

## BUSINESS AND PROFESSIONAL WOMEN/VT INC.

### Policies and Procedures As of April 27, 2016

When a member has a question as to how a procedure runs or what policy our organization uses, the Bylaws take precedent; if not there then the Policies and Procedures Manual is checked; and if not there then Roberts Rules of Order is the authority. If they still do not have an answer then, the Board of Directors will be consulted and a policy or procedure made.

The purpose of the Policies and Procedures is to establish the general administrative rules of the organization and to make a record of the organizational needs and policies for current activities. The Policies and Procedures are currently broken down into Awards, Committees, Convention, Financial, Programs, and Meetings. The Policies and Procedures may be amended by a vote at a Board meeting. It shall be the duty of the Immediate Past State President to ensure the document is kept up to date with new procedures based on actions of the Board and to have the updated version posted on the State Website

## Awards

**The forms for nominating awards are available on the BPW/VT state website.** Award plaques and inscriptions are ordered from Vermont Trophy and Engraving, 566 Hercules Drive, Colchester, VT 05446.

**Alice Paul** – The Alice Paul Award is named for a woman who was a National leader in the Women’s Suffrage movement. Her goal was equal justice for women. The award can be given to an individual or a group who has demonstrated an active commitment to improving the lives of women by being a champion for equal rights. Candidates should exhibit the same dedication to their cause(s) as demonstrated by Alice Paul.

A Local may nominate the individual or a group and submit the nomination to the President or a designee. The President or a designee reviews the nominations and chooses the award winner. The award is presented at the Convention.

**Anne Shelansky** – This award is given by the Past State Presidents in honor of a long term and active past state president. It is presented at the Convention by the prior year’s Anne Shelansky Award recipient or a designee of the Past State Presidents. The money to pay for the plaque is collected at the Past State President’s gathering at the Convention. If the cost of the plaque as ordered at Vermont Trophy and Engraving is less than the funds collected at the gathering, the difference is deposited into the BPW/VT designated funds for the Anne Shelansky award. If funds collected are less than the plaque cost, the difference can then be drawn from the designated fund. The name of the recipient is not inscribed on the plaque until after the Convention because the winner is not announced until at convention.

**Berl Morrill** – This award is given in memory of an active and much beloved BPW member. Members may nominate a current BPW member who demonstrates the attributes in the BPW Collect. Berl Morrill Award applications and letters of support are submitted to the President or a designee and the winner is chosen by the President or a designee. The award is a silver bowl and is ordered from Vermont Trophy and Engraving. The bowl is presented at the Convention. The President or a designee is responsible for ordering the bowl.

**Employer of The Year** – The Employer of the Year Award is given annually to any business, non-profit organization or person who practices fair labor practices, exhibits sensitivity to the needs of female employees and provides for employee benefits such as flexible leave, insurance, promotions, and training. Each Local may nominate and award a winner at the local level and submit it for review by the State President and President-Elect or a designee who chooses the State winner. The award is presented at the Convention.

**Woman of The Year** – Each Local may nominate and award a BPW member who exemplifies what BPW stands for in both her personal activities and her business life. The award is given at the local level and may be submitted for the State Woman of the Year. Applications and two (2) letters of support for the State Award must be submitted for review to the State President and President-Elect or designee. The Award is presented at the Convention.

**Woman of Achievement** – This award is given locally and is not awarded at the State level. However, the same application form used for Women of The Year may be used locally as a nomination form. The award is given to a woman in the community who may or may not be a BPW member but who is respected in the community for helping other women in mentoring or personal development.

**Membership Awards** – The Membership Chair keeps track of membership numbers of each Local. The Chair may present award certificates to locals for accomplishments

## COMMITTEES

**The Standing Committees** according to the Bylaws as of the May 2015 convention are: Bylaws, Finance, Communications, Historian, Individual Development, Issues Management, Legislation, Membership, and Young Careerist. See the Bylaws latest Bylaws revision. The Chairs of the Standing Committees are voting members at the business meetings. Other committees and positions are: Auditor, Nominating, Parliamentarian. The Chairs of these committees do not have voting rights. Committee Chairs make reports as requested by the President. End of year reports are presented at the Convention.

### Sample Report Format

- Committee or Office Name
- Chair and Committee Member Names with Contact information
- Goal(s) for the year:
- Planned Actions:
- Accomplishments to date:
- Recommendations:

### Bylaws

- The Bylaws committee will solicit from the membership proposed amendments. The committee will vote on whether to forward these proposals to the State Board. Coordinating with the State President or designee, the committee will report these proposals to the Board at a meeting prior to the Call to Convention. The Board will defeat or accept the proposal with the provision that it will be sent to the Convention floor for the membership's consideration. The proposal should state the current wording, the proposed change to wording and the rationale behind the proposal. (Note: This is the standard procedure set forth in Robert's Rules of Order.)

- The proposed amendments that pass the Board are published in the Call to Convention and the Convention Book. At Convention, the committee will make the motion to bring them to the Convention floor for consideration by the membership.
- After Convention, the committee will update the Bylaws as carried at Convention and give to the Communications Committee for posting on the state website.
- The Bylaws Committee annually reviews Local and State Bylaws to ensure they are aligned with the Foundation Bylaws. After review they will send a communication to the Local Organization indicating the status of the local's bylaws.

## **Finance**

The Treasurer shall maintain financial records in the BPW/VT QuickBooks software.

The Treasurer shall work with the Membership Chair to reconcile membership numbers with payments of dues and to maintain a current membership list. All dues payments that are sent to the State by the locals must be accompanied by a transmittal form in order to document name, address, phone and e-mail of the applicable members.

The outgoing Treasurer prepares the books for audit to be completed within 20 days from the date of the close of the fiscal year, June 30. The new Treasurer shall receive the books from the outgoing Treasurer immediately after the audit. Any changes to banks and/or names on the accounts shall be completed within 20 days of the new Treasurer's receipt of the books. When treasurers change position or a new account is established, the bank will require a set of the latest minutes that details who the officers are and who has signature authority on the account. It is important that these names be kept current.

The Treasurer and one other member must have signature authority on the account. There shall be two signatures on each check that is over \$250. All payments may be electronically approved by the President. (Note: All payments must be approved by President so in the 2015-2016 year, the Finance Chair was designated as the second signature in order to tighten checks and balances and to establish no conflict of interest. This procedure shall be reviewed annually at the Post Convention Board meeting to determine the process for the upcoming year.)

Reimbursement requests for expenses and/or income submitted to BPW/VT must be accompanied by a remittal form. See the website, [www.vermontbpw.org](http://www.vermontbpw.org) for a copy. Reimbursement requests must be accompanied by receipts and must be submitted to the President and if approved, forwarded to the Treasurer for payment. Reimbursement requests must be sent within 30 days after the applicable event or no later than the end of the fiscal year, June 30, should the expenditure occur during or after the Convention. Reimbursement requests sent outside these parameters will not be honored.

As bills are paid or income is received, the Treasurer shall update the applicable line items in the budget in the QuickBooks system.

The Treasurer shall submit a balance sheet and profit and loss statement at each meeting of the Board of Directors.

All funds in the money market account shall equal the total of all the designated funds. Any excess funds not needed in designated funds shall be transferred to the checking account. The purpose of this is to make it easier to track the designated account balances.

**The Audit** must be completed by one or more auditors within 20 days after the end of the fiscal year June 30. See information on auditors in Article XI Nominations in the Bylaws. The Treasurer shall have the books available for inspection by the Auditor(s) and the books shall contain printed copies of monthly bank statements whether mailed or electronically sent to the Treasurer by the bank. The Audit committee will send to the State President their results and recommendations and then will report at the next Board Meeting to the entire Board.

**Insurance and Bonding.** The Treasurer currently is not bonded. The decision on whether to bond or not will be up to the members of BPW/VT when the budget comes up for approval at the Convention. The Finance Chair and the Executive Committee shall research the costs of bonding, General Insurance for meeting sites, and Director's and Officer's insurance each year and report to the Convention body each year for a vote on whether or not to purchase insurance for the next fiscal year.

### **501(c) (3) and Incorporation**

BPW/VT is incorporated with the Vermont Secretary of State as: Business and Professional Women/VT Inc. The 501(c) (3) designation is under the same name. Every two years, **the Secretary of State notifies corporations to file a report.** The most recent filing was in March 2015 so the next biennial report is due March 2017. This is done by going on the Secretary of State website. As of March 2015, the fee was \$25. The website is user friendly. The current BPW designee for updating the reports is Donna Rae Heath, Finance Chair. The Finance Chair has a copy of the account number and password for accessing the report to update it or make changes to officers. Each member of the Executive Committee shall have a copy of the account number and password. This is to avoid the loss of important papers as officers rotate in and out of office.

**The 501(c)(3) designation** was received October 15, 2014 and is effective as of our incorporation date of September 4, 2012.

The Finance Chair and Executive Committee have copies of the designation and a copy of the Compliance Guide IRS Publication 4221-PC. The guide is an excellent source of the requirements and do's and do not's of a nonprofit. Extra copies can be obtained by going onto the IRS website for forms and publications.

The **990-N** is an electronic notice that must be filed with the IRS. BPW/VT's annual gross receipts are under \$50,000. Therefore, the BPW/VT Treasurer only has to file Form 990-N, Electronic Notice (e-Postcard) for Tax Exempt Organizations not required to file Form 990 or 990-EZ. **The Form 990-N is due by the 15<sup>th</sup> day of the fifth month after the close of our tax period. The e-Postcard filing is through the IRS Charities and Nonprofit website, [www.irs.gov/eo](http://www.irs.gov/eo) or directly at <http://epostcard.form990.org>.**

### **Financial Statement Explanation** (in progress)

Travel expenses by car are reimbursed at the federal rate for reimbursement with a maximum cap of the line item in the budget.

### **Communication**

- **State Publication** -- The State publication is the website. It is [www.vermontbpw.org](http://www.vermontbpw.org). The site should be visited often to learn about upcoming meetings, workshops, contact lists for the locals and officers, copy of the Bylaws, State BPW minutes of meetings, award nomination forms, and State President's report. Members may write articles for the website.
  - The Communications Chair should ensure that all fees to run the website are up-to-date and periodically update the site as needed.
- Facebook (in progress)

## **State Historian**

- The Historian is responsible for maintaining the memorabilia of the Immediate Past State President's term as President. The material may be organized into any format favored by the Immediate Past State President.
- The Historian also maintains and collects the history of the State BPW detailed in the Bylaws. The State Historian shall meet early in the fiscal year with State President to establish a goal for recording the history.

## **Individual Development**

This committee is responsible for mentoring and training of BPW/Foundations copywrited program which offers several modules for learning new skills in speaking, networking, public relations, community organizing, and conducting meetings. A regional IDP facilitator training is held periodically. Attendees who complete all of the modules may become facilitators for the program. The committee is responsible for carrying out a speak-off at the state level during convention should there be several participants who qualify. Close to the beginning of the fiscal year the committee shall reach out to locals with a list of currently trained facilitators urging each local to hold at least one facet of the IDP in the coming year. Specific information on how to run the program and or speak-offs is maintained by the certified facilitators. Before the Call to Convention, the committee shall poll the Locals to ascertain if there are any participants for a statewide competition.

The program can be held in a variety of settings – Individual modules lasting 1 hour to 1 ½ hours over an extended period of time, a weekend retreat, a Saturday or Sunday once a month, as a training program for area businesses, etc,

Currently there a 15 modules that can be presented. They are:

Module 1 – Introduction and Information about BPW Foundation, State and Local levels

Module 2 – Understanding peers and employees behavioral and communication styles

Module 3 – Reviewing behavioral styles and learning to recruit the right person for the right program/task

Module 4 – Learning to create effective presentations

Module 5 – Learning to give oral presentations

Module 6 – Networking

Module 7 – Interviewing tips and techniques

Module 8 – Negotiating skills for the workplace and beyond

Module 9 – Developing leadership qualities

Module 10 – Using parliamentary process

Module 11 – Business etiquette

Module 12 – Understanding advocacy, rights and responsibilities of citizenship

Module 13 – Learning about governing values

Module 14 – Developing media relationships

Module 15 – Online meeting options

## **Issues Management**

The Issues Management committee is chaired by the President –Elect (see bylaws). The committee shall work closely with the President to determine membership needs and wants for speakers, workshops and programs that develop the organization's mission and vision. Depending on the annual goal, the committee will develop plans of action to carry out these needs.

## Legislation

The Legislation committee is responsible for attaining and disbursing information on legislation that is currently being considered which fits with our organizations mission, vision and legislative platform. They also coordinate Equal Pay Day events and our participation in Senator Leahy's Conference Day.

- **Equal Pay Day** – This is a day to recognize the strides women have made and the additional efforts that are needed to close the salary gap between working women and men. The Governor of Vermont signs a proclamation at the Vermont State House and BPW members attend the ceremony. This proclamation is initiated by the committee and coordinated with the Vermont Commission on Women. While at the National level, women earn 77 percent of a man's salary, Vermont women earn about 84 percent. The date chosen for Equal Pay Day is the point in the year when women's wages catch up to a man's wages in the previous year. (note: these statistics should be checked each year.)
- **Legislative Updates** – It is important to remember that we are a 501(c)3 and therefore do not lobby. However, we do pass on educational matter and individual members may lobby their personal beliefs.
- Items being considered by the Legislature should be communicated to our individual members.
- **Senator Leahy's Conference** –The Senator's office is responsible for the days programming but invites BPW/VT to put up a display table. It is the committee's responsibility to coordinate the materials/display and to find BPW members to "woman" the table during the appropriate hours.

## Membership

- The Membership Committee is responsible for all events meant to attain new or retain season members. They will determine whether to hold a state wide campaign/event or whether to support local efforts.
- An opportunity to support local efforts exists in the Membership Grants Program. Information on the procedure for requesting the grant is posted on the state website. The Membership Committee will review the applications presented.
- Once they have determined a grant, they will present the paperwork to the State Treasurer who will draw funds from the designated account using the appropriate financial procedures. The funds and letter of acceptance will be sent by the Membership Chair to the local.
- Locals not qualifying for the grant program will be sent a letter of denial stating the reasons why the grant was not accepted.
- Membership accomplishments for locals will be certificates awarded at the Annual Convention (see awards). If membership numbers are to be used for these awards, they will reflect the period of July 1 – to a date to be determined by the membership chair.
- The Membership Committee will include in the Convention book a list of current members and their contact information. No member of the BPW/VT organization will use this list for means other than BPW business. The list will not be loaned out or sold to anyone or organization outside of BPW membership.

## Young Careerist

- The Virginia Allan Young Careerist (YC) program provides training and leadership skills to adults ages 21-35. Each year, participants compete at each BPW local, and winners advance to the State and regional level. The participants compete in public speaking and interviewing skills. Volunteer judges come from business and local government. One of which should be a BPW member. A planning

manual of BPW/Foundation's copyrighted program along with forms and the speech topic is maintained on the BPW/VT website.

### **Auditor**

(See information under Finance and Bylaws)

### **Nominations**

- The Nominations Committee is elected on the Convention floor. They shall work on a slate of officers and auditors to be announced in the following year's Call to Convention.
- They will check the nominee's qualifications to serve and attain a short bio and picture (if available) for Convention Book and the Call to Conference. Nominees for President (in years that there is not a President-Elect), President-Elect and Vice Presidents must have been a Local Organization President and willing to serve. Nominees for all elected offices should agree to not speak against, the mission, vision and advocacy of the organization while holding the term of office.
- During the Convention they will present the slate to the membership assembled. The State President will ask for nominations from the floor. Should there be nominations from the floor the Nominations Committee will quickly check their qualifications before the nominations are closed.

### **Vermont Working Women Commission (in progress)**

### **Women Joining Forces**

- This committee involves supporting and/or developing events to hone skills of women veterans. The committee will decide each year the opportunities that are available and how best our organization can carry out that mission/vision.

## **CONVENTION**

### **State President Responsibilities**

**According to the Bylaws, the Call to Convention must be announced 45 days prior to the Convention.**

The Call to Convention should be sent to all members of the Board and members at large from the State President or designee. Local presidents who sit on the Board should send to each of their local members. The Call to Convention should then be posted by the Communication Committee on various media outlets (ex. State website).

The Call to Convention includes all information regarding the Convention site, registration materials, a tentative schedule, proposed bylaw amendments, resolutions, and the proposed budget for the upcoming year.

The Convention is planned and carried out by the President, President-Elect and a Convention Committee. The Convention Committee may be formed by either the State President's local organization OR using a team approach with members from around the state federation. The Convention Committee Chair is appointed by the State President Elect and approved by the Board as the planning for the State Convention begins at least 18 months prior to the Convention with site negotiations. Early contact with the selection of the Convention site is imperative to negotiate the contract with the date, meeting space arrangements/costs, spaces for special events,

food costs, audio/visual costs and exhibit/voting space if needed. The contract should also include cost to members for overnight accommodations and other enticements the site wishes to offer. Many times hotels will offer suites at a reduced cost for the State President and the State President-elect (see convention finances regarding these two rooms). Once the President-Elect becomes State President, details are expanded to complete the schedule of events based on member needs. The contract is signed after approval by the Board.

The State President is responsible for the order of business, sets deadlines for reports, plans the Convention format and presides as Chair over all meetings except the Post Conference Board Meeting, which is presided over by the new President.

With the Convention Chair, the State President will ensure that Pages and Floor Tellers are named and that all Convention sub-committees are covered by a chair.

### **Convention Chair responsibilities**

The Convention chair is responsible for all coordination of sub-committees needed to run the Convention. Two months prior to Convention, an onsite visit should be made to confirm the commitments of site space that has been made available for conducting the various functions of the Convention. During the Convention, the chair or designee should conduct checks on set-up, equipment and decorations of all meeting rooms and other areas needed for scheduled events. They may employ as many assistants as deemed necessary to ensure the schedule runs smoothly and that times are adhered to in order not to incur more financial costs from the site.

They should insure the American Flag and the State Flags are displayed in business meeting area. Arrangements should be made to display the local organization and state banners brought to the Convention.

The Convention Chair will present the official conference book to the President at the beginning of the business session and will make any announcements as to changes within the book. After presentation, any further changes throughout the weekend will be made during planned announcement time.

### **Convention Finances**

The Convention should be financially self-supporting. If excess funds exist after the Convention, the excess amount will be put in the designated fund for State Conventions. Registration fees and fundraising are the only two means of income for a convention budget and expenses should be based on these. Income does come in for individual meals but the expense should show a wash between these. The committee should take care in making the Convention affordable to members and not tack on extra costs for meals other than tax and gratuity.

Refunds of registration fees will be given for medical reasons. Should the cancellation occur after the contracted date with the hotel, no funds other than registration fee will be sent back to the member. If the cancellation occurs before the contracted date, all funds will be refunded.

## **Sample Convention Budget**

### **Income**

Registration Fees (see registration sub-committee for exact amounts)

Fundraising (silent auction funds are to go to this budget. If more funds are needed, the Convention Committee will hold a statewide fundraiser)

Meal fees

### **Expenses**



Meal fees

Registration materials (nametags, Convention Book, tickets, etc.)

Friday entertainment

Memorial Service materials

Flag Ceremony costs

Past State Presidents Gathering (formerly referred to as the PSP Tea)

Pre Conference Board meeting (just before dinner so may only require a beverage service)

YC/IDP (does not come out of Convention Finances as they have lines in the operational budget for their needs)

Speaker fees (can be taken from the operational budget if funds are available)

Decorations

Audio/visual needs (BPW/VT owns a LCD projector and screen. Arrangements should be made for a laptop, two podiums and two microphones and any needs a speaker might need)

Installation materials (It is important to check with the incoming president for their wishes. The incoming president selects the Installing Officer and type of ceremony. The Past State President's pin cost should be ordered by the President-Elect; however costs for this should be taken out of the operational budget.)

Post Conference Board meeting (usually held near breakfast time, so beverage service should suffice)

Hotel room for State President and State President – elect (Budget for Friday and Saturday evening. If they are arriving early or staying later, they are responsible personally for those nights. It is customary to reserve suites for them.)

Note: it is tradition for the newly installed President to have a gathering after the Installation. The cost for this gathering is to be covered by the incoming President's local.

All funds and expenses should be handled in the normal manner through the State Treasurer with income and expenses indicated in the designated funds line marked State Convention. The State Treasurer should report on the final finances at the first Board Meeting following the end of the fiscal year.

### **Convention Registration Sub-Committee**

Unless changed by the Board, registration fees are set for an Early Bird discount fee (\$35) 30 days or more before the contract date. A regular registration fee of forty dollars (\$40) which ends the date numbers are due to the meeting site and a Late fee/On site fee of fifty (\$50). The registration fee is collected from everyone attending a meeting, event or meal except for guests and speakers.

Meal costs on the registration form should include all taxes and gratuities. If a meal choice is to be offered, the choices shall appear on the registration form as well as a space for members to communicate diet needs based on medical reasons.

### **Sample Reservation Form**

\_\_\_\_\_ Annual BPW/VT Convention Reservation Form

Mail with payment before \_\_\_\_\_ to:

Registration Chair or State Presidents name and contact information

Checks made payable to BPW/VT

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone no: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check all positions that apply to you:

\_\_\_\_\_ State Officer (state which \_\_\_\_\_) \_\_\_\_\_ Past State President

\_\_\_\_\_ State Board Chair (state which \_\_\_\_\_) \_\_\_\_\_ Local Organization Member  
\_\_\_\_\_ Local Organization President (state which \_\_\_\_\_) \_\_\_\_\_ Member at Large

Overnight Accommodations

\_\_\_\_\_ Sent a reservation form to the hotel \_\_\_\_\_ Accommodations not needed

Reservation fee for BPW members

\_\_\_ Early Bird (\$35) by \_\_\_\_\_ \_\_\_ Regular fee (\$40) by \_\_\_\_\_ \_\_\_ Late fee (\$50)

Meals

Medical dietary need \_\_\_\_\_

Indicate number of tickets needed.

Indicate entrée choice:

Friday dinner: (\$ _____)	_____ Adult	_____ Child	_____
Saturday breakfast: (\$ _____)	_____ Adult	_____ Child	_____
Saturday lunch: (\$ _____)	_____ Adult	_____ Child	_____
Saturday dinner: (\$ _____)	_____ Adult	_____ Child	_____
Sunday breakfast: (\$ _____)	_____ Adult	_____ Child	_____

Total Payment Enclosed: \_\_\_\_\_

**Sample Hotel Reservation Form (information should use the same wording in the signed contract in order to avoid any confusion)**

Hotel Address and contact information

Please mail by \_\_\_\_\_ with \_\_\_\_\_ deposit. Rooms not guaranteed by a Credit Card will be released for public sale on this date, but reservations after this date will be considered, subject to availability.

The Business and Professional Women of Vermont have negotiated a room rate of \_\_\_\_\_ per day, and this rate is subject to applicable taxes. ( \_\_\_\_\_ which is subject to change.)

Please note this is a room rate based on single or double occupancy. Each additional person in the room will be charged \_\_\_\_\_ per day. Children under the age of \_\_\_\_\_ stay free in a room accompanied by at least 1 adult.

Early arrival and late departure: The hotel will honor the Conference Room rate for any guests that wish to arrive before \_\_\_\_\_ or depart after \_\_\_\_\_. These reservations will be taken subject to availability.

Check-in time is \_\_\_\_\_ and Check-out time is \_\_\_\_\_.

All names of guests the room is to be registered under:

1. Name _____	2. Name _____
Address _____	Address _____
_____	_____
Telephone contact _____	Telephone contact _____
Date of arrival: _____	Date of arrival: _____

Date of departure: \_\_\_\_\_

Date of departure: \_\_\_\_\_

Special Room Needs: \_\_\_\_\_

Payment

Deposit can be in the form of a company or personal check or major credit card. Cancellations to confirmed rooms must be received on or before \_\_\_\_\_ in order to avoid the Lost Deposit Charge. Any changes or cancellations after this date will result in a Lost Deposit Charge of \_\_\_\_\_ per room, plus applicable taxes.

Major Credit Card Information:

Type of card \_\_\_\_\_ Card number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Name on card: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Or

Check number \_\_\_\_\_ Financial Institution check is drawn on \_\_\_\_\_

The Registration Sub-committee shall be responsible for purchasing the necessary number of badges for all persons attending the State Convention. Names on the badges shall be in the largest possible printing. They shall have the member's name, local organization and any special position noted on the registration form. Should the convention site require meal tickets, they will be developed and given out at the registration area. The Convention Book will be the responsibility of the State President and given to the committee to be given to each member as they check in at the registration area.

A spreadsheet should be kept to report the meal counts to the State President or any other reports deemed necessary.

As registrations are received, they will be checked to ensure the member is in good standing (state dues are paid for the year just ending) A report will be given during the business session(s).

**Sample Registration and Credentials Report**

Number of Locals with members registered: \_\_\_\_\_ (includes members-at-large as 1 local)

Number of members registered for at least one event: \_\_\_\_\_

Number of members registered for business session: \_\_\_\_\_

Number of members credentialed to vote: \_\_\_\_\_

(Note: deadline to register is two hours before expected election; however, this only applies for the election of officers. All members who have paid a full convention registration fee and their dues are allowed to vote on motions.)

Number of guests: \_\_\_\_\_

Number of Past State Presidents: \_\_\_\_\_

Number of YC Participants: \_\_\_\_\_

Number of IDP Participants: \_\_\_\_\_

The reservation sub-committee will also acknowledge receipt of the reservations in the most efficient and fiscally responsible manner.

**Timekeeper, pages and floor teller sub-committee**

The State Parliamentarian will act as timekeeper for all business sessions and will follow the process in the Rules of Order.

Pages will deliver notes or items from one member to another in the general assembly. Page cards should be sporadically scattered throughout the meeting room within easy reach of those attending. If a standing vote is needed, the pages will act as doorkeepers to keep members from entering or leaving a room during that vote.

Floor tellers will count the votes of hands or standing members based on the President's wishes. They will tabulate and announce the results of the vote to the State President who will announce to the General Assembly the outcome.

### **Photographer**

Pictures of the members attending will be taken throughout the weekend by the State Historian or any member in attendance. All pictures should be sent to the State Historian for a pictorial history of the event and arrangements made to have a variety posted on the state website.

A professional photographer may be contracted to take photos. If this option is taken, the Convention budget will pay for one set of all photos. Members wishing to have copies will be personally responsible for the costs of their wants.

In this day and age of digital photography, it will be the Convention Committee's call to employ photography needs or to use the talents of members with a sharing process. A schedule of formal pictures will be listed in the Conference Book.

### **Memorial Service Sub-committee**

This committee shall arrange for a suitable, non-sectarian memorial service to honor the current year's deceased members. They shall plan and carry out all details of the service. All costs for the service will be absorbed by the Convention Budget.

A notice should be sent to each local to ascertain data on members to be remembered.

### **Sample Memorial Service Survey**

Name of deceased member 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.

Please return by \_\_\_\_\_ to \_\_\_\_\_

### **Fundraising**

Two auctions occur during the weekend; a silent auction and a live auction. The silent auction funds will be used as income for the incoming president's convention budget. The live auction funds will go to the incoming president's operational budget.

Items for the auctions are attained from local organization and member donations which can either be a personal donation or an effort to solicit businesses for a donation.

An auctioneer will conduct both auctions. This may be a member.

### Sample Silent Auction Form

Description of item including an estimate value:

Member name                      amount bid (This line should be repeated over and over in order to solicit multiple bids.)

### Sample Auction Solicitation Form

Local or member donating item: \_\_\_\_\_

Description of item with estimated value: \_\_\_\_\_

\_\_\_\_\_

How is this item being delivered to Convention: \_\_\_\_\_

\_\_\_\_\_

Return form by \_\_\_\_\_ to \_\_\_\_\_

Please note:

Funds from the silent and live auctions are fundamental in balancing the convention budget or the operational budget. Donors are urged to look for items that would not be considered "garage sale" or "white elephant" items.

### Sample Schedule of Events

Friday

- Pre-convention board meeting
- Dinner
- Welcome, Emblem Ceremony, Flag Ceremony, Introductions, Memorial Service
- Entertainment
- Past State Presidents gathering

Saturday

- Breakfast
- Young Careerist/Individual Development Speak – Offs (remainder of these programs occur simultaneously as the speaker/workshops)
- Speaker/workshops
- Awards Luncheon with Group Photographs
- Auctions
- Business Session
- Includes Collect and election time
- Free time or other activity
- Installation Dinner

- Installation Reception

Sunday

Breakfast

Post Conference Board Meeting

### **Convention Book**

The President or designee is responsible for compiling, printing, and assembly of the Convention Book. This book should include as a basic minimum: Convention Schedule, Business Agenda, Actions by the Board up to the Pre-Convention Board Meeting, Rules of Meeting, Proposed Bylaw Amendment, Proposed Operational Budget, Current Financial accounting, and Membership Lists

Other items that have been included in the past are:

State Board Members names and contact info

Hotel/Convention site map

Anne Shelansky Award winner list

Berl Morrill Award winner list

Collect

Color Guard information

Convention Committee Welcome

Emblem

Emblem Blessing

Emblem Benediction

Note page

Speaker and workshop information

Past State Presidents list

Ads from members or businesses

Ballot for voting

Teleconference Call in Information

Materials for Post Convention Board Meeting

## **Programs**

**Camp BPW** – The full day program is for high school students ages 15-18. The program may be divided into two sessions with one session that may offer facilitators or speakers to talk about career development, interview skills, make-up, and how to dress for business. The second session is the Reality Store. The Reality Store teaches them real life situations in managing monthly income and expenses that adults face. The students choose a career and are given a sample check register and sample monthly income from which they must deduct expenses like housing, transportation, food etc. Community volunteers offer assistance at the applicable tables representing the housing, etc. Students who max out their monthly incomes have the option to visit a finance specialist who advises them on making changes to their career or budget. An optional thirds session is a community service project. The camp is organized in cooperation with local high schools or other organizations. Each local has an organizational manual for this program and updates it based on needs.

## **Meetings**

The State Board meets at least twice a year based on the business that needs to be conducted between conventions. The President will poll the Board members at the Post Convention Board meeting to ascertain the Boards needs and wants and then will set up meetings accordingly. Rules of Order have been developed for face-to-face meeting or teleconference meetings (see further on). The convention is held usually at a hotel on a weekend in May or June. Elections take place at the convention as well as budget approvals and work plans for the coming year.

## Sample Agenda

### February 10, 2016 BPWVT Board of Directors Teleconference

**Time: 7:00 p.m. EST** (please note this meeting is scheduled for 1 hour so members should read all reports PRIOR to meeting or be prepared to only use 3 minutes for an oral report.)

**Teleconference Number: 1 712 432-0926 Code 445699**

**Networking** – while waiting for Call or Order members should network with each other as they come on the call and also take this time to tell the President if they would like to add to the agenda. Once the agenda has been accepted, no new items will be added unless the President deems there is time in the call.

### Business Agenda

Call to Order – President/Chair of meeting

Roll Call – Secretary

Establishment of Quorum – President

Additions/Deletions to Agenda – President makes adjustments

Acceptance of Agenda – motion needed to either accept as published or accept as changed Maker: \_\_\_\_\_ Second: \_\_\_\_\_ carried \_\_\_\_\_ denied

Parliamentarian – reads rules of order unless members wish otherwise – teleconference rules should be reviewed prior to meeting – (given out at Post Conference Board Meeting)

### Executive Committee and Chair Reports

President

- Award Deadlines
- Call to Conference Deadline – April 5 (Conference is May 20-22 at Hampton Inn Colchester)
- Upcoming Board Meetings – March 1, March 16

President – Elect

Vice President

- Membership Lists
- Membership Grant update

Secretary

- Minutes of November 9, 2015
- Motion needed to accept as published or accept with changes Maker: \_\_\_\_\_ Second: \_\_\_\_\_ carried \_\_\_\_\_ denied

Treasurer

- Financial Statement Review (no motion is needed, statement is filed for review by audit committee)

Bylaws –

- Proposed Bylaw changes are to be submitted by \_\_\_\_\_ Board will consider passing onto Conference on March 16 (must be published in Call to Convention)
- Remember there was a suggestion at Post Conference to raise dues and do less fundraising

Communications –

- Please make changes for awards deadlines and mailing addresses on website

Finance –

- Fundraiser Report – Yankee Candle
- Upcoming Budget – Meet with Danielle Martel to have draft ready by March 16 meeting for consideration to pass on to Conference (must be published in Call to Convention)

Historian –

- Remember no scrapbook is needed. Should be working on a display of 90 years of BPW for State Conference

Individual Development –

- Has anyone completed modules for an ID speak off at Conference?
- Facilitator Recertification at NEBPWPSP meeting in April

Legislation –

- Update on Equal Pay Day plans; April 12<sup>th</sup>

Young Careerist –

- Deadline for Submission: \_\_\_\_\_
- Speech Topics and Forms

Camp BPW –

- State opportunity for Vermont FBLA – Lake Morey

Nominations –

- Deadline for submission (needs to be in Call to Convention)
- All Executive Committee and 2 members of Audit Committee

Vermont Commission on Women -

- Please make arrangements to have newsletters put as a link on our website

Women Joining Forces –

- Spring Event?

91<sup>st</sup> Annual Conference and Convention –

- Conference Fundraiser
- Conference Committee meeting at Hampton: \_\_\_\_\_

Local Reports

What has happened since November or something coming up that you want to let other members know about

- Burlington
- Champlain Valley
- Franklin County
- St. Johnsbury
- Westshire

Unfinished Business

- Continue Policy and Procedures Manual Update

New Business

- None

Adjournment: no motion needed if Agenda was accepted at beginning of meeting

Announcements not pertaining to business covered

## **Teleconference Board Meeting Rules of Order**

### **General:**

In order to maintain respect for speakers and aid the hearing of the assembly, **after the Roll Call**, all phones will be put on mute except for the Chair and the Parliamentarian. (\*6)

Participants joining the Teleconference **after the meeting has been called to order** will NOT announce themselves but wait for the Chair to periodically ask if members have joined throughout the meeting.



Teleconference Agendas will be sent to all Board members prior to the day of the meeting. The Chair is urged to let the state membership know of all Board meeting dates either by notifying local presidents or posting through the various state communication modes.

Board Members wishing to make a report will request the Chair to be put on the Agenda prior to the meeting. Once the meeting is called to order, it will be up to the Chair to determine whether the business will be addressed based on the timing for what is already on the agenda. The Chair has the authority to reorder the Agenda after the Call to Order in order to accommodate business or speaker needs.

### **Motions:**

When the Chair asks for a motion on an agenda topic, any voting member on the state board may unmute their phone to make the motion. After the motion has been seconded, the Chair or the secretary will read back the motion for wording verification.

Only voting members may introduce or second motions. All BPW members regardless of voting status may speak to a motion.

If the Chair is in doubt during a vote, the chair will take a roll call vote to determine individual votes. Minutes will indicate whether a motion was carried/defeated.

### **Discussion:**

During discussions, members will unmute their phone and speak to the motion by first giving their name and indicating in favor or against the motion before addressing it. No member may speak a second time until all members of the board have had a chance to address the motion.

Discussion shall be limited to two (2) minutes for each speaker and ten (10) minutes overall. General consent shall be required if additional time is to be granted to a speaker or overall time. If there is an objection, a formal vote must be taken and a two-thirds (2/3) vote shall be required to warrant additional time.

### **Timekeeper:**

The Parliamentarian will act as Timekeeper in the meeting. It shall be their responsibility to indicate to each speaker a 30 second warning before the expiration of time allowed.

### **Parliamentary Authority:**

If a procedure is not covered under our Policy and Procedure Manual or Bylaws, the newest revised edition of Robert's Rules of Order will be the parliamentary authority.

A two-thirds (2/3) votes of the state board members present is required to adopt, suspend, or amend these Rules of Order.

## **Face to Face Meeting Rules of Order for Board and Convention**

### **General:**

- In order to maintain respect for speakers and to aid the hearing of the assembly, side conversation should be taken outside of the meeting room.

- Personal communication devices shall be set on mute, vibrate or turned off during meetings or during presentations.
- Written communication between members of the assembly shall be delivered by Pages and not passed member to member.
- The Chair has the authority to reorder the meeting agenda in order to accommodate business or speaker needs.

### **Motions:**

- At the Convention only members of BPW/VT may introduce motions.
- At a Board Meeting only voting members of the Board may introduce motions.

### **Discussions:**

- To ask recognition from the Chair, a member must raise their hand at the Board meeting; at the Convention they should go to the microphone to be recognized. They should give their name and local affiliation before addressing the assembly.
- In discussion, the speaker shall state whether he/she is for or against the motion.
- Discussion on a motion shall be limited to two (2) minutes for each speaker and ten (10) minutes overall. General consent shall be required if additional time is to be granted to a speaker, or overall time. If there is an objection to the General consent, a formal vote must be taken, and a two-thirds (2/3) vote shall be required to warrant the additional time.
- No members may speak a second time until all others who wish to speak have had an opportunity to do so.
- No member shall be given the privilege of the floor more than twice on the same motion without unanimous consent of the voting body.

### **Timekeeper:**

- A timekeeper shall be appointed to serve at the discretion of the Chair.
- It shall be her/his duty to indicate to each speaker a 30 second warning before the expiration of the time allowed.

### **Floor Tellers:**

- Floor tellers shall be appointed at the discretion of the Chair, to count, tabulate and report, rising or show of hands votes. A record of tabulated votes shall be entered in the meeting minutes.
- During a vote count, only floor tellers will be permitted to move about.

### **Parliamentary Authority:**

- If a procedure is not covered under our Policy and Procedures Manual or Bylaws, the newest revised edition of Robert's Rules of Order will be the parliamentary authority.
- A two-thirds (2/3) vote of the members present is required to suspend, amend or add to these Rules of Order.