policies for Allowable expenses)

## **AGENDA – POST CONVENTION EXECUTIVE COMMITTEE**

### **BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**

Call to Order -- President  
Adoption of Rules of Order  
Adoption of Agenda  
Appointment of Minutes Approval Committee  
Selection of Official Bank for BPW/TN  
Bond of Treasurer, President, and other appropriate persons  
Approval of Other Committee Appointments  
Other Business  
Announcements  
Adjournment

### **RULES OF ORDER FOR MEETING OF THE EXECUTIVE COMMITTEE BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**

#### **Voting Body**

- Rule 1 The voting body of the Executive Committee shall be the President, President-Elect, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, and Regional Directors.
- Rule 2 No member shall have more than one vote and no voting by proxy shall be allowed.

#### **Admission of Non-Members**

- Rule 3 The parliamentarian may be invited to attend the Executive Committee meetings without vote. Other members of the organization may be invited to attend the meeting for the explicit purpose of making reports or recommendations.

#### **Quorum**

- Rule 4 A majority of the voting members shall constitute a quorum for a meeting of the Executive Committee.

#### **Transaction of Business**

- Rule 5 Items of business shall be transacted as outlined in the Bylaws of the BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN), Article XVI, Executive Committee, Section 2.
- Rule 6 All motions must be signed by the proposer. A copy of all motions must be submitted to the Secretary.

#### **Parliamentary Authority**

- Rule 7 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern all proceedings of the Executive Committee.

*Effective June 5, 2011*

**AGENDA**  
**POST-CONVENTION BOARD OF DIRECTORS**  
**BUSINESS & PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**

\_\_\_\_\_  
(Date)

Call to order	State President-[Name]_____
Invocation	Title - Name
Roll Call	Clerk-[Name] _____
Rules of board meeting	Parliamentarian-[Name]_____
Adoption of Agenda	
Appointments	
Minutes Approval Committee	
Tellers	
Timekeeper	
Clerk	
Recommendations of Executive Committee	Secretary-[Name] _____
Recommendations of Officers and Standing Committee Chairs	Finance [Name]_____
	Issues Management [Name]_____
	Membership [Name]_____
Recommendations of Sub-Committee Chairs, Special Committee Chairs and Task Forces	Governance [Name]_____
	Continue with other Special and Sub-Committee Chairs and Task Forces
New Business	
Announcements	
Adjournment	Collect [Name] _____

## CHAPTER XIV. STATE AWARDS

### **Membership Categories**

Any state award presented using membership categories shall use the following categories as of April 30 of the previous year:

- \*Local organizations with 10 members or fewer
- \*Local organizations with 11-20 members
- \*Local organizations with 21 or more members

### **State Program/Issues Management Award**

Certificates of appreciation will be awarded to the local organization having the best program promoting our BPW/TN objectives and the state program theme expressed in the Program Platform of the current year in membership categories.

Judging will be based on planning, membership participation, organization, action, and special activities. Entries must be consistent with BPW/TN's Mission Statement adopted in 1982--"To promote full participation, equity, and economic self-sufficiency for working women."

Award recipients will be determined by information contained in the Local Organization President's Report. Submission dates will be published in the State Calendar of Events.

A state award will be presented to the overall winner of the state Issues Management award. The winner will be selected from the individual state Issues Management award winners in the categories listed above.

### **Individual Development Awards**

An award will be presented to the winner of the state speak-off by the state ID chair. Certificates of appreciation will be given to each entry in the state speak-off.

A state Speak-off shall be held at state convention if there is more than one candidate for the award. If there is only one candidate, the candidate will present her speech at a business session or the Installation/Awards Banquet as designated by the state president.

In order to participate in the annual ID speak off held at state convention, the speaker must be a member in good standing of BPWTN, have completed Modules 4 (Writing Presentations) and 5 (Public Speaking). Although not required, it is recommended that participants complete the entire set of modules within a two-year period. The ID participant form, including a letter/certificate verifying completion of Modules 4 and 5, must be completed, e-mailed or postmarked by May 15 to the ID Chair. Multiple participants from the same local are permitted. Each local is encouraged to have at least one participant.

### **State Membership Awards**

All Membership Awards will be based on the current year's membership as of April 30 compared to the April 30 membership of the previous year according to the treasurer's records. State treasurer will provide records to Membership chair by May 15.

Membership awards to local organizations will be in the following manner:

- Certificate of appreciation to each local organization organizing and chartering a new local organization
- The Membership award will be presented to the local organization with the highest percentage of increase by April 30.
- A certificate of appreciation to local organizations with the greatest percentage of increase in membership in membership categories. The percentage of increase will be tabulated from records of the state treasurer.
- The Iris Award to be presented to the local organization with the largest increase in number of members.
- Top Recruiter Award recognizes the member who has recruited the highest number of verified new members as of April 30 of the year of record.
- The Mildred Hearne Award to be presented to the local organization with the largest retention in number of members.
- \* Any local organization with a retention rate of at least 80% will receive a certificate stating the retention rate.
- \* The Membership Outreach award will be presented in categories. Includes participation in non-BPW events a local organization member attended to speak about a local organization or about BPW/TN generally. Include any events where BPW brochures were left. Can include programs on college campuses, chamber events, or other social outings. An overall Membership Outreach award winner will be chosen from the category winners. Award recipient(s) will be determined by information contained in the Local Organization President's Report.

### **State Legislation Awards**

State Legislation awards will be presented in categories. Judging will be based on planning, membership participation, organization, action, and special activities. Entries must be consistent with BPW/TN's Legislative Platform and legislative goals. Award recipients will be determined by information contained in the Local Organization President's Report. Submission dates will be published in the State Calendar of Events.

A state award will be presented to the overall winner of the state legislation award. The winner will be selected from the individual state legislation award winners in the categories listed above.

### **Foundation Awards**

The State Foundation award will be presented to the Local Organizations achieving the following levels of giving based on giving to the Foundation before April 30 and on membership as of April 30 of the previous year:

Gold Local Organization Foundation Award--per member contributions totaling \$25.00 or more

Silver Local Organization Foundation Award--per member contributions totaling \$10.00-\$24.99

Friends of the Foundation Local Organization Award--given to Local Organizations achieving 25% of their individual members contributing at the Friends of the Foundation annual giving level or greater (Foundation Financier, Torchbearer -Silver – Gold – Platinum).

A certificate will be presented to the members (LO members or Member at Large) achieving the following levels of giving:

Torchbearers-Platinum: BPW members who contribute gifts totaling \$5,000 or more

Torchbearers-Gold: BPW members who contribute gifts totaling \$1,000 - \$4,999

Torchbearers-Silver: BPW members who contribute gifts totaling \$500 - \$999

Foundation Financiers: BPW members who contribute gifts totaling \$250 - \$499

Friends of the Foundation: BPW members who contribute gifts totaling \$25 - \$249

The state Individual Foundation Award will be presented to the member with the highest individual contribution.

Local Organizations or individuals must provide a record of contributions to the Foundation chair to qualify for awards. Send copies of mail-in contributions or foundation acknowledgements of online contributions made before the April 30 deadline. Records must be received by the Foundation Chair before May 15.

### **Mentoring Award**

The **Kay Culbertson Mentoring Award** is established to recognize a BPW/Tennessee member who has been an outstanding mentor and role model in the organization. The purpose of the award is to encourage members to share their knowledge of BPW and offer their special leadership skills and support to other members. The award will be presented for the organization year.

Qualifications for the Kay Culbertson Mentoring Award:

1. Nominee must be a BPW member for at least three years and be in good standing.
2. Nominator must complete the nomination form and essay about her mentor and return it to the Mentoring Committee postmarked by April 30.

### **Eligibility for Awards**

To be eligible for any state award, a local organization must be in good standing according to the provisions of Article VI, LOCAL ORGANIZATION REQUIREMENTS, of the bylaws. An individual, to be eligible for an award, must be a member in good standing of BPW/TN.

## CHAPTER XV. FINANCIAL POLICIES

**BPW/TN** The state finance committee prepares the annual budget, has general supervision of all expenditures and assists local organizations in developing and maintaining a sound financial policy. In compiling the annual budget, the finance committee should estimate income based on no more than the total membership of the prior year, plus a conservative estimate of miscellaneous income. Budgeting recommendations from state officers, regional directors, standing and special committees should be submitted to the finance committee together with data to support each recommendation, for their consideration as they prepare the budget.

In compliance with BPW/TN's fiscal year ending June 30, all checks for that fiscal year shall be dated prior to or on that day. This would include any accrued BPW/TN expenses as well as any accrued expenses for State Convention paid after June 30 but within 30 days after close of State Convention. To comply with the financial policies, any check for expenses incurred during the organization year will be dated NO LATER than June 30.

If the approved budget includes interim board and state convention expense items, ANY SURPLUS SHALL BE USED ONLY FOR SUBSEQUENT INTERIM BOARDS AND STATE CONVENTIONS.

Designated funds shall be transferred to the ensuing year treasurer prior to the close of the fiscal year on June 30. SURPLUS GENERAL WORKING FUNDS FROM THE OPERATING YEAR SHALL BE TRANSFERRED TO THE ENSUING YEAR GENERAL FUND AS SOON AS THE FINANCIAL REVIEW IS ACCEPTED BY THE BOARD OF DIRECTORS.

**BPW/TN IB/Convention Account:** All monies collected for interim board meeting or state convention shall be deposited into the Interim Board/Convention bank account, approved by the executive committee, with records of that account being supplied to the state treasurer at the close of the board meeting or convention, to be included in the year-end financial review. Deposit slips will be given to the Interim Board and Convention Registration Chair(s) and Interim Board and Convention Chairs to allow for prompt deposit of registration funds. The Registration/General Chair shall submit copies of all deposited checks and deposit slips to the State Treasurer, as well as keeping a copy for the Registration Chair's or General Chair's use. Funds in this account to be used only for subsequent interim board or convention expenses unless authorized by State Convention action(s). See Chapters XII and XIII of *Handbook of Policies and Procedures*.

A **BPW/TN credit card** will be maintained to be used only by the president and/or the treasurer to pay for Interim Board or Convention expenses contracted for by BPW/TN. If the credit card is used for any approved non contracted Interim Board/Convention purposes such as annual renewals for website hosting/content management or mailbox rental, the treasurer shall remit the amounts to be paid before the due date for payment of the credit card bill.

**Contribution to New Local Organizations** To assist newly organized local organizations, it shall be the responsibility of each established local organization in BPW/TN to send \$5.00 to the president of the newly organized local organization(s).

**Financial Responsibility—Speakers (etc.)** Any local organization inviting ANY individual to speak to the local organization or to perform other services shall be responsible for that individual's expenses.

### **Allowable Expenses for State Convention and Interim Board**

*State convention expense* shall include transportation at 20 cents per mile, lodging not to exceed \$20.00 per day, registration and/or stated meals for the following: executive committee, standing committee chairs, parliamentarian, bylaws chair, and immediate past state president. Registration fee and/or stated meals will be paid for the Administrative Assistant.

*Interim Board expense* shall include transportation at 20 cents per mile, lodging not to exceed \$20.00 per day, registration and/or stated meals for the following: executive committee, standing committee chairs, parliamentarian, and immediate past state president. Registration fee and/or stated meals will be paid for the Administrative Assistant.

Approval for the payment of registration fee and stated meals for special committee chairs, task force chairs, and members required to attend the convention or interim board shall be made by the pre-convention or pre-board executive committee upon recommendation of the state president and/or president-elect, if funds are available. First consideration should be given to the Governance chair as a voting member of the Board of Directors.

### **State Convention/Interim Board Financial Reports**

Reference *Handbook of Policies and Procedures*, Chapter XII and Chapter XIII

**Per Diem Policy** For any expenses of BPW/TN **in the performance of duties other than interim board and/or state convention**, and expenses not covered by paragraphs on interim board and/or state convention, the following policy is established:

- Room cost for required nights, not to exceed \$20.00 per night
- Transportation of 20 cents per mileage odometer
- Meals required up to but not to exceed \$4.00 for breakfast, \$6.00 for lunch, and \$8.50 for dinner, including tips
- Tips for luggage, in and out of hotels, not to exceed \$5.00
- Tips for materials needed in meeting rooms, etc., shall not exceed \$10.00 per trip
- Air travel is recommended if less than allowable car mileage; taxi fares to and from airports not to exceed \$20.00, round trip

Expense vouchers for reimbursement should be submitted to the state president on the official form (See Appendix A - Sample Forms) and should follow approved procedures:

- Separate vouchers should be submitted for reimbursement from different accounts. [e.g. submit one voucher for convention expenses and a separate voucher for officer expenses not related to convention.]
- Payment will not be made unless voucher is returned to state president within fifteen (15) days after the meeting or event. Any checks for reimbursement of expenses shall be deposited within five (5) business days following receipt of the check. Only checks received less than five (5) business days before June 30 may be deposited within five (5) business days after the 1<sup>st</sup> of July.
- Documentation must be included with the voucher
- All reimbursement must be approved by the state president before payment

\* Approval will be granted only if there are sufficient funds in the account to be debited

**Federal and State Tax Responsibility** Each BPW local organization must file a Form 990 or Form 990N, "Return of Organization Exempt from Income Tax," with its local internal revenue service.

If your local organization has not filed a Form 990 or Form 990N, the following steps should be taken:

- File SS-4, Application for Employee Identification Number. This does not indicate tax exempt status, but is for identification only;
- After obtaining your ID number, apply for tax exempt status. Obtain package 1024, "Application for Recognition of Exemption," under Section 501(a) from the local Internal Revenue Service office. Your LO and state bylaws must accompany the completed Form 1024 for IRS to determine exemption status;
- Prepare annual return on Form 990 or Form 990N. Instructions for preparation are on the form itself and additional information from BPW/TN, at the Internal Revenue Service web site or by calling 1-877-829-5500.

**Tennessee State Annual Corporation Report** The annual report for Tennessee Corporations, and the required fee (\$20.00) shall be filed within three months of the close of the fiscal year by the registered agent for service of process. The registered agent for service of process will be appointed by the state president and will serve until a successor is appointed. The fee shall be included in the annual budget .

**State Treasurer Tax Deadlines and Financial Reports** Tax deadlines and Financial Reports are to be submitted by the state treasurer in accordance with all state and federal rules and regulations with emphasis on meeting all deadlines for reporting.

The state treasurer shall provide a final accounting in the form of a balance sheet showing the final disposition of all state funds including all designated funds and savings or Certificates of Deposit at the Interim Board meeting following her term of office.

**Retention of Financial Reports and Documents** All financial reports and documents are to be retained by the state president until her second successor is installed. Following that date, the reports and documents are to be delivered to the person designated by the Board of Directors to be retained until five years have elapsed. The reports and documents may then be destroyed unless required for any question of tax liability or other special circumstances.

**Deceased Past State Presidents** A floral memorial shall be sent at the time of death, or a monetary contribution shall be sent to the Tennessee Business and Professional Women's Education and Scholarship Fund in memory of the deceased past state president. Neither the floral memorial nor the monetary contribution shall exceed \$100. The state president is responsible for this being done.

**Immediate Past State President Expenses** The Immediate Past State President may claim expenses not to exceed \$250.00 to finalize the business of BPW/TN upon approval of the Executive Committee at the following Interim Board.



## **CHAPTER XVI. MISCELLANEOUS POLICIES**

### **Refund Pre-Registration at State Convention and/or Interim Board**

Request for refund of paid pre-registration and stated meals will be approved only if made in writing to the president, with a copy to the convention or interim board chair, by the person requesting refund, and received not later than 72 hours prior to the first business meeting of Interim Board or formal opening of the Convention. Registration fees are not transferable from one member to another, without prior approval of state president unless the transfer occurs between members of the same Local Organization. Transfers within a Local Organization will be allowed without prior approval of the state president.

Half of only the registration fee will be approved only if made in writing to the state president and received no later than 24 hours prior to the first business meeting.

### **General Qualifications of State Officers**

State president, president-elect, and vice-presidents shall have served as president of a local organization.

### **Speakers—State Convention and Interim Board**

BPW/TN shall make every effort to secure qualified individuals as main speakers for all interim board meetings and state conventions.

### **Distribution of Minutes**

Minutes of meetings of pre- and post-convention board of directors, state convention, and interim board of directors shall be distributed to the executive committee, the board of directors, all active past state presidents, Governance chair, handbook chair, and historian.

### **State President's Pin**

Osta Underwood, Past State President and Past National President, presented a state president's pin to the Tennessee Federation of BPW Clubs, Inc. This pin is to be worn by BPW/TN presidents and passed on to their successors. This pin was accepted by the pre-convention board of directors in June 1974.

Brenda Ingle, Past State President, presented a state president's pin to BPW/TN at the state convention June 2015, to be used in place of the pin presented by Osta Underwood which was not returned to the organization in 2009.

### **Member Benefits/Affinity Programs—BPW Foundation**

Member benefits or affinity programs are listed periodically in national publications or available on the website, [www.bpwfoundation.org](http://www.bpwfoundation.org). [Search website for "BPW Foundation Affinity Program" for up-to-date listing]

### **Dues Structure**

Dues for local organizations and state organization are determined by the individual local organizations and the state organization, and may change from time to time. (See state bylaws.)

### **BPW Supplies**

BPW publications such as legislation/politics, individual development course, young careerist programs, Successful Workplaces Digest, women veterans and young careerist research projects, and foundation items may be ordered.

### **Badges**

Badges are required to be worn at state convention and interim board for all business meetings and elections. It is customary to wear the badge on the right.

### **Emblem Pins**

An appropriate emblem pin may be worn by any BPW member. The customary way to wear an emblem pin is about six inches below the left shoulder.

### **Display of the Flag**

The flag of the United States of America is placed at the right of the presiding officer. Other flags are placed to the left. In the absence of the flag of the United States of America, no pledge of allegiance is given.

### **Administrative Assistant**

An administrative assistant employed as an independent contractor by BPW/TN shall be responsible for duties assigned by the executive committee, including updating and maintaining the membership lists, updating the website, establishing an official address for the organization, and receiving and distributing any communications to the appropriate officer or chair. All dues not paid on the website will be transmitted to the official address of the organization and then be remitted to the treasurer or deposited in the official account with the records supplied to the state treasurer.

## **Delegates**

*Local Organization/Member-at-Large Delegates to State Convention.*

- In addition to the local organization president, who is a member of the board of directors, any Member/Student of Local in good standing who has paid the full registration fee may serve as a voting delegate to state convention.
- \* A Member-at-Large in good standing who has paid the full registration fee may serve as a voting delegate to state convention.

## **BPW Name or Logo**

Usage of the name marks owned by BPW Foundation is governed by the current License Agreement between BPW/TN and BPW Foundation.

## **Name Usage, BPW/TN**

[Limitations on the use of BPW/TN are within the scope of the License Agreement with BPW Foundation.]

The name of Business and Professional and Women of Tennessee, Inc. (BPW/TN) may not be used by another organization without the authorization of the executive committee.

Only the state organization, regions, and local organizations in good standing may use the name Business and Professional Women.

A BPW unit may not use the name of the state organization, of the region, or of the local organization to support any action which is in conflict with the policies and objectives of BPW/TN.

Members may not use official titles or connections with BPW/TN to subscribe to any document or letter which is in conflict with the policies and objectives of BPW/TN. Individuals may not use their BPW/TN affiliation to work against any issues on the state legislative platform.

No member may commit the name of the local organization, region, or state organization without the authorization of the respective unit.

Any member has the right to work as an individual or through other organizations for policies which are in opposition to those of BPW/TN, provided the name of the state organization, the district, region, or the local organization is not used.

The state organization may participate with other organizations or coalitions to advocate common legislative issues or projects which are not in conflict with BPW/TN objectives. Support in such coalitions must be voluntary and free from external control from outside the membership.

## **Public Policy, Judicial, and Legislative Issues**

The executive committee determines whether BPW/TN will become a party to legislative hearings or a judicial case. When a BPW/TN position on an area of public policy is not of record (such as on the legislative platform or in an adopted resolution), the executive committee shall entertain recommendations for timely action and/or support for such matters.

## **Membership Lists--Release**

The state membership list may not be released or rented without approval of the executive committee. If a local organization wishes to release or rent its membership list, it should establish a policy governing approval for release or rental. BPWTN has not and will not collect nor release Social Security Numbers and dates of birth.

## **CHAPTER XVII. YOUNG CAREERIST PROGRAM**

### **Fact Sheet on the Young Careerist Program**

The Young Careerist Program is BPW's way of recognizing the accomplishments of successful young career people while introducing them to the ideals and standards of the Business and Professional Women's Foundation and BPW/TN.

The YC Program began as BPW/USA's Young Career Woman Program during Virginia Allan's presidency in 1963-64. The Young Careerist chairmanship was established on the national level in 1971. BPW/TN has a Young Careerist sub-committee chair as do many local organizations.

Implementing this program involves expenses at the local, regional, and state levels. Because of the increasing interest in attracting young women to BPW, local organizations, the regions, and the state should keep in mind their potential return from financially supporting the Young Careerist Program

When a young person is recognized by being named a Young Careerist, she should not be expected to assume any major financial obligations. It should be made very clear to each potential candidate what financial arrangements are being assumed by the local, region, and state levels.

How is the YC selected? How does she work her way up from the local to region to state level? The answers depend largely on decisions made by those coordinating the program at the local, region, and state levels. There are, however, national mandatory criteria established by BPW Foundation.

### **Mandatory Criteria for the Young Careerist Program**

Criteria to apply to local, region, and state levels of competition.

1. A Young Careerist Representative must:
  - o be between the ages of 21 and 35, inclusive, by July 31st following the first competition in which she/he participates;
  - o be or have been employed in business or the professions with at least one (1) year of full-time work experience;
  - o be a BPW member in good standing; and
  - o sign the legislative platform agreement. A Young Careerist candidate must review the BPW/TN legislative platform and pledge that she/he will not speak against platform items in her/his capacity as Young Careerist representative, if selected.
2. The State YC must participate in the state organization's selection program.
3. If judges are incorporated into the local and regional programs, it is the responsibility of the local, regional or state Young Careerist Program Chair to meet with the judges prior to the respective competitive events to ensure a clear understanding of the Young Careerist Program, procedures and evaluation process. Judges should be familiar with the legislative platform, the mission and the objectives of BPW, and the importance of each in the selection process. BPW/TN guidelines suggest (not mandate) at least one judge should be an experienced BPW member to adequately assess the candidate's knowledge of BPW issues. The local and regional organizations have the option of using judges, but also may conduct the program either by committee selection or by nomination if only one or two candidates are participating in the event.
4. The selection process shall include at least two types of events: (a) one in which participants make individual presentations or speeches as comprehensive as time allows; and (b) one in which each participant has the opportunity to meet individually with the panel of judges.
5. The Young Careerist Program must include a briefing session for all participants concerning the state organization, the Virginia Allan Young Careerist Program and the BPW/TN mission, vision and legislative platform.

### **Selection Procedure**

#### *Local Level*

Local BPW's search for a person to designate as their young careerist by:

- Seeking candidates from within the membership
- Moving out into the community, contacting business and industrial leaders for suggestions
- Publicizing the Young Careerist Program and asking interested candidates to submit resumes

The local YC chair or YC coordinator should (a) send candidates information about the YC program, noting possible expenses that may arise for the candidates; and (b) forward the biographical information sheet on the candidate selected to the regional, if applicable, or state by the deadline established at those levels.

### *Regional Level*

An application form completed by the local chair should be forwarded to the state organization YC chair by the established deadline.

[See **Mandatory Criteria for the Young Careerist Program**, item 3 above for judging procedures.]

### *State Level*

To be eligible for the State YC program, a young woman will have participated in the local and regional YC programs, if the region sponsors a program.

An application form completed by the local or regional chair should be forwarded to the state YC chair by the established deadline. A letter from the president of the local BPW and/or region endorsing the candidate should be included.

The state YC chair should discuss with all candidates possible follow-up activities.

Informal activities should be planned to enable the candidates to meet each other, and state officers.

### **Financial Responsibility**

It is the responsibility of the YC chair to inform each prospective candidate of the financial arrangement made to take care of expenses at each level of YC participation.

### *Local Level*

It is recommended that the local organization assume the candidates' financial expenses to the next level of regional or state competition, should the candidate be chosen to compete at those levels.

The local YC chair should inform the candidate of region and state financial plans should the candidate be chosen to represent those levels.

The local YC chair should request YC funds in the budget for the following year.

## **ASPIRING LEADERS OF TOMORROW**

BPW/TN Aspiring Leaders of Tomorrow (ALT) is a program to recognize the skills and support the career development of Tennessee's future female leaders. The program is open to any female resident of Tennessee who:

- Is a High School Graduate or holds a GED equivalency;
- Is age 35 or under;
- Is enrolled in a post-secondary institution of higher learning such as any accredited 4-year college, community college, technical school or in a recognized apprenticeship program. The institution of higher learning does NOT have to be in Tennessee.

The 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place recipients will each be awarded a textbook stipend.

### **Program Details**

Interested applicants must fill out an application and submit a 400-500 word essay on one of the topics recommended by the ALT committee. Topics will be chosen by the committee each year.

Applications and essays must be postmarked by March 1. Any submissions after the deadline will be returned to the applicant unopened.

Based upon the written essays, finalists will be chosen by the committee by April 15. All participants will be notified of the committee decision. Finalists must prepare and submit a 4-minute video-recorded speech based upon their written topic by May 15. Video recorded speeches must be submitted in MPEG, AVI or MOV (QuickTime) format.

## CHAPTER XVIII. ENDORSEMENTS

### State BPW Candidates

Candidates for state officers and regional directors who are members of local organizations must be endorsed by their local organizations. The official candidate data form, which includes a consent to serve section, (See Appendix A - Sample Forms) must be submitted in duplicate as directed by the chair of nominations. Members at Large who are candidates for state offices must submit an Official Data Form for Member at Large candidates which includes a consent to serve. These forms may be obtained on the website or from the Nominations chair.

Endorsement of local organization members for chairs and/or members of standing committees, special committees, task forces, or special appointment must be submitted to the state president at a time specified by her. Members at Large should submit a Data Form for Members at Large.

It shall be the responsibility of the chair of nominations to send to the president-elect a list of candidates for office with the following information: name, address, home and office telephone numbers, and e-mail address if available.

### Eligibility for Office

To be eligible for all state offices, a candidate must:

1. Be in good standing;
2. Officially and publicly support the state legislative platform;
3. If a member of a local organization, have been a member of BPW/TN for at least two years as of the convention at which they are a candidate;
4. If a member at large, have been a member of BPW/TN or the Tennessee Federation of Business and Professional Women as of the convention at which they are a candidate;
5. If a candidate for a line office—president, president-elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President—have been president of a local organization, current or past, in Tennessee.
6. Only members in good standing of a local organization may be candidates for Regional or District Directors.

(See Bylaws Article XII. Nominations)

Any candidate who is a member affiliated with a local organization or a member at large of BPW/TN in good standing shall be eligible for any standing, special or sub-committee chair or appointment.

### Election Campaigns

Campaigns, pre-convention and on-convention site, must be conducted with dignity and propriety. Campaigning will be restricted to *The Achiever*, state-sponsored meetings, the state convention, mail and e-mail. Any information distributed must be factual and in good taste, and have prior approval of the president-elect. Approval of campaign information shall not be unreasonably withheld and shall be granted or denied within five business days of receipt.

No promotional or campaign literature may be distributed in the room designated for business meetings. No campaigning will be permitted in the voting area or within 100 feet of the designated voting area, or the area established by the state president and convention chair if 100 feet is not feasible.

A candidate's forum may be presented during a business session of the convention during which time candidates may present their platforms and the members may question candidates. If there is no competition for offices, the candidates may speak to the convention body, with the time not to exceed three (3) minutes, with no questioning by the members. Time and details to be determined by the state president.

A joint candidates' reception may be held at the state convention for all candidates for elective office on a voluntary basis, the expense to be shared equally by the participating candidates' local organizations. No local organization with a candidate is obligated to participate in the joint reception. The chair of the joint reception is appointed by the state president.

## CHAPTER XIX. STATE FINANCIAL REVIEW GUIDELINES

### Overview and Scope

The financial review should include an examination of all the financial transactions of the organization. The records to be reviewed are those of the Business and Professional Women of Tennessee, Inc. (BPW/TN), including those kept by the treasurer and those kept for the annual convention, interim board, and the reports of the regional secretary/treasurers.

### Committee

The internal review committee will be comprised of the members of the Finance Committee, at least one of which will be a past state president and at least one of which has business experience in financial record keeping. It is helpful to have a member who is familiar with the annual convention and/or interim board finances to evaluate the appropriateness of convention or interim board financial transactions. Should a conflict of interest exist regarding the committee chair, the chair should be excluded from the financial review and a chair for the financial review appointed by the state president, with the approval of the Executive Committee, from the other members of the Finance committee. Should the conflict of interest involve a member of the Finance committee, an additional member should be appointed by the state president, with the approval of the Executive Committee, to ensure a minimum of three members performing the financial review.

### Review Schedule

The state treasurer's records, including the Convention/IB Account and any CDs, Savings Accounts, or investments, are to be turned over to the review committee 45 days after the close of state convention. The convention records are to be turned over to the state treasurer no later than ten (10) days after the close of the convention. The committee's final report is due to the Executive Committee on or before the Executive Committee meeting prior to Interim Board.

The financial review begins with the assembly of the records, noting whether all required information has been made available. All committee members must meet at a central location to conduct the review. Committee members should assess the reasonableness of the reports submitted, i.e., do the reports make sense given the nature and activities of BPW/TN.

### Procedures

#### 1. Is the financial record complete?

A complete set of financial records would include:

- all bank statements and cancelled checks or their images
- all paid invoices and/or approved payment vouchers
- all checks voided
- all statements reporting invested funds
- a bank reconciliation report for each month of the year
- a complete check register
- a monthly operating statement
- a statement of assets and liabilities in sufficient detail for Executive Committee and Board use
- a final financial statement as of the close of the fiscal year, June 30<sup>th</sup>

Reports:

990N to the IRS (due within 3 months of the close of the fiscal year)

Annual Corporate Report (3 months after close of fiscal year)

Summary of Financial Activities to the State Division of Charitable Organizations (Dec. 31)

Registration as Charitable Organization

*All except the 990N have fees attached.*

#### NOTE:

The committee should decide whether or not to review all transactions based upon the completeness and condition of the records and reports made available to them. In general, the better order the records and reports are in, the less testing of transactions will be indicated. In the event that records are in poor condition, it may be necessary for the review committee to reconstruct the financial activities of the state organization in order to complete its work; if this step is necessary, it should be included in the committee's report.

- #### 2. Review all minutes for transaction authorizations. These may include but are not limited to the following:
- Investment transfers, significant expenditures, changes of financial institutions, and the like. (A copy of all minutes of the Executive Committee and Board should be obtained and reviewed for approval of certain

expenditures. The convention records will not necessarily have all of the above reports on a monthly basis but should be reviewed for completeness.)

3. Review randomly selected disbursement transactions to ensure that the payment was made to the correct person or entity, was appropriately approved according to BPW/TN policy, and was correctly recorded
4. Prove the mathematical accuracy of several selected bank reconciliations.
5. Determine that the checks listed on the check register are accounted for, either as cashed, voided or outstanding.
6. Compare the final bank reconciliation of the organization year to the amount of cash reported on the final financial report.
7. Reconcile deposits reported on the bank statements to the cash income reported in the financial statements.
8. Assess the reasonableness of the amount reported as dues income based on the number of members in the BPW/TN.
9. Compare current year financial statements to prior year financial statements. Inquire and document the justification for variances over \$250 and 10%. Determine if the justification is reasonable based on BPW/TN's activities.
10. Compare current year financial statements to current year budget. Inquire and document the justification for variances over \$250 and 10%. Determine if the justification is reasonable based on the organization's activities.

### **Report of the Committee**

The committee's report to BPW/TN should include the following:

- A statement of the committee's opinion of the condition and completeness of the records received and the timeliness with which they were received by the committee. If fraud or gross error is found or suspected, this should be stated.
- A statement which gives an opinion of the mathematical accuracy of the financial reports received.
- A statement of the committee's opinion of the appropriateness of disbursements, i.e., whether or not the disbursements were appropriately approved.
- If needed in the case of inadequate reporting by the treasurer or conference treasurer, a final financial report for the year's activity should be prepared which includes a comparison to the budget.
- Other relevant information as determined by the committee.
- Recommendations of improvements in financial reporting for the Executive Committee's consideration.

## **CHAPTER XX. SPECIAL ACTIVITIES**

### **National Business Women's Week**

The third full week in October is observed as National Business Women's Week by all units of BPW and by many cooperating groups and news media.

The objectives are two-fold:

- (a) Publicize the achievements of business and professional women everywhere, on the local, state, and national levels;
- (b) Publicize the objectives and programs of BPW as they relate to all employed women.

National Business Women's Week is a time for cooperative planning with other organizations, when BPW local organizations initiate and sponsor programs to encourage all career women's groups in their communities to emphasize the increasing importance of women to the nation and its business and professional life.

Information for planning National Business Women's Week is available for local organizations from the

### **Women's Day on the Hill**

BPW/TN encourages members to participate in Women's Day on the Hill, usually held in March in Nashville by the Women's Political Collaborative (<http://wpctn.com/>). Details are available from the news media, on the website, or from the state legislation/Day on the Hill chair.

This event provides an opportunity for all members, especially legislative chairs and other local organization and state leaders, to evaluate their legislative efforts; to meet and confer with their lawmakers; to attend sessions of the Legislature and House and Senate Committees.

## CHAPTER XXI. INDIVIDUAL DEVELOPMENT PROGRAM

### Individual Development Program

The Individual Development Program (ID) is BPW Foundation's trademarked seminar series for personal and professional leadership development. This membership program assists women to meet their personal and professional goals, as well as their goals for community action and change. The Individual Development CD includes the Facilitator's Guide, individual modules, Participant's Guide and individual modules, Power Point Presentations for module and the Program Guide. The CD may be available for sale through BPW Foundation. References to the ID program include the 12/08 program, its immediate predecessor and all successors developed by BPW Foundation. The program is an excellent membership and recruitment tool which is valuable even when repeated. Speak off participation is not required but is encouraged.

### Module Topics

**Module 1: Past, Present and Future:** Historical Perspective and current opportunities of BPW defining membership, objectives, mission, vision, and legislative platform. (can be a stand-alone for membership recruitment.)

**Module 2: Developing Confidence** Understanding peers and employees behavioral and personality styles – managing for improved performance. Participants will learn to identify stereotyping as well as receive an overview of the DISC Model of Human Behavior to recognize communication differences.

**Module 3: Workforce Interpersonal Skills...** Reviewing behavioral styles and learning to recruit the right person for the program/task. This module builds on information in module 2 through identifying listening skills understanding perceptions and receptions of others, discusses the importance of body language, appearance and dress.

**Module 4: Taming the Tension Tyrant.** Become familiar with presentation elements and aspects, learn techniques to inspire audiences and to overcome anxiety, and learn how to create a powerful presentation.

**Module 5: Standing Up & Standing Out.** Learn to give oral presentations. Participants will learn public speaking and presentation skills, how to review in a constructive manner, and how to prepare for an impromptu presentation.

**Module 6: Define and Shine! Networking – A Skill for Life.** This module instructs participants in the skills of networking with individuals and groups by reviewing the elements of effective networking.

**Module 7: Yours for You to Use! (Interviewing)** You don't have to be a musician to blow your own horn! Participants will review DISC behaviors and examine their own strengths, talents, and abilities, and to prepare for, practice, and review interview techniques.

**Module 8: Meet Me in the Middle!** Negotiating skills for the workplace and beyond. Participants will learn skills for successful negotiation, how to deal with difficult people, and role-play negotiation scenarios.

**Module 9: Best in Class: Be the Leader You Want to Be** developing leadership qualities that will raise you to the top! Participants will discover keys to effective leadership; learn what others expect of them as leaders, and to utilize prior information of behavioral styles in leadership.

**Module 10: Get Into It and Out of It!** Running a meeting is parliamentary. Using parliamentary processing will streamline any meeting and committee. Participants will learn to effectively and efficiently chair a meeting, amend a motion, and cover basic parliamentary process and terminology.

**Module 11: Business Etiquette::** standing out from the rest by knowing how to be the best!

**Module 12: Right to write!** Understand your civic role in contacting legislators, lobbying and reviewing legislation, and organizing grass roots voters..

**Module 13: Reach for the Stars!** Goal Setting. Participants will participate in creating a personal mission statement, establish values and goals, and receive a plan to develop short and long-term goals.

**Module 14: Memories are made of this!** Media relations for your business and organization are studied. Participants will learn about media outlets, how to dress for media interviews and how to create media packets and press re-leases.

**Module 15 Virtual Teams.**

### State Speak Off Participation

In order to participate in the annual ID speak off held at state convention, the speaker must complete Modules 4 (Writing Presentations) and 5 (Public Speaking). Although not required, it is recommended that participants complete the entire set of modules within a two year period. Multiple participants from the same local are permitted. Each local is encouraged to have at least one participant. (See Chapter XIV. State Awards, p. 43 for criteria.)



## CHAPTER XXII. STATE HISTORIAN

Official records of the Tennessee Federation of Business and Professional Women's Clubs, Inc. before July 1, 2009, and of the Business and Professional Women of Tennessee, Inc. (BPW/TN) thereafter, should be on file in the Tennessee State Library and Archives. Space is limited so only records as listed should be submitted.

### I. State President—Tennessee BPW

The state president should assemble the following materials and submit in one package to the BPW historian:

- State president's records - the out-going state president shall submit biographical data, and various activities, as well as the names of any books or published works, any listings in biographical reference works, and any newspapers or journals which document her activities.
- Official copies of minutes of convention [with exhibits attached], board of directors, executive committee, and official attendance records; annual reports of state officers, regional directors and committee chairs which are not included in the state publication.
- Calls to board meetings and conventions.
- Adopted budgets, annual report of treasurer, final Financial Review report, and official roster of officers, committees, local organizations and their presidents.
- The publication editor shall submit by August 31 to the historian a complete set of the state publications for the previous year.

### II. Other Records Needed

- Studies or surveys pertaining to working women
- Award winning programs submitted by local organizations
- Current state bylaws (no local bylaws)
- Correspondence reflecting policies.

The historian will be responsible for the organization and filing of the records.

### III. Local Organization President's Reports should follow the form as posted on the BPW/TN website, [www.bpwtn.org](http://www.bpwtn.org).

Any additional information not included in the official report form shall be written in third person and might include items such as reporting of any awards or special recognition of the organization or any of its members.

The report will be submitted to the state president at the time specified and included in the archive materials submitted to the historian by the state president.

### Local Organization Reports to State Convention

Local Organization President's Reports shall be written in third person and include the following:

- Names of the local organization officers,
- A brief synopsis of important programs presented during the organization year,
- A description of any special or noteworthy projects and/or accomplishments,
- Reporting of any awards or special recognition of the organization or any of its members.

The report will be submitted to the state president at the time specified and included in the archive materials submitted to the historian by the state president.

## **CHAPTER XXIII. BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION**

The Business and Professional Women's Foundation was established by BPW/USA on February 27, 1956, to improve the employment opportunity, career development, and economic status of women in the labor force.

The Internal Revenue Service granted the Foundation a 501(c) (3) Federal tax exempt status effective June 27, 1956. It is a national public operating and grantmaking foundation.

The foundation has a professional staff and access to many resource materials. Annual contributions, pledge payments, and planned gifts from BPW members, provides over half the support for the Foundation programs. The remainder is obtained through solicitation of corporate and foundation grants.

The Marguerite Rawalt Resource Center of the Foundation, the oldest resource collection specifically focused on economic issues involving women and work, functions as a research center and referral service for BPW members, and the public. It is available online at the BPW Foundation website.

As of July 1, 2009, the Foundation holds the rights to all BPW signature and trademarked programs, logos, and intellectual property and assesses a licensing fee for their use to cover administrative costs.

For additional information about the Foundation, request brochures and information from the BPW Foundation, on the website at [www.bpwfoundation.org](http://www.bpwfoundation.org).

### **Legacy Organizations**

BPW/TN is a Legacy organization of BPW Foundation. As a Legacy organization it and its members are licensed to have access to all Foundation programs, benefits, and resources.

# CHAPTER XXIV. PAST STATE PRESIDENTS

<i>Year of Service</i>	<i>Name</i>	<i>Local Organization</i>	<i>Address</i>
1920-21	Bertha Childs**	BPW of Nashville	
1921-23	Leah Fletcher**	Knoxville BPW	
1923-24	Fletcher Fariss**	Columbia BPW	
1924-25	Ethel Crabtree**	Chattanooga BPW	
1925-27	May Ross McDowell**	Johnson City BPW	
1927-28	Mamie Riley**	Humboldt BPW	
1928-30	Sarah Postlethwaite**	Chattanooga Business Women	
1930-32	Mary Elliott**	Knoxville BPW	
1932-35	Virginia Harmon**	BPW of Nashville	
1935-37	Rosalie Carter**	Franklin BPW	
1937-39	Charlie Irene McGehee**	Paris BPW	
1939-41	Amelia S. Copenhaver**	Bristol BPW	
1941-43	Janie Alford**	BPW of Nashville	
1943-45	Lewis Cobbs**	Springfield BPW	
1945-47	Ella V. Ross**	Johnson City BPW	
1947-49	Mildred Hearne**	Lebanon BPW	
1949-51	Louise F. Kelley**	Chattanooga Business Women	
1951-53	Margaret Wilkinson**	Memphis BPW	
1953-54	Bertie Brown Buck**	Cookeville BPW	
1954-55	Lucille Guthrie**	Chattanooga BPW	
1955-57	Dorothy Latimer**	Union City BPW	
1957-59	Osta Underwood**	BPW of Nashville	
1959-61	Juanita Wine**	Maryville BPW	
1961-62	Frances Hawks**	Memphis BPW	
1962-63	Arleta Martin**	Shelbyville BPW	
1963-64	Hallie Riner**	Elizabethton BPW	
1964-65	Nora Smith Barker**	Jackson BPW	
1965-66	Sara C. Bruce**	Franklin BPW	
1966-67	Frances Darr**	Oak Ridge BPW	
1967-68	Laura Fawcett Sevier**	Savannah BPW	
1968-69	Betty Jo Welch**	Madison-Old Hickory BPW	
1969-70	Bromma Johnson Pemberton**	Oneida BPW	
1970-71	Kitty Dickinson**	Whitehaven BPW	
1971-72	Margaret Heath	Murfreesboro BPW	912 East Northfield Blvd. Murfreesboro, TN 37130
1972-73	Pearl Williams*	Kingston BPW	219 Woodland Dr. Kingston, TN 37763
1973-74	Rebecca Peeples	Memphis BPW	3165 Langley Dr. Franklin, TN 37064
1974-75	Kay Culbertson**	BPW of Nashville	
1975-76	Virginia Davis**	Elizabethton BPW	
1976-77	Sadye Partridge*	Raleigh BPW	2185 Littlemore Dr. Cordova, TN 38018
1977-78	Wanda Carter Bates**	Brentwood BPW	
1978-79	Helen Craig**	Chattanooga Business Women	
1979-80	Bobbie Newman*	Henderson BPW	354 Third Street Henderson, TN 38340
1980-81	Coleen Cates Dooley**	Columbia BPW	
1981-82	Patricia Banks**	Spring City BPW	
1982-83	Katherine Wilkinson*	Memphis BPW	
1983-84	Alice Faye Goodman*	Madison-Old Hickory BPW	

*\*No longer active in Tennessee*

*\*\*Deceased*

<i>Year of Service</i>	<i>Name</i>	<i>Local Organization</i>	<i>Address</i>
1984-85	Kathleen S. Cooper*	Chattanooga BPW	4415 Wimberly Way Cumming, GA 50028
1985-86	Ann Scott*	Bluff City BPW	3535 Faxon Ave. Memphis, TN 38122
1986-87	Cindy Cary*	Waverly BPW	709 Bluewater Dr. Nashville, TN 37217
1987-88	Treasa Newton	Chattanooga Business Women	259 Heritage Dr. Ringgold, GA 30736
1988-89	Helga Childers*	Davidson County BPW	6537 Arvington Way Antioch, TN 37013
1989-90	Shirley Asbury Cotton*	LaFollette BPW	
1990-91	Brenda Ingle	Brentwood BPW	503 Brandywine Dr. Old Hickory, TN 37138
1991-92	Patsy Hutson**	Kingsport BPW	
1992-93	Charlotte Buchanan	Chattanooga Business Women	7005 Lennox Village Dr.,C6 Nashville, TN 37211
1993-94	Joy Turner	Savannah BPW	1545 Florence Rd. Savannah, TN 38372
1994-95	Ann Hiegel	Rockwood BPW	P.O. Box 534 Rockwood, TN 37854
1995-96	Pat Pacheco-Bachman**	McMinnville BPW	
1996-97	Debbie Mowell*/ Beth A. Gurley*	Kingsport BPW East Memphis BPW	
1997-98	Lynn Bennett Doyle*	Bluff City BPW	233 N. White Station Memphis, TN 38117
1998-99	Beth A. Gurley*	East Memphis BPW	P.O. Box 95 Waterloo, AL 35677
1999-2000	Donna Pierce*	Clarksville BPW	1124 Barkley Hills Rd. Clarksville, TN 37040
2000-2001	Beth Bates	Jackson BPW	35 Walnut Grove Cove Jackson, TN 38305
2001-2002	Jewell Walker	McMinnville BPW	415 Collinwood Dr. McMinnville, TN 37110
2002-2003	Brenda S. Risner	Lawrence County BPW	155 Gore Rd. Lawrenceburg, TN 38464
2003-2004	Barbara Dean*	Cookeville BPW	3623 Shady Oak Circle Cookeville, TN 38501
2004-2005	Rhonda Griffith*	Benton County BPW	118 Melton Ave. Camden, TN 38320
2005-2006	Joyce Brokaw	Gallatin BPW	1013 Connie Dr. Gallatin, TN 37066
2006-2007	Gail Humphrey*	Benton County BPW	50 Bounty Lane Camden, TN 38320
2007-2008	Sharon Taylor	Hendersonville BPW	2403 Gold City Rd. Franklin, KY 42134
2008-2009	Carol Turpen	Jackson BPW	2355 Lanier Road Alamo, TN 38001
2009 [June-/Aug]	Mary Scott*	Greater Nashville BPW	

*\*No longer active in Tennessee*

*\*\*Deceased*

<i>Year of Service</i>	<i>Name</i>	<i>Local Organization</i>	<i>Address</i>
2009-2010	Zulfat Suara	Hardeman County BPW	P.O. Box 824 Bolivar, TN 38008
2010-2011	Zulfat Suara	Hardeman County BPW	
2011-2012	Phyllis Clingner	Lafollette BPW	P.O. Box 1311 Lafollette, TN 37766
2012-2013	Terri Curran*	Cumberland County BPW	2354 Deep Draw Rd. Crossville, TN 38555
2013-2014	Jacque Hillman	Jackson Area BPW	127 Fairmont Ave. Jackson, TN 38301
2014-2015	Tressy Hart	Lawrence County BPW	132 Warren Hollow Minor Hill, TN 38473
2015-2016	Lee Ann Gaddis	Cumberland County BPW	1258 Joiner Hollow Rd. Rockwood, TN 37854
2016-2017	Beth Bates	Jackson Area BPW	35 Walnut Grove Cove Jackson, TN 38305
2017-2018	Sharon Taylor-Carrillo	Music City BPW	2403 Gold City Rd. Franklin, KY 42134

*\*No longer active in Tennessee*

*\*\*Deceased*

## CHAPTER XXV. PARLIAMENTARY PROCEDURES

(Suggested Rules)

### **Parliamentary Law—Definition**

An accepted system of rules for conducting business in legislative and deliberative bodies; based on the following principles:

- Justice and Equality to All
- Courtesy to All
- One Thing at a Time
- The Will of the Majority
- The Right of the Minority to be Heard
- Partiality to None

A knowledge of Parliamentary Procedures provides a means of arriving at the opinion of those present, accurately, impartially, and in a minimum amount of time, and makes for the orderly transaction of business.

### **Order of Business**

1. Call to Order
2. Reading and Approval of the Minutes
3. Treasurer's Report
4. Communications and their disposal
5. Report of Officers and Standing Committees
6. Report of Special Committees
  - a. State what these are
7. Unfinished Business
  - a. State what it is
8. New Business
9. Adjournment
10. Program

### **Main Motion**

A Main Motion is a proposition that the assembly take action upon a certain subject: All motions **MUST** be stated in the affirmative. Progress of a motion is as follows:

1. Rise, address the chair
2. Receive recognition
3. Make the motion (proper preface to motion: "I move---")
4. Second the motion
5. Presiding officer states the motion to the assembly
6. Discussion or debate
7. Put the question to a vote
8. Announce the vote and result

Motions that are applied to other motions for the purpose of DISPOSING of them in the best manner are called "SUBSIDIARY MOTIONS." These are listed below in their Order of Precedence of Motions, the first one having the highest rank. When one motion is the immediately pending question, every motion above it is in order, and every motion below it is out of order.

### **Subsidiary Motions**

- Lay on the Table (Not Debatable nor Amendable)
- Previous Question (Not Debatable nor Amendable -- 2/3 vote)
- Limit or Extend Limits of Debate (Not Debatable -- 2/3 vote)
- Postpone to a Certain Time
- Commit or Refer to Committee
- Amend\*\*
- Postpone Indefinitely
- \*\* 1. Amendment by inserting or adding words
- 2. Amendment by striking out words
- 3. Amendment by striking out and inserting words

Amendments are of two degrees---primary and secondary---primary amendment applies to the main motion---secondary amendment applies to the primary amendment. Only two amendments can be pending at one time. All amendments must be germane or relate to the subject to be amended. Voting is in reverse order.

### **Withdraw a Motion**

Any time before voting on the question has commenced, a motion may be withdrawn. When the mover of a motion asks to withdraw a motion, the Chair asks if there is any objection, and if there is none, she announces that the motion is withdrawn or modified as was requested. The mover of a motion may withdraw or modify her own motion without asking consent BEFORE it is stated by the Chair, and afterwards, if no one objects. When a motion is withdrawn, the effect is the same as if it had never been made and the Secretary does not even record it.

### **Qualifications for a Good Presiding Officer**

1. Ability to preside with dignity and poise, refraining from expressing opinions while in the chair.
2. Executive ability and willpower to enforce with zeal the execution of the laws of the organization.
3. Parliamentary knowledge and power to enforce the use and practice of the same.
4. Courteous bearing; remember that in order to control others, first control self.
5. Absolute impartiality; for if the chair has even the appearance of being partisan, she is apt to lose control of members of opposite views.
- 6 Good voice.

The president of an organization should have general supervision over all plans for extending, unifying, and rendering efficient the work of the society, and a part of her duties are as follows:

- Open the sessions at the appointed time, with one tap of the gavel
- Announce the business in order
- Assign the floor to members who are entitled to it
- State, and put to vote all motions regularly made, and announce the vote and the result of the vote
- Refuse to entertain frivolous or dilatory motions
- Assist in expediting business
- Enforce order
- Decide questions of order, unless she prefers to submit them to the assembly for decision
- Sign all acts, orders, etc., necessary to carry out the will of the society
- Declare the local organization adjourned to some other time and place in case of fire, or serious disturbance, when delay for a vote may be dangerous
- Rise, when putting a question to vote, and while announcing the result. She may remain seated while stating the question, but it is BEST to rise. Rise, when giving reasons for her decision upon a Point of Order, or when speaking to an Appeal, with calling anyone to the Chair.
- Remain seated and listen during debate, as the speaker must address remarks to the Chair
- Protect a speaker in her right to the floor. She must not take and announce a vote, while a member is rising to address the Chair, for in so doing the vote is “null and void,” and the member who had risen to speak at the time the vote was taken must be recognized. She must not interrupt members while speaking, unless some rule or order or procedure is being violated.
- She may vote, when voting is by ballot or by roll call, and may vote in all other cases where the vote would change the result.
- Permit the vice president to put a question to vote which refers to the president alone.
- If the President wishes to vacate the Chair for any purpose, she may call the Vice-President to take the Chair—and if she engages in debate upon a question, she does not resume the Chair until that particular question is disposed of.
- The presiding officer never uses the personal pronoun “I” but is referred to as the “Chair.”
- The president should know thoroughly the bylaws of the state organization.
- Above all, maintain a courteous relation between the assembly and Chair.

## CHAPTER XXVI. PROTOCOL AND ETIQUETTE

### **Protocol in Relation to Meetings**

Is the system that governs relative importance of office or persons

It determines rank in speaking, location at a food function, reception line, speaker's table, recognition, and introduction.

It is courtesy extended to persons of prominence before and at meetings.

### **Protocol in Receiving Lines**

Persons are positioned in respect to rank in accordance with level of organization at which office is held (national, state, regional, local)

- The president is the first in line.
- The guest of honor stands next to the president; others stand according to rank.
- A designated host greets the persons approaching the line, presents them to the president, stating their names clearly.
- The president then introduces each person to the guest of honor, who repeats the procedure to the next one in the receiving line, and so on.

### **Protocol in Seating**

The presiding officer is seated at the center of the table, or to the right of the lectern.

The guest of honor is seated at the right side of the presiding officer.

The program chair or person who is to introduce the speaker is at the left of the presiding officer.

All other guests of honor are seated according to their importance (or rank) alternately on each side of the presiding officer.

Place cards should be used at all head tables.

The presiding officer is provided a list of the seating arrangement for ease in introductions.

### **Protocol in Introductions from the Head Table**

Those at the head table are introduced as they are seated, i.e., far left to center, then far right to center.

Never skip introducing a guest seated at the head table because they will be presented later on for a speech.

The presiding officer should introduce persons seated at the head table. One INTRODUCES to the assembly any person with whom they are not acquainted, and one PRESENTS to the assembly any person they should already know.

### **Tips for Treatment of Guest Speakers**

Guest speakers should be treated as you would treat a guest in your own home. Following are some guidelines:

*Preliminary Contact*—When you invite a speaker, tell him or her the following:

- Date, time, and place of meeting (and notify him or her of any changes).
- Kind of group and approximately how many to expect.
- What you want him or her to talk about, and for how long.
- The financial arrangements, if any.

*Follow-Up*—If he or she accepts, then be sure to:

- Ask for a Personal Data Sheet.
- Give him or her explicit directions about how to get there.
- If the speaker is a woman, tell her what kind of clothes people will be wearing.
- Also, a traveling companion is welcome.

*Meeting:*

- Have someone posted near the door to greet the speaker.
- See that the speaker meets the president, program chair, etc.
- See that the facilities are proper—podium, light, freedom from outside noise or piped-in music, ventilation, etc.
- Detect, if you can, any menu restrictions—low-salt, decaffeinated beverages, etc.
- Be sure both you and the speaker understand how long he or she is to talk.
- If questions are to be asked from the floor, get agreement first from your speaker.



### *Making the Introduction*

- Be able to pronounce his or her name correctly.
- If he or she has a title, use the right one.
- Don't make the speech for the speaker—omit the history of his or her life and ancestry. Give some relevant accomplishments that make it evident he or she knows the subject. Two minutes are ample for your entire introduction.
- Find some other words to use besides "Without further ado," or "I give you," or "Our speaker needs no introduction."

### *Other Events on the Program:*

- If you expect to conduct a lot of business, let the speaker speak first and be on his or her way before you take up your agenda.
- If you have a long program of entertainment planned to precede your speaker, the best advice is "don't." It isn't fair to the speaker to tire the audience ahead of time.

### *After the Speaker Has Delivered His or Her Talk:*

- A few words of appreciation should be given by the program chair. You, as President, should also thank the speaker.
- If there are questions from the floor, stand as a buffer between the questions and the speaker so that you can tactfully handle the speechmakers in the audience.

### *Next Day:*

- A note of thanks and appreciation should be written to the speaker by the member who invited the speaker.

## **PROTOCOL FOR VISITING BPW OFFICIALS**

### **Head Table Seating**

- Center—Chair of the evening or the president
- Immediate right—Guest speaker
- Immediate left—If the president is not presiding, she should be seated at the chair's left
- Guests—State officials should be seated according to their rank in the organization. Order of precedence:
  - State Officers
  - State Chairs
  - Past State Presidents\*
  - Regional Directors
  - District Directors
  - Local Organization Officers
  - Local Organization Chairs
  - Past Local Organization Presidents\*

Seat in order of rank, starting to the right of the guest speaker and working toward the end of the table to the right and left. If there are local civic officials, seat them between visitors.

\*If there are too many "pasts," give recognition in other ways, such as a special table for them.

### **Introductions**

Local organizations should always introduce BPW officers and chairs, whether district, regional, or state.

Remember that new members and prospects are interested in knowing more about our organization and all members should have the opportunity to meet the officials.

Even though you might personally take Jane Jones rather casually because she is a member of your own local organization, if she has the honor of holding an office at the district, regional, or state level, don't leave her out of the introductions.

APPENDIX A  
SAMPLE FORMS

\*\*\*\*\*



Business and  
Professional  
Women/TN

**BPW/TN Record Maintenance Form**

*Please copy this form, as needed, to send to BPW/TN.*

Member's Name \_\_\_\_\_

Local Organization Name: \_\_\_\_\_

**Please Circle the Type of Information to be Changed:**

NAME	ADDRESS	PHONE
MEMBERSHIP STATUS	MEMBERSHIP TYPE	OFFICER ASSIGNMENT
LOCAL AFFILIATION	EMAIL ADDRESS	RENEW DATE

**Please record the information to be changed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please record the information, as it should now be listed/List reason for change, if applicable:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SEND TO: BPW/TN**  
**Record Maintenance**  
2817 West End Ave, Suite 126-122  
Nashville, TN 37203

*Route to:*  
**Treasurer**      treasurer@bpwtn.org  
**Membership Chair**      membership@bpwtn.org  
**Regional Director**

**QUESTIONS? CONTACT BPW/TN by E-mail at *info@bpwtn.org***

Name of Member Submitting Form: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

## State Convention Income Report

\_\_\_\_\_th Annual Convention

Date \_\_\_\_\_

	Number	Amount
<b>Registration</b>		
Pre-Registration		
On-Site/Late Registration		
One-Day Registration		
One-Day Late Registration		
Late Fees only [exempt]		
Total Registration		
<b>Meals</b>		
Friday Luncheon		
Saturday Luncheon		
Late Fees only [exempt]		
Total Meals		
<b>Other Income</b>		
Vendors		
Silent Auction		
Program Ads		
Sponsorships, etc.		
Fun Night		
Total Other Income		
<b>TOTAL INCOME</b>		

Registration Chair \_\_\_\_\_

Convention Chair \_\_\_\_\_



Business and  
Professional  
Women/TN

## BPW/TN Handbook/Bylaws Order Form

Date \_\_\_\_\_

Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_(\_\_\_\_)\_\_\_\_\_ Business Phone: \_(\_\_\_\_)\_\_\_\_\_

E-mail: \_\_\_\_\_

Fee: \$10.00 \_\_\_\_\_

*Copies will be mailed to address above.*

**SEND TO: BPW/TN  
Handbook/Bylaws Order Form  
2817 West End Ave, Suite 126-122  
Nashville, TN 37203**

*Route to:*  
**Governance Chair**

\*\*\*\*\*



Business and  
Professional  
Women/TN

## BPW/TN Local Organization Treasurer's Information Form

Local Organization: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_(\_\_\_\_)\_\_\_\_\_ Business Phone: \_(\_\_\_\_)\_\_\_\_\_

E-mail: \_\_\_\_\_ FAX: \_\_\_\_\_

**SEND TO: BPW/TN  
LO Treasurer's Info Form  
2817 West End Ave, Suite 126-122  
Nashville, TN 37203**

*Route to:*  
**Treasurer**  
treasurer@bpwtn.org

*Give to incoming Treasurer at Post-Convention Board of Directors or send following Convention.*

# **SAMPLE OF REGISTRATION CARD FOR INTERIM BOARD**

<b>BPW/TN INTERIM BOARD OF DIRECTORS</b> <b>REGISTRATION CARD</b>	
DATE _____	
NAME _____	
LOCAL ORGANIZATION _____	
<b>VOTING</b> State Officer _____ Regional director _____ Standing committee chair _____ Local organization president _____ LO president's representative _____ Immediate Past state president _____ Governance chair _____	<b>NON-VOTING</b> Parliamentarian _____ Special /Sub-Committee chair _____ Past state president _____ Member _____ Member at Large _____ Guest _____
*****	
Reg Fee: _____ Luncheon: _____ Total Paid: _____	

# **SAMPLE OF REGISTRATION CARD FOR STATE CONVENTION**

<b>REGISTRATION CARD</b>	
<b>BPW/TN 20 ____ CONVENTION</b>	DATE _____
NAME _____	
LOCAL ORGANIZATION _____	
<b>VOTING</b> State Officer _____ Regional director _____ Standing committee chair _____ Local organization president _____ LO president's representative _____ LO delegate _____ Past state president _____ Parliamentarian [Member] _____ Special/Sub-Committee chair _____	Young Careerist _____ ID Participant _____ Member at Large _____  <b>NON-VOTING</b> LO Members [One-Day] _____ Member at Large [One-Day] _____ Parliamentarian [Non-Member] _____ Guest _____
<i>X indicates primary registration    √ indicates other categories</i>	
Registration Fee: Full _____ One-day: Fri. _____ Sat. _____	
Events: Fri.--Lunch _____ Fun _____ Sat.: Lunch _____ Dinner _____	
Total Paid: _____	

## Sample Credential Cards

### CREDENTIAL CARD

This is to certify that

\_\_\_\_\_

is an Member in good standing and is entitled to vote as

\_\_\_\_\_

at the 20\_\_\_\_\_ State Convention of the  
Business and Professional Women of Tennessee, Inc. (BPW/TN)

\_\_\_\_\_

State President

\_\_\_\_\_

State Secretary

Please Present Card at Registration Desk  
**[White]**

*White Cardsfor*

*for*

*State Officers, Regional Directors,  
Standing Committee Chairs,  
Local Organization Presidents,  
and Past State Presidents*

### DELEGATE CREDENTIAL CARD

This is to certify that

\_\_\_\_\_

has paid the full convention registration fee, is a Member/ Student of Local  
or State Member at Large in good standing, and is eligible to serve as a  
delegate of

\_\_\_\_\_

Name of Local Organization

at the 20\_\_\_\_\_ State Convention of the  
Business and Professional Women of Tennessee, Inc. (BPW/TN)

\_\_\_\_\_

Verification of Conv. Registration

\_\_\_\_\_

Verification of membership

Please Present Card at Registration Desk  
**[Green]**

*Green Cards*

*for*

*Local Organization Delegates  
other than the president  
and  
Members at Large*

### NON-VOTING CREDENTIAL CARD

This is to certify that

\_\_\_\_\_

of the \_\_\_\_\_  
Local Organization

is a one-day registrant/non-member/member at large of BPW/TN in good  
standing attending the \_\_\_\_\_ Annual Convention of the  
Business and Professional Women of Tennessee, Inc. (BPW/TN)

\_\_\_\_\_

Verification of Convention Registration

\_\_\_\_\_

Verification of LO membership [for 1-day]

Please Present Card at Registration Desk

**[Yellow]**

*Yellow Cards*

*for*

*Local Organization  
one-day registrants,  
One-day Members at Large  
And guests*

## CREDENTIAL COMMITTEE REPORT

CATEGORY	Number Registered	
*State Officers		
*Regional Directors		
*Standing Committee Chairs		
*Local organization presidents or representative		
*Local organization delegates Member or Student Member		
*Past State Presidents		
Local organization members [1-Day]		
*Members at Large		
Members at Large [1-Day]		
Guests		
Totals		

\*Needed for declaring quorum and  
eligible voting delegates

---

Credentials Chair

---

Date and Time

# BPW/TN Credential Tally

Date \_\_\_\_\_

\_\_\_\_\_ Annual Convention

Time \_\_\_\_\_

LOCAL ORGANIZATION	Pres/Rep*	LO Delegates*	Member [1-Day]	TOTAL
<i>(All Local Organizations</i>				
<i>should be listed</i>				
<i>alphabetically)</i>				
STATE TOTALS				

*After all local organizations have been listed, the following categories should be listed:*

	<i>Voting</i>	<i>Non-Voting</i>	
State officers	_____		
Regional directors	_____		
Standing Committee chairs	_____		
Past State Presidents	_____	_____	<i>[1-Day]</i>
Members at Large	_____	_____	<i>[1-Day]</i>
Guests		_____	
TOTAL	<div></div>	<div></div>	
TOTAL ATTENDANCE	<div></div>	<div></div>	<div></div>

*This form shall be filled out and made a part of the credential report made to the convention body.*





## Business and Professional Women of Tennessee

### Expense Voucher

DATE \_\_\_\_\_

EXPENSE ACCOUNT OF \_\_\_\_\_  
(NAME/POSITION)

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE/EMAIL \_\_\_\_\_

PURPOSE FOR EXPENSE INCURRED: \_\_\_\_\_  
(If serving in more than one capacity, submit separate vouchers.)

DATE	ITEMS	DESCRIPTION	AMOUNT
	HOTEL		
	MEALS		
	REGISTRATION		
	TRANSPORTATION		
	OTHER (Specify)		
TOTAL DUE			

\_\_\_\_\_  
SUBMITTER

\_\_\_\_\_  
AUTHORIZED BY

DATE \_\_\_\_\_

#### For Treasurer's Use

Account: \_\_\_\_\_

Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Bylaws require that bills be presented for expenses.

Payment will not be made unless voucher is returned to state president within fifteen (15) days after the meeting or event. Any checks for reimbursement of expenses shall be deposited within five (5) business days following receipt of the check. Only checks received less than five (5) business days before June 30 may be deposited within five (5) business days after the 1<sup>st</sup> of July.

\_\_\_\_\_  
(Initial) I have read and accept the policy regarding the receipt of checks for reimbursement.

**BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**  
**OFFICIAL DATA FORM FOR CANDIDATES FOR OFFICE**

The \_\_\_\_\_ Business and Professional Women's Local Organization of \_\_\_\_\_, Tennessee, presents \_\_\_\_\_

as a candidate for the office of \_\_\_\_\_ of the Business and Professional Women of Tennessee, Inc. (BPW/TN). She has been endorsed for such office by this local organization.

Present business or profession \_\_\_\_\_

Current BPW office, if any \_\_\_\_\_

Previous State Service \_\_\_\_\_

Qualifications for Office \_\_\_\_\_

Date and local organization which you served as president \_\_\_\_\_

LOCAL ORGANIZATION PRESIDENT \_\_\_\_\_

LOCAL ORGANIZATION SECRETARY \_\_\_\_\_

Date \_\_\_\_\_ Region \_\_\_\_\_

**Consent to Serve**

The duties of an elected officer for regional director of the state organization include attendance at executive committee meetings, state board meetings, planning meetings, regional meetings, and state conventions.

I have carefully studied the requirements for office for which I am a candidate. Neither my job nor my membership in any other organization in any way prevent my support of the organization's objectives and policies, including active support of our state legislative platform.

The \_\_\_\_\_ Business and Professional Women's Local Organization has my permission to submit my name as a candidate for the office of \_\_\_\_\_ of the Business and Professional Women of Tennessee, Inc. (BPW/TN).

I agree to serve as \_\_\_\_\_, if elected. I am able to give the required time to the duties of such office and there is nothing in my health or personal affairs to prevent my serving.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

*Return form in duplicate to: Nominations Chair.*

*[Candidates for Executive Committee offices also submit photo. Attach bio and photo for publication.]*

Candidate \_\_\_\_\_

Address \_\_\_\_\_

Place of employment: Name & Address \_\_\_\_\_

Phones: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (FAX) \_\_\_\_\_

Cellphone: \_\_\_\_\_ E-mail: \_\_\_\_\_

BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)  
**INTERIM BOARD OF DIRECTORS MEETING**  
MONTH 00-00, 20\_\_

CHOSEN HEADQUARTERS HOTEL  
Address  
Midstate, TN 00000  
Telephone 615-555-5555

**Mail registrations to:**  
Interim Board Registration Chair [Name]  
Address  
City, TN 00000  
Phone: 615/555-0000

**Make checks payable to: BPW/TN Interim Board.**

Name: \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Office Phone \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Local Organization: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

I am a first-timer to a BPW/TN Interim Board \_\_\_\_\_

Please check the functions you plan to attend:

**Before 00/00/99    After 00/00/99**

Registration Fee	\$00.00 _____	\$00.00 _____
Saturday Lunch	\$00.00 _____	\$00.00 _____
Total	\$ _____	\$ _____

State Officers, Regional Directors, Standing Committee Chairs,  
Parliamentarian, Immediate Past State President  
SEND CHECK FOR NON-EXEMPT EVENTS ONLY

**I AM REGISTERING AS:**

Voting:

\_\_\_\_ State Officer  
\_\_\_\_ Regional Director  
\_\_\_\_ Standing Committee Chair  
\_\_\_\_ Immed. Past State President  
\_\_\_\_ LO President/Representative  
\_\_\_\_ Governance Chair

Non-Voting:

\_\_\_\_ Parliamentarian  
\_\_\_\_ Special/Sub Committee Chair  
\_\_\_\_ Past State President  
\_\_\_\_ Member [MOL or SOL]  
\_\_\_\_ Member at Large  
\_\_\_\_ Guest

**Dietary Restrictions:** *If you have dietary restrictions because of health, please describe.*

.....

*Hotel information, Tentative Schedule,  
Special Activities, etc, could be included here.*

**BUSINESS AND PROFESSIONAL WOMEN OF TENNESSEE, INC. (BPW/TN)**

**20\_\_ STATE CONVENTION**

June 00, 20\_\_

**HEADQUARTERS HOTEL**

Address \_\_\_\_\_

City, TN 00000

Telephone 1-800-555-5555

**Mail registrations to:**

Registration Chair [Name] \_\_\_\_\_

Address \_\_\_\_\_

City, TN 00000

Phone: (H) 555/555-0000

(O) 555/555-1111

E-mail: *name@emailservice.???*

**Make checks payable to: BPW/TN Convention.**

**Please type or print in black or blue ink.**

Name: \_\_\_\_\_ Home Phone \_\_\_\_\_

Address: \_\_\_\_\_ Office Phone \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

**I AM REGISTERING AS:**

- \_\_\_\_ State Officer
- \_\_\_\_ Regional Director
- \_\_\_\_ Standing Committee Chair
- \_\_\_\_ LO President [2000-2000]
- \_\_\_\_ LO President's Representative
- \_\_\_\_ Governance Chair
- \_\_\_\_ Past State President
- \_\_\_\_ LO Delegate [MOL or SOL]
- \_\_\_\_ LO Member [1-Day]
- \_\_\_\_ Parliamentarian
- \_\_\_\_ Sub/Special Committee Chair
- \_\_\_\_ Member-at-Large
- \_\_\_\_ Member-at-Large [1-Day]
- \_\_\_\_ YC (ALT)/ID Participant
- \_\_\_\_ Visitor
- \_\_\_\_ Guest

I am a first-timer to a BPW/TN Convention \_\_\_\_\_

Please check the functions you plan to attend:

	<b>Before 5/00/00</b>	<b>After 5/00/00</b>
Registration Fee	\$00.00 _____	\$00.00 _____
Friday Luncheon	\$00.00 _____	\$00.00 _____
Friday Night	\$00.00 _____	\$00.00 _____
Saturday Luncheon	\$00.00 _____	\$00.00 _____

**Total** **\$00.00** \_\_\_\_\_ **\$00.00** \_\_\_\_\_

One-Day Registration \$15.00 \_\_\_\_\_ \$20.00 \_\_\_\_\_

[Check Friday **or** Saturday] Friday ( ) Saturday ( )

Visitor (non-member) \$10.00

Amount Enclosed: \$ \_\_\_\_\_ \$ \_\_\_\_\_

*One-Day registrants are not eligible to vote in elections or business meetings and may not receive packets or other materials.*

State Officers, Regional Directors, Standing Committee Chairs  
Parliamentarian, Immediate Past State President, Governance  
Chair

Please place an **X** beside the primary office for which you are registering. Mark all others which apply with a check mark [✓].

**SEND CHECK FOR NON-EXEMPT EVENTS ONLY**

**Dietary Restrictions:** *If you have dietary restrictions because of health, please describe.*

---

**Room Reservations**

**Headquarters Hotel**

A block of rooms has been reserved for BPW at the Headquarters Hotel for June 0-00, 2000. Cut-off date for reservations is **May 00, 2000**. The rate for rooms reserved prior to May 00 is \$00.00 plus 00.00% tax for single or double occupancy. Room requests after the cut-off date are subject to availability, and rates higher than the group rate may apply.

For reservations please call the Headquarters Hotel in-house reservation office direct from 8:00 am - 5:00 pm, Monday through Friday at **1-800-555-5555**, and identify yourself as a member of the Business and Professional Women of Tennessee.

All reservation requests must be accompanied by the first night's deposit via major credit card or check. The deposit is refundable up to 48 hours prior to check-in time.

*[Sample only. Deadlines, refund policy, etc., will be determined by the hotel policies and the contract with BPW/TN.]*

## REPORT OF ELECTION COMMITTEE

OFFICE	VOTES CAST	NECESSARY TO ELECT	CANDIDATE	VOTES RECEIVED
President Elect				
1st Vice President				
2nd Vice President				
Secretary				
Treasurer				
Region I Director				
Region II Director				
Region III Director				

*[Number of votes cast is for each office individually]*

\_\_\_\_\_  
Chair of Election Committee

\_\_\_\_\_  
Date

# New Member Processing Form

Page \_\_\_\_ of \_\_\_\_



Use this form to remit dues for new members only.  
If a member has ever been a member of BPW, please  
Use the Reinstatement Member Processing Form.

**Member Information: (please type or write clearly) Dues Info: BPW/TN MOL, \$50.00, Sr.MOL, \$40.00, BPW/TN SOL, \$15.00**

Member Type: <i>(please circle)</i>	Name:		State Dues \$	
	Company Name: <i>(if applicable to mailing address)</i>	Renew:		
	Address 1:			
	Address 2:			
	City, State, Zip:			
Member of Local (MOL)				
Student of Local (SOL)				
Senior	Work:	Home:		
	Cellphone:	E-mail:		

  

Member Type: <i>(please circle)</i>	Name:		State Dues \$	
	Company Name: <i>(if applicable to mailing address)</i>	Renew:		
	Address 1:			
	Address 2:			
	City, State, Zip:			
Member of Local (MOL)				
Student of Local (SOL)				
Senior	Work:	Home:		
	Cellphone:	E-mail:		

  

Member Type: <i>(please circle)</i>	Name:		State Dues \$	
	Company Name: <i>(if applicable to mailing address)</i>	Renew:		
	Address 1:			
	Address 2:			
	City, State, Zip:			
Member of Local (MOL)				
Student of Local (SOL)				
Senior	Work:	Home:		
	Cellphone:	E-mail:		

**Step 1:** After indicating "Member Type" for each reinstating member, please complete all information requested. All information will be used to update the BPW/TN database and used on mailing labels. Please confirm all information for accuracy. Errors can lead to non-receipt of member mailings. Enter Member Renew date.

**Step 2:** Enter the dues collected from each member for State dues. The current State dues are: Member of Local (MOL) \$50.00, Senior MOL \$40.00 and Student of Local (SOL) \$15.00. Information about State dues can be obtained by contacting your State Treasurer.

**Step 3:** Remit all renewal/reinstating member dues collected by the 10th of the following month. Please use as many forms as you need. Send the state dues amount collected to BPW/TN at the address shown.

**PLEASE KEEP A DUPLICATE COPY FOR YOUR RECORDS**

**Remit State Dues directly to:**

**BPW/TN  
New Member Dues**  
2817 West End Ave, Suite 126-122  
Nashville, TN 37203  
or to the State Treasurer

Total dues  
this page  
\$  
  
State dues for  
ALL pages submitted  
for New Members  
\$

Local Organization Name \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Treasurer's E-mail Address \_\_\_\_\_

Treasurer's Daytime Phone \_\_\_\_\_

Date \_\_\_\_\_



Use this form to remit dues for new members only.  
If a member has ever been a member of BPW, please  
Use the Reinstatement Member Processing Form.

**Member Information:** (please type or write clearly) **Dues Info:** BPW/TN MOL, \$50.00, Sr.MOL, \$40.00, BPW/TN SOL, \$15.00

Member Type: (please circle)	Name:		State Dues \$
	Company Name: (if applicable to mailing address)	Renew:	
Member of Local (MOL)	Address 1:		
	Address 2:		
Student of Local (SOL)	City, State, Zip:		
	Work:	Home:	
Senior	Cellphone:	E-mail:	
Member Type: (please circle)	Name:		State Dues \$
	Company Name: (if applicable to mailing address)	Renew:	
Member of Local (MOL)	Address 1:		
	Address 2:		
Student of Local (SOL)	City, State, Zip:		
	Work:	Home:	
Senior	Cellphone:	E-mail:	
Member Type: (please circle)	Name:		State Dues \$
	Company Name: (if applicable to mailing address)	Renew:	
Member of Local (MOL)	Address 1:		
	Address 2:		
Student of Local (SOL)	City, State, Zip:		
	Work:	Home:	
Senior	Cellphone:	E-mail:	

**Step 1:** After indicating "Member Type" for each reinstating member, please complete all information requested. All information will be used to update the BPW/TN database and used on mailing labels. Please confirm all information for accuracy. Errors can lead to non-receipt of member mailings. Enter Member Renew date.

**Step 2:** Enter the dues collected from each member for State dues. The current State dues are: Member of Local (MOL) \$50.00, Senior MOL \$40.00 and Student of Local (SOL) \$15.00. Information about State dues can be obtained by contacting your State Treasurer.

**Step 3:** Remit all renewal/reinstating member dues collected by the 10th of the following month. Please use as many forms as you need. Send the state dues amount collected to BPW/TN at the address shown.

**PLEASE KEEP A DUPLICATE COPY FOR YOUR RECORDS**

Total dues  
this page

\$

**Remit State Dues  
directly to:**

State dues for  
ALL pages submitted  
for renewing/  
Reinstating Members

\$

**BPW/TN**

**New Member Dues**

2817 West End Ave, Suite 126-122

Nashville, TN 37203

or to the State Treasurer

Local Organization Name

Treasurer's Name

Treasurer's E-mail Address

Treasurer's Daytime Phone

Date



Business and  
Professional  
Women/TN

[www.bpwttn.org](http://www.bpwttn.org)

## Membership Application

*The tools you need to succeed.*

### Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company name: \_\_\_\_\_

Work Address: \_\_\_\_\_

City, State, Zip (please include +4): \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please indicate your preferred mailing address: \_\_\_\_ Home \_\_\_\_ Work

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Because every working woman is a business woman!**

### Member of Local (MOL)\*

By joining through a Local Organization, you'll have access to meeting and networking opportunities in your area. This category includes membership in the local and state levels of BPW/TN. State dues are \$50.00. Local Organization dues vary.

**Senior Member of Local (SMOL)** For ages 65 and older. State dues are \$40.00.

### Student Member of Local (SOL)\*

This category offered to students, provides all the benefits of a Member. You must be registered to an accredited program beyond the high school level at least part-time. State dues are \$15.00. Local Organization dues vary.

*\*For more information on Locals in your community, please contact BPW/TN at the address below or e-mail at [info@bpwttn.org](mailto:info@bpwttn.org).*

### Member at Large (MAL)\*

By joining as a Member at Large, you'll have e-mail access to information related to issues important to working women. This category includes membership at the state level of BPW/TN. State dues are \$50.00.

**Senior Member at Large (SMAL)** For ages 65 and older. State dues are \$40.00.

\*All categories of membership include a subscription to the *Achiever*, the official publication of BPW/TN, by e-mail or postal for those without e-mail access.

### Member Type:

Member of Local [MOL] \_\_\_\_\_

Member at Large [MAL] \_\_\_\_\_

Senior Member of Local [SMOL] \_\_\_\_\_

Senior Member at Large [SMAL] \_\_\_\_\_

Student Member of Local [SOL] \_\_\_\_\_

If a BPW/TN Member assisted you in learning more about our organization, please list their name below.

\_\_\_\_\_  
Name

**For Member Of Local, Senior Member of Local or Students that want to affiliate with a Local, send this form and remit dues *directly* to your Local Organization.**

Name of Local: \_\_\_\_\_

**To complete a Member at Large membership, return this form with your annual state dues to:**

**BPW/TN**

**Online membership:**

**Membership Application**

[www.bpwttn.org](http://www.bpwttn.org)

2817 West End Ave, Suite 126-122

Nashville, TN 37203

**A portion of membership dues goes toward publication costs. This amount is inseparable from dues.**





Business and  
Professional  
Women/TN

## BPW/TN Secondary Membership Notification Form

*Please copy this form, as needed, to send to State Treasurer.*

Member's Name \_\_\_\_\_

Date of Notification \_\_\_\_\_

Primary Local Organization Name: \_\_\_\_\_

Secondary Local Organization Name: \_\_\_\_\_

### SEND TO:

**BPW/TN Secondary Membership**  
2817 West End Ave, Suite126-122  
Nashville, TN 37203

Route to:  
**Treasurer**

### OR: Email to:

info@bpwtn.org  
treasurer@bpwtn.org

*Form must be submitted each year.*

Secondary LO Treasurer: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*\*\*\*\*



Business and  
Professional  
Women/TN

## BPW/TN Membership Transfer Form

*Please copy this form, as needed, to send to BPW/TN state treasurer.*

Member's Name \_\_\_\_\_

Date of Request \_\_\_\_\_

Transfer Out Local Organization Name: \_\_\_\_\_

Transfer In Local Organization Name: \_\_\_\_\_

### SEND TO:

**BPW/TN**  
**Member Transfer Form**  
2817 West End Ave, Suite126-122  
Nashville, TN 37203

Route to:  
**Treasurer**

**OR: Email to:**  
treasurer@bpwtn.org  
info@bpwtn.org

Name of Member Submitting Form: \_\_\_\_\_  
(If different from Requesting Member)

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Member and Transfer-In LO will be notified of date transfer becomes effective.**

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