



CALL TO CONVENTION

The 92nd BPW/VT Convention is a great opportunity for the membership to come together. Each of our Local Organizations and Members at Large work very hard throughout the year, and our State Conference is the perfect place for everyone to brainstorm and work towards growing and strengthening their Locals, which in turn strengthens our state level. It is also the perfect time to reward yourselves for a year of hard work as well as have some fun!

The BPW/VT Convention will take place at the Capitol Plaza Hotel & Conference Center in Montpelier, VT from May 19th-21st, 2017. Registration opens at 4:00 p.m. Friday, May 19th and will be open until 11:00 a.m. Saturday, May 20th.

The full board kicks off the tropical weekend with the Pre-Convention Board Meeting at 5:30 p.m. on Friday. The membership will join us for the Luau-themed buffet dinner at 6:30 p.m., and we will follow dinner with games and a fun networking activity. So come dressed in your best Hawaiian outfit!

Saturday morning starts off early for the Young Careerist Judges, as well as the Past State Presidents, whom will meet at 8:30 a.m. Opening Ceremonies will begin for the membership at 9:00 a.m., which includes the Presentation of Colors, Emblem Ceremony, Collect, and Introductions. The Young Careerist Interviews will be conducted at the same time that Shelley Maloney leads the group through their first Individual Development Program Module of the weekend. The YC Contestants will then read their speeches to the membership beginning at 10:45 a.m. After that Shelley Maloney has the floor again for the second IDP module! We have a very special Memorial Service planned for this year, and that will be followed by our Annual Awards Luncheon and Keynote Speaker. The silent auction will be open until 2:00 p.m. at which time the live auction will begin! The business session will begin at 2:45 p.m. and should be finished by 4:00 p.m. to give the group time to relax and enjoy the Montpelier area. The photographs will be taken at 6:00 p.m. and will be taken in the loft area near the tiki bar, don't forget to wear your semi-formal tropical attire! Dinner will be served at 7:00 p.m. and will be followed by the Awards and Installation Ceremony. The President's Reception will begin at approximately 9:00 p.m. and will go until everyone falls asleep!

The Post Convention Board Meeting will take place at 9:00 a.m. on Sunday. All members are welcome to attend, but all voting will be done by the new full board. Afterwards, everyone is invited to enjoy a mimosa in the dining room to celebrate a great weekend and kick off the new year of BPW!

Danielle Martel

BPW/VT President

TENTATIVE SCHEDULE

Friday, May 20, 2016

- 4:00 p.m. Registration Table Opens
- 5:30 p.m. Pre-Conference Board Meeting
- 6:30 p.m. Dinner (Luau theme buffet)
- 8:00 p.m. Games

Saturday, May 21, 2016

- 7:30 a.m. Registration Table & Silent Auction Opens (members must have completed registration prior to 11:00 a.m. for voting credential process)
- 8:30 a.m. Young Careerist Judges Meet & Past State President's Gathering
- 9:00 a.m. Opening Ceremonies
- 9:30 a.m. Young Careerist Interviews & IDP Module 1
- 10:30 a.m. Health Break
- 10:45 a.m. Young Careerist Speeches
- 11:15 a.m. IDP Module 2
- 12:15 p.m. Health Break
- 12:30 p.m. Memorial Service, Awards Luncheon, and Keynote Speaker
- 1:45 p.m. Health Break
- 2:00 p.m. Live Auction (silent auction closes at 2:00 p.m.)
- 2:45 p.m. Business Session
- 4:00 p.m. FREE TIME
- 6:00 p.m. Cash Bar and Group Photographs
- 7:00 p.m. Closing Ceremonies with Installation Dinner
- 9:00 p.m. President's Reception

Sunday, May 3, 2015

- 9:00 a.m. Post Conference Board Meeting

CONVENTION ASSIGNMENTS

The President and Convention Chair have overall responsibilities for planning and implementing the 92nd Convention, but each Local Organization will have assignments to work on before and during the Convention:

Registration – Champlain Valley
Emblem Ceremony – Members at Large
Flag Ceremony – St. Johnsbury
Memorial Service – St. Johnsbury and Franklin County
Pages and Floor tellers – Westshire

Auction – Burlington and Franklin County
Installation and Reception – Franklin County
Fundraising statewide – Franklin County
Speaker and Workshops – President/Convention Chairs

NOMINATIONS

Nominations will be taken from the floor at the business session on Saturday, May 20th.

BUDGET

Proposed Budget

The BPW/VT State Board will move the following budget to the 92nd Annual Convention for consideration by the membership at the business session on May 20th.

Income

State Dues MOL @ 100	\$2,000
Fundraisers	\$2,745
Interest Income	\$ 5
Transfer from Reserve	\$ 0 (motions required)
Total Income:	\$ 4,750

Expense

Awards	
Alice Paul Award	\$ 100
Berl Morrill Award	\$ 150
Employer of the Year Award	\$ 100
Woman of the Year Award	\$ 100
State Programs/Speakers	\$ 350
Insurance	
General Liability	\$ 300
Bonding, Treasurer	\$ 0
Licensing Fee to Foundation	\$ 50
Officer Expenses	
President	\$ 600
President-Elect	\$ 0
Vice President	\$ 400
State Committees	\$ 500 (except YC)
Membership Grant	\$ 1,000
Young Careerist	
Regional participant	\$ 250
Regional programming	\$ 100
State award	\$ 250
State programming	\$ 150
Past State Presidents Pin	\$ 350
Total Expenses	\$ 4,750

BYLAWS

(NOTE: A proposed amendment that carries/passes by the membership at convention is adopted and effective immediately unless an effective date is noted in the motion. Once all bylaws articles have been considered, the overall document will be reviewed for renumbering and re-lettering if necessary. This does not require a motion but is more of a housekeeping process)

ARTICLE V: MEMBERSHIP

Section 3. Local organizations acquiring membership in ~~BPW/VT the State Federation~~ automatically become ~~Legacy Members~~ (per Section 8A of BPW Foundation Bylaws) of ~~affiliated with~~ BPW Foundation.

ARTICLE VI: LOCAL ORGANIZATION REQUIREMENTS

Section 1. (c) it submits Local Organization Bylaws not in conflict with BPW/VT ~~or BPW Foundation bylaws and policies.~~

Section 4. A Local Organization applying for membership in ~~BPW/VT this Federation~~ shall forward to the State Treasurer all documents and dues required by BPW/VT ~~and BPW Foundation.~~

Section 5. The Bylaws shall be approved by a person designated by the State President whose responsibility is to insure that there are no provisions in conflict with ~~BPW/VT or BPW Foundation.~~ Any conflict shall be resolved in accordance with ~~BPW Foundation's said~~ licensing agreement.

Section 7. 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. ~~Any conflict shall be resolved in accordance with BPW/VT policy and procedures and the BPW Foundation licensing agreement.~~

ARTICLE VIII: DUES

Section 1. Dues are payable upon acceptance to membership and renewable annually on ~~July 1st of each year~~ ~~the first day of July the following year.~~ If a new member joins after January 1st, the initial dues will be one-half of the annual State dues, and the ~~full~~ dues will thereafter be due and payable on July 1st of each year. Dues will be collected by each Local Organization Treasurer and the state dues shall be transmitted to the State Treasurer within 10 days of collection.

ARTICLE X OFFICERS:

Section 1. The ~~electd~~ officers of ~~BPW/VT the Vermont Federation~~ shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

ARTICLE XI NOMINATIONS:

Section 2. The nominating committee shall prepare a slate of one or more candidates for the offices of ~~President~~, President-Elect, Vice President, Treasurer, Secretary and two ~~or more~~ ~~auditors~~, of whom ~~one or more~~ will audit the books for the outgoing President's fiscal year. This slate shall be sent with the Call to Convention and shall be voted on by ballot at the annual State convention. The President, with the consent of the Executive Committee shall appoint the Parliamentarian.

Section 3. Nominations may also be made from the floor at ~~the Annual Convention Meeting.~~

Section 4. Only individuals who have served as a Local President shall be eligible for the offices of ~~President~~, President-Elect, and Vice President.

ARTICLE XII: ELECTIONS

Section 1. A **President**, President-Elect, Vice President, Secretary, and Treasurer shall be elected by ballot at each Annual Convention. If all offices are uncontested, the Secretary may be instructed via a motion to cast an elective ballot for the slate of officers as presented.

Section 3. To be eligible for the office of President, President-Elect, and Vice President a candidate must:

- (a) Be a member in good standing of **BPW/VT both the State and a Local Organization**
- (b) Be a Local Organization Past-President**
- (b) Be employed or self-employed
- (c) Officially and publicly support the BPW Foundation mission statement and BPW/VT legislative priorities.

To be eligible for **Secretary and Treasurer all other offices**, a candidate must:

- (c) Be a member in good standing of **BPW/VT both the State and a Local Organization**
- (a) Officially and publicly support the BPW Foundation mission statement and BPW/VT legislative priorities.

Section 5. Polls shall be open during **hours stated in the Call to Convention such hours as may be determined by the Board of Directors.**

ARTICLE XIII: DUTIES OF OFFICERS

Section 1. (d) ~~Cause to be sent~~ To send all BPW/VT Members to every Local Organization having membership in BPW/VT the call for the annual convention at least (45) forty-five days prior to the date of the convention and notification of board meetings at least (2) two weeks before the set date;

add another letter (e) Notify the Board of Directors of board meetings at least (2) two weeks before the meeting date;

- (a) Require each Local Organization President to submit the names and contact information of their Board of Directors within 2 weeks after the close of Annual Convention to the State Vice President. ~~to submit names and addresses of Local Organization officers and chairs by (5) five days after convention to the State Vice President and Treasurer who shall maintain a membership data base;~~
- (f) ~~Interpret the BPW Foundation programs, policies, procedures and objectives;~~
- (g) Work with the **Issues Management Committee**, President-Elect and Vice President to insure the coordinated program, projects and activities planned for their Presidential year are delivered to the **State** membership.

Section 2. (c) Perform the duties of the President in the absence of the President ~~and in the case of death, resignation, or incapacity of the President for the un-expired term, shall become President~~

- (a) In the case of death, resignation, or incapacity of the President for the un-expired term, shall become President
- (e) Insure that a coordinated program, including projects and activities, shall be developed for their Presidential year in accordance with the objectives of BPW/VT and **the BPW Foundation Licensing Agreement.**

Section 4. The Secretary shall:

- (a) Record the proceedings of the annual convention, the Board of Directors and Executive Committee meetings. ~~The retiring secretary shall transcribe and submit the minutes of the meeting to the State President within (30) thirty days of the adjournment of the State convention:~~
 - ~~1— Pre-convention Executive Committee meeting~~
 - ~~2— Pre-convention Board of Directors meetings~~
 - ~~3— Annual convention~~
- (b) Conduct the correspondence of the State Organization, the Board of Directors, and the Executive Committee, if so directed by the President

(c) The retiring outgoing secretary shall transcribe and submit the minutes of the meeting to the State President within (30) thirty days of the adjournment of the State convention:

- 1- Pre-convention Executive Committee meeting
- 2- Pre-convention Board of Directors meetings
- 3- Annual convention

Section 5. (c) Present written reports at the annual convention and at meetings of the Board of Directors, and Executive Committee, and Annual Convention.

(d) Disburse funds only upon presentation of the Reimbursement Form, original bills and properly executed vouchers,

Section 6. The President, President-Elect, Vice President, Secretary, Treasurer, Standing Committee Chairs and Special Committee Chairs shall submit make a written report for the Annual Convention at the State convention, providing the President a copy based upon a date designated by the President.

Section 7. All officers within ten (10) days after retiring from office shall deliver to their successor all monies, accounts, record books, papers or other property belonging to BPW/VT the Federation.

ARTICLE XIV: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected Officers, the Immediate Past President, Standing Committee Chairs, Special Committee Chairs, and the Local Organization Presidents. If these Board Members are not present the State President has the authority to appoint a member of that committee or Local Organization's Executive Committee to serve as a duly authorized representative. chairs of Standing Committees or a duly authorized member of their committee, the Presidents of the Local Organizations or a duly authorized member of the Local Organization's Executive Committee. If a duly authorized member of the Standing Committee or the Local Organization's Executive Committee is not present, the State President has the authority to appoint a member of the committee or Local Organization present to serve as the representative.

To be eligible to serve as State President, a member must:

- (a) Be employed or self employed and:
- (b) Be a member in good standing of BPW/VT and a Local Organization; and
- (c) Officially and publicly support the BPW Foundation and BPW/VT's Legislative priorities.

To be eligible to serve on the Board of Directors, a member must: All other members of the Board of Directors must:

- (a) Be a member in good standing of BPW/VT and a Local Organization
- (b) Officially and publicly support the BPW Foundation and BPW/VT's legislative priorities.

Section 2. The Board shall: transact the business of the State Federation between conventions including:

- (a) transact the business of BPW/VT between conventions
- (b) Reporting at each annual convention the business transacted during the year
- (c) Reviewing proposed resolutions and determining those to be presented to the convention body for consideration
- (d) Transacting all business of BPW/VT the Federation not otherwise specified to be done by the membership Federation at its convention

ARTICLE XVI: STANDING & SPECIAL COMMITTEES

Section 1. The standing committees of BPW/VT the Vermont Federation shall be Bylaws, Finance, Historian, Individual Development, Issues Management, Legislation, Membership, Communications, and Young Careerist.

Section 2. To be eligible to serve as a chair or member of a standing committee, a special committee, special appointee, and/or task force, a **nominee member** must:

- (a) Be a member in good standing of BPW/VT **and a local Organization**

~~Section 3. To be eligible to serve on the Board of Directors, a member must be:~~

- ~~(a) A member in good standing of BPW/VT and a Local Organization~~
- ~~(b) Officially and publicly support the Mission statement of the BPW Foundation and the Legislative priorities of BPW/VT.~~

Section 5. The Bylaws Committee shall be composed of a Chair and **as many committee members as deemed necessary by the Chair** ~~a representative from each local organizations bylaws committee~~. It shall be the duty of this committee to:

Section 12. The Communications Committee shall be comprised of a chair and **as many members as deemed necessary by the Chair** ~~a representative from each local organization~~. The communications committee shall address issues involving the BPW/VT website, technology, and public relations. It shall also be the duty of the Communications Committee to interpret the BPW Foundation and State Programs through available communications media including direct press, radio and television services, and to encourage wider use of these media.

ARTICLE XVII: STATE CONVENTION:

Section 3. The voting body shall consist of any **BPW/VT** member in good standing ~~of BPW/VT and a local organization~~ who has paid ~~the a full~~ convention/conference registration fee.

ARTICLE XIX: AMENDMENTS

Section 1. Bylaws may be adopted, amended or repealed at ~~any~~ annual convention by a two-thirds (2/3) vote, the proposed amendments having been **approved by presented to** the Board of Directors. ~~All amendments presented to the Board shall be submitted to the State Federation with the recommendation of the Board.~~ All recommended changes shall be sent out with the Call to **State** Convention.

Section 2. When the BPW/VT Bylaws are amended either as a result of a change in the BPW Foundation ~~Bylaws licensing agreement~~ or as a result of actions voted upon at BPW/VT **Annual Convention State convention which affects Local Organization bylaws**, each Local Organization shall amend its Bylaws to conform.

HOTEL RESERVATIONS

Capitol Plaza Hotel & Conference Center, 100 State Street, Montpelier, VT 05602, phone: 802-223-5252

Please make reservations ASAP and tell the registration desk that you are with the BPW/VT Convention and you will have a choice of different room set ups. Rooms not guaranteed by a Credit Card will be released for public sale, and last minute reservations will be subject to availability, so reserve by May 1st!

We have negotiated a **room rate of \$152.90 per night**, and this rate is subject to applicable local sales and occupancy taxes. Please note that if you choose a room upgrade you will still get the 15% discount, but the nightly price will be higher.

Note: If you would like a BPW roommate to share the room, please indicate it on the BPW reservation form, NOT this form.

Deposit to hotel must be in the form of a major Credit Card. **Cancellation fees may apply in accordance with their policy.**

CONVENTION RESERVATION FORM

Mail with payment to:
Danielle Martel, State President
17 Guyette Circle, St. Albans, VT 05478
Checks are made payable to BPW/VT

Name: _____

Address _____

Telephone no. _____ Email _____

Local organization _____

Check **all** positions that apply to you for the 2016-2017 year:

___ State Officer (state which _____)

___ Past State President

___ State Board Chair (state which _____)

___ Local Organization Member

___ Local Organization President (state which _____)

___ Member at Large

___ First time attending a BPW/VT Annual Convention

Overnight Accommodations

___ Sent hotel reservation form to Capitol Plaza

___ Accommodations not needed

___ Would like a BPW roommate to share hotel room

Registration Fees

___ Early bird discount fee (\$35 by May 12th)

___ Regular fee (\$50 after May 12th)

Meals

Medical dietary need _____

Indicate number of tickets needed and circle meal choice:

Friday Dinner: _____ (Buffet: Vermont Maple Baked Ham \$31 / Salmon with American Sauce \$31)

Saturday Breakfast: _____ (Buffet: Bagels, Pastries, Granola, Yogurt, and Fruit \$10)

Saturday Lunch: _____ (Buffet: Honey Mustard Chicken with Ham and Cheddar \$23 / Shrimp Scampi over Pasta \$23)

Saturday Dinner: _____ (Plated: Slow Roasted Prime Rib \$34 / Stuffed Sole with Scallop and Crab Stuffing \$28)

Sunday Breakfast: _____ (Buffet: Bagels, Pastries, Granola, Yogurt, and Fruit \$10)

Total Payment Enclosed: _____

MENU

FRIDAY DINNER

Tossed Green Salad

Vermont Maple Baked Ham

Salmon with American Sauce

Garlic Roasted Red Potatoes

Penne Pasta

Lemon Berry Mascarpone Cake

Warm Homemade Rolls w/ Cabot Butter

SATURDAY LUNCH

Tossed Garden Salad

Honey Mustard Chicken topped with Maple Ham & Cabot Cheddar

Shrimp Scampi over Bow Tie Pasta with Garlic Butter White Wine Sauce

Chef's Couscous

Cheesecake

Warm Homemade Rolls w/ Cabot Butter

Chef's Fresh Seasonal Vegetables

SATURDAY DINNER

Slow Roasted Prime Rib - 10 oz. Beef au Jus rubbed with Garlic and Cracked Black Pepper, served with Horseradish Mashed Potatoes

Stuffed Sole with a Scallop and Crab Stuffing and Lemon Caper Butter Drizzle over Wild Rice Pilaf

Salted Caramel Cake

MEMORIAL SERVICE SURVEY

Saturday, May 20th we will honor BPW members and/or family members who have passed away this year. Information will be placed in the Convention Book regarding each. Please send the information below to Danielle Martel at daniellemartel@live.com by May 1st.

Name of deceased to be honored: _____

Membership dates: _____

Local Organization: _____

Info that may be shared during the Memorial (newspaper clipping, obit, prayer card, paragraph etc.)

BPW info (special offices/chairs held)

A photograph may be sent to be displayed but not necessarily returned.

AUCTION ITEMS FORM

All Local Organizations are encouraged to send three items for the silent auction and two items for the live auction. 5 items for the silent or live auctions. Individual members who would like to contribute items are welcome to do so as well. Please remember that these auctions help us balance the Convention budget, therefore we ask that you only donate items that would not be considered “garage sale” or “white elephant” items. Thank you!

In order to prepare for the auction, please complete this form and email to Danielle Martel at daniellemartel@live.com by May 14th.

Local/Member Donating?	Description of Item	Who is bringing it to Convention?