



Business and  
Professional  
Women/FL

# BPW/FL HANDBOOK

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## 1 CHAPTER 1. INTRODUCTION

### 3 FOREWORD

4 This Handbook of Procedures is compiled as a guide for state officers, state board members,  
5 committee chairs and local organizations (LOs) of the Florida Federation of Business &  
6 Professional Women’s Clubs, Inc. (BPW/FL), in conducting the business of the federation. (See  
7 BPW/FL Bylaws for additional information.)  
8

### 9 NATIONAL FEDERATION HISTORY

10 In early 1917 as the United States of America mobilized for World War I, the government found  
11 that women were organized in religious, cultural and social groups, but not in overall business  
12 and professional groups. The War Department established the War Work Council to further  
13 organize the efforts of women with the help of executives from the Young Women's Christian  
14 Association (YWCA) and \$65,000 in government funds.  
15

16 The council gathered information about women trained in all disciplines and subsequently  
17 invited two women prominent in their chosen fields from each state east of the Rockies to meet  
18 in New York City in May 1918. The National Business Women’s Committee (NBWC) was  
19 formed, consisting of 25 delegates to this original meeting. The committee called for an  
20 immediate survey of the Pacific Coast (since only one representative from that area was present)  
21 and for an executive secretary who could give her entire time to further the interests of the new  
22 organization.  
23

24 After the Armistice was signed, NBWC members refused to let the project die. The secretary of  
25 war agreed that the classification and organization of trained women should be continued as a  
26 postwar project; an office to carry out this assignment was set up at the YWCA in New York  
27 City. The NBWC divided the country into five districts and named an organizer for each; a  
28 public relations office was set up and a tentative constitution drafted. By March 1919 the NBWC  
29 was ready to recommend the establishment of state federations and to call for a meeting of  
30 delegates from the states at a national convention to be held in St. Louis in July 1919 with the  
31 objective of founding a permanent national organization. Time and place of the organizing  
32 convention had been set to coincide with a convention of the Women’s Association of  
33 Commerce with the thought that the two groups might merge. This did not materialize when it  
34 became apparent during meetings between representatives of the two groups that their objectives  
35 differed.  
36

37 As the convention progressed, President Woodrow Wilson and other national leaders wired  
38 congratulations to the delegates; fourteen cities sent bids for the next convention. By the third  
39 and final day delegates had agreed on the new organization’s name: National Federation of  
40 Business and Professional Women’s Clubs (BPW/USA). Delegates then adopted a new  
41 constitution and elected the first national president.  
42

43 From 1919 to 2009, BPW/USA was a leading voice and advocate for working women. In July  
44 2009, BPW/USA voted to merge its operation with BPW’s Foundation, which is the education  
45 and research arm of BPW/USA focusing on scholarships for women seeking career advancement  
46 in non-traditional areas, and funding research on issues that impact working women. Through its  
47 groundbreaking research and unique role as a convener of employers and employees, BPW  
48 Foundation strives to redefine today’s workplace.  
49

50 In September 2009, the BPW/FL Board of Directors voted to continue an affiliation with BPW  
51 Foundation and support its efforts on behalf of working women.

52

### 53 **THE COLLECT**

54 Mary Stewart wrote the Collect in 1904 as a member of the Fortnightly Club, the forerunner of  
55 the Longmont (Colorado) BPW Club. The Collect was written as a prayer to instill a sense of  
56 unity among women working together with wide interests and important goals. The author  
57 signed the Collect with the pen name, Mary Stuart, which she used until 1910. She worked for  
58 women's suffrage nationally and attended the meeting in St. Louis in 1919 at which the national  
59 federation was launched. She was elected its first corresponding secretary and took an active part  
60 in the growth of the young organization by serving as chair or member of various national  
61 committees. Mary remained involved with BPW until her death in 1943.

62

63       Keep us, oh God, from pettiness;  
64       Let us be large in thought, in word, in deed,  
65       Let us be done with faultfinding and leave off self-seeking.  
66       May we put away all pretense and meet each other face to face  
67       Without self-pity and without prejudice.  
68       May we never be hasty in judgment and always generous.  
69       Let us take time for all things;  
70       Make us to grow calm, serene, and gentle.  
71       Teach us to put into action our better impulses,  
72       Straightforward and unafraid.  
73       Grant that we may realize it is the little things that create differences,  
74       that in the big things of life we are at one.  
75       And may we strive to touch and to know  
76       The great common human heart of us all, and  
77       Oh, Lord God, let us forget not to be kind!

78

### 79 **THE EMBLEM**

80 In February 1921, under the leadership of Lena Lake Forrest, second national president, the  
81 committee selected from a number of designs the one we now use.

82

83 In our emblem we embody the symbols of courage, culture, power, law truth, love—foundation  
84 stones.

85

86       **TORCH**, symbol of light, wisdom, principle, leadership - such leadership as has been  
87 shown by the founders of our Federation, those pioneers who by loyalty, self-sacrifice  
88 and devotion have brought us to the light and have placed upon us the obligation to light  
89 the path for those coming after.

90

91       **WAND**, winged victor of Mercury, herald of a new day for women, and symbol of  
92 opportunity, equality, cooperation and coordination of effort, healing, harmony, and  
93 power.

94

95       **SHIP OF COMMERCE**, typifying the entrance of women into business, expansion of  
96 opportunities until there now remains practically no door closed to the prepared woman.  
97 Symbol of activity and growth, economic independence, adventures in friendship abroad,  
98 making it possible for us to know the women of other countries and to work with them

99 for our common interest, promoting international understanding, working together for  
100 peace.

101  
102 **SCROLL** of achievement, begun in 1919 and still unrolling. Here we can record our  
103 efforts and accomplishments toward “leadership in thinking on economic problems” and  
104 the “establishment of conditions which assure to women and men as well, the fullest  
105 possible opportunity and regard for the development of whatever capacities they may  
106 possess.” The scroll is a symbol of expression, self-improvement, knowledge, and  
107 responsibility. Here, we are writing our Federation history – recording our support of the  
108 participation in movements toward social, civic, and political betterment. The **SCROLL**  
109 expresses our faith, ideals and achievements, and denotes our obligation to the future.

110  
111 **NIKE**, the Winged Victory and Samothrace, symbol of strength, progress, freedom,  
112 triumph, facing squarely the winds and waves of prejudice and other limitations. She is  
113 represented standing alert on the prow of a ship, courageously breasting the elements,  
114 even as women coming into their own in business and the professions, overcoming all  
115 obstacles, perhaps slowly, but surely.

#### 116 117 **FLORIDA FEDERATION HISTORY (BPW/FL)**

118 BPW/FL was organized at a convention held at Atlantic Beach, June 6-7, 1919, with the  
119 Jacksonville Business and Professional Women’s Club as hostess. One month later, five Florida  
120 delegates attended the organization meeting of the national federation (BPW/USA) in St. Louis.

121  
122 Florida was the first southern state to affiliate with BPW/USA. At the first annual convention  
123 held in Tampa in 1920, one of the issues discussed was to propose legislation to make the  
124 University of Florida co-educational. Women’s suffrage was also discussed. BPW/FL  
125 incorporated in May 1948.

126  
127 In 1965, BPW/FL founded its Education Foundation with a goal of raising funds to build  
128 scholarship houses on Florida’s university campuses to house deserving female students.

129  
130 In 1979, BPW/FL founded its Political Action Committee (BPW/PAC) to endorse candidates  
131 who support the BPW/FL legislative platform and terminated the PAC in 2018. The BPW/FL  
132 PAC endorsed candidates running for state office, including judicial candidates, who supported  
133 the BPW/FL Public Policy Platform. The president appointed the chair, to work with a  
134 committee of four (4) members, representing both major political parties. The public policy  
135 chair and lobbyist were ex officio members of this committee. The BPW/FL PAC was governed  
136 by its own rules, which were approved by the BPW/FL Board of Directors, and by the Florida  
137 Elections Statutes and the Division of Elections. Financial reports were given at the annual state  
138 conference and filed with the state of Florida as required. Candidates being considered for  
139 endorsement, with the exception of judicial candidates, ensured their support of BPW/FL’s  
140 Public Policy Platform. The committee advised the state president of candidates who had been  
141 endorsed.

142  
143 Historically, BPW/FL has been very politically active.

144  
145 Some legislative victories include:

- 146 • Legislation allowing women to serve on juries;
- 147 • Legislation making it possible for all women to have mammograms;

- 148 • Legislation to license and regulate the x-ray machines used for mammograms;
- 149 • Successfully campaigned for the state constitutional amendment to add “women” to our
- 150 state constitution.

151

152 In 1972 a state flag was adopted, designed by Peggy Hand of the Lakes of Leesburg Club.

153

### 154 **The Complete Woman**

155 In 1975 “The Complete Woman” by Kathy McDaniel was adopted as the official Woman of the  
156 Year Poem.

157

158 With warmth and grace, poise and style

159 She comes before us now,

160 “The Woman of the Year” AWARD!

161 She stands and takes a bow.

162

163 The Woman is a human;

164 A leader and a guide.

165 Yet, her devastating tenderness

166 Never falters or subsides.

167

168 She’s chosen by the others

169 Who feel she’s earned her way

170 To fame and achievement...

171 We honor her today.

172

173 Congratulations, Woman!

174 You’ve won your title fair.

175 May your ventures throughout life

176 Bring our praises everywhere.

177

178 *- Kathy McDaniel*

179

### 180 **State Colors**

181 The official state colors were blue and gold until 2005, when BPW/USA adopted a new logo and  
182 colors and encouraged all state federations and LOs to utilize the new brand.

183

### 184 **State Tree**

185 The Sabal Palm was adopted as the State Tree by the 1953 Conference.

186

### 187 **EQUITY STATEMENT**

188 Workplace equity for women means providing fair opportunities for all women based on their  
189 individual needs, talents, and strengths. Equity is distinct from equality in that the focus moves

190 from providing everyone with the same resources and opportunities to recognizing that each

191 employee has varying access to resources and privileges based on individual circumstances,

192 which may hinder their ability to take fair advantage of opportunities. Achieving equity may

193 require an investment in additional support as a temporary or permanent solution. Diversity and

194 inclusion as well as understanding the impact of intersectionality are key to achieving workplace

195 equity. Wage equity and diverse cross-level representation are two key measures of workplace

196 equity.



197 **DIVERSITY STATEMENT**

198 BPW/FL seeks a diverse and inclusive membership. There shall be full participation, both in  
199 principle and practice, regardless of race, gender, age, national origin, sexual orientation, career  
200 choice or disability. BPW/FL shall commit time and resources to achieving diversity by:

- 201 • Formulating and implementing a plan to achieve diversity through recruitment of  
202 members from underrepresented groups
- 203 • Creating an environment where differences of opinions, beliefs and values are sought,  
204 heard and respected.
- 205 • Encouraging teamwork and participation by all members, thereby eliminating hidden  
206 agendas.
- 207 • Setting an example in its leadership that adheres to the highest principles of and  
208 commitment to diversity

209  
210 BPW/FL believes that this practice of appreciating and celebrating diversity will strengthen the  
211 status of women and their families and that it is vital to the organization’s vision and mission.

212  
213 **BPW/FL CULTURE STATEMENT**

214 We approach what we do with a positive attitude in a business-like and professional manner.  
215 Taking responsibility and holding ourselves – and each other – accountable is a vital part of  
216 “who we are”. We respond promptly to situations with honesty and integrity. We will not engage  
217 in gossip, negativity, bullying or avoiding responsibility. These types of behaviors have no place  
218 in BPW. Members are generous, not only of money, but also of praise, time and talents. We  
219 respect different perspectives, lifestyles, cultures, ethnicities, religions and politics. We treat  
220 others as we hope to be treated. BPW is a safe place to learn and develop new skills and  
221 conversely to assist others in that journey.

222  
223  
224 **CHAPTER 2. BPW/FL STRUCTURE**

225  
226 **BPW/FL OVERVIEW**

227 BPW/FL is made up of all chartered local organizations (LOs) in Florida. The state president  
228 speaks for BPW/FL and is responsible for implementing policies and programs throughout the  
229 state.

230  
231 **Elected Officers** (Also see Bylaws, Article IX)

232 The officers of BPW/FL are: President, president-elect, vice president, secretary, treasurer and  
233 LO Council of Presidents delegate.

234  
235 **Board of Directors** (Also see Bylaws, Article XIII)

236 The board of directors consists of elected state officers, state standing committee chairs, the  
237 president of the Education Foundation of the Florida Federation of Business and Professional  
238 Women’s Clubs, Inc. (EFFFBPWC), the immediate past state president and the presidents of the  
239 local organizations or their accredited representative.

240  
241 **Local Organizations (LOs)**

242 LOs, which consist of at least five (5) members, are the basic units of BPW/FL. The purpose of  
243 the LO is to pursue the objectives of BPW/FL by promoting its programs and projects.

244

245 Each LO adopts its own bylaws, which must not be in conflict with the state bylaws, policies or  
246 procedures. In addition, the BPW/FL Bylaws Committee adopts “model” LO bylaws to be used  
247 as a guideline. Certain provisions are designated as “mandatory” and must be included in the  
248 local organization’s bylaws.

249  
250 The president of each LO is a member of the state board of directors and should attend state  
251 meetings to represent the LO. If unable to attend a state board meeting, the LO president shall  
252 designate in writing a member of their LO as an accredited voting representative. Notice of such  
253 designated representative shall be provided to the State Secretary and Business Manager. E-mail  
254 and facsimile transmissions are acceptable forms of authorization.

255  
256 The LO president shall submit an annual report to their LO and to the state president.

257  
258 The retiring LO president and officers shall brief the incoming LO president by providing all  
259 information concerning matters that will be considered at the annual state conference. The  
260 incoming LO president attends the annual state conference as the local organization’s official  
261 representative and serves as a member of the BPW/FL Board of Directors until their successor is  
262 elected.

263  
264 The names, addresses and phone numbers of the LO officers, standing committee chairs and  
265 special committee chairs shall be submitted to the state business manager on the appropriate  
266 form, see BPW/FL website, no later than July 1.

267  
268 The LO president shall give the BPW/FL Tribute Chair the names of deceased members so that  
269 they may be included in the memorial at the annual state conference.

270  
271 **Organizing New LOs**  
272 Plans for the formation of a new LO shall be communicated to the state membership chair before  
273 any organizational work is done. The state membership chair is responsible for furnishing a new  
274 LO kit as well as for directing the assistance and guidance provided to the new LO from the  
275 state.

276  
277 A chartered LO sponsoring a new LO should continue its assistance until orientation in BPW/FL  
278 procedures and policies has been completed.

279  
280

## 281 **CHAPTER 3. MEMBERSHIP**

### 282 283 **GENERAL POLICY**

284 There are four categories of BPW/FL and they all include membership in BPW/FL and the  
285 BPW/FL Education Foundation. The categories of membership are:

- 286 • Member of Local Organization, is an individual who pays dues and participates with a  
287 local organization and who pays dues to BPW/FL. Members of local organizations are  
288 eligible to serve as an elected state officer.
- 289 • Student Member of Local Organization, is an individual member of a local organization  
290 who is enrolled in a college or a university, or any other accredited educational institution  
291 above the high school level. Student member of local organization pays dues to the local  
292 organization and to BPW/FL, but is not eligible to serve as an elected state officer.

- 293 • Member-At-Large, is an individual not associated with any local organization and pays  
294 dues only to BPW/FL. A member-at-large is eligible to hold office at the state level.  
295 However, in order to be eligible for the offices of president, president-elect and vice  
296 president, a member must meet the eligibility criteria outlined in Article IX of the  
297 BPW/FL Bylaws.
- 298 • Student Member-At-Large, is an individual who is a BPW/FL Education Foundation  
299 scholarship recipient, or a resident of an Education Foundation sponsored scholarship  
300 house. Student members-at-large are not affiliated with a local organization, paying only  
301 state dues directly to BPW/FL, with voting rights only at the state level and who are not  
302 eligible to serve as an elected state officer.
- 303 • Dual Membership is membership held in more than one LO. The member must designate  
304 the primary LO through which BPW/FL membership is counted. Dues paid to the  
305 primary LO should include BPW/FL dues, which are collected once a year from each  
306 member regardless of the number of LO memberships held by the member. A member  
307 may hold office or serve as a committee chair in any LO to which local dues have been  
308 paid. Any member in good standing who is affiliated with more than one LO may only  
309 serve as a representative of their primary LO.

310

### 311 **NEW MEMBER POLICY STATEMENT**

312 Criteria for membership are that the applicant support the mission and objectives of BPW/FL and  
313 pay appropriate dues (see also bylaws Article V).

314 Every applicant becomes a member upon meeting the above criteria.

315

### 316 **STUDENT MEMBER**

317 A student member, as defined above, is one who is enrolled in college or a university or any  
318 other accredited educational institution above the high school level.

319

320 (Note: Student membership is not mandatory at the LO level. LOs having student members  
321 should make provisions for membership privileges. As an example, LOs may wish to spell out  
322 that only full-time students are eligible for student membership; or that only non-working  
323 students are eligible for student membership; or whatever criteria the LO deems appropriate.)

324

### 325 **HONORARY OR LIFE MEMBER**

326 Honorary or life membership may be conferred by an LO providing:

- 327 • LO bylaws provide for such membership;
- 328 • The individual is eligible to become a new member;
- 329 • The LO is responsible for annual state dues for the member.

330

### 331 **MEMBER RESPONSIBILITIES**

332 Each member is responsible for notifying their LO and the BPW/FL Business Manager of any  
333 change in their contact information, i.e., name, mailing address, phone, email address, by  
334 completing the form on the BPW/FL website.

335

### 336 **LO RESPONSIBILITIES**

337 Each LO has a responsibility to complete the membership process with the state and remit dues  
338 when their member has paid the LO. At the very least this should occur within the same month  
339 as the member paid the LO and prior to the last two days of the month, if possible. All changes in  
340 member contact information should be forwarded to the business manager as soon as possible.

341 **CHAPTER 4. MEETINGS** (See bylaws Article XVII for additional details)

342

343 **ELECTRONIC MEETINGS** (See bylaws Article XVII, Section 7)

344 BPW/FL Bylaws provide for meeting via teleconference or other electronic means as long as the  
345 minimum criteria outlined in the bylaws is met. With members located throughout the state,  
346 electronic communications and teleconference meetings allow cost effective ways to accomplish  
347 necessary tasks.

348

349 **EXECUTIVE COMMITTEE MEETINGS**

350 Article XVII, Section 4, of BPW/FL Bylaws outline the criteria for executive committee  
351 meetings, which includes the frequency of meetings and quorum requirements.

352

353 **BOARD OF DIRECTORS MEETINGS**

354 Article XVII, Section 3, of BPW/FL Bylaws outline the requirements for regular and special  
355 meetings of the board of directors, the frequency of those meetings and quorum requirements.

356

357 **STATE CONFERENCE**

358 At least one in-person state conference shall be held annually during May or June of each year,  
359 unless otherwise authorized by two-thirds (2/3) vote of the board of directors, to conduct the  
360 business of BPW/FL (See bylaws Article XVII, Section 1). The executive committee shall  
361 designate the dates and location for the annual state conference.

362

363 The business to be conducted at the annual state conference shall include:

- 364 • Adoption of the budget for the ensuing year;
- 365 • Adoption of the public policy platform;
- 366 • Election of officers and chair of nominations;
- 367 • Receipt of recommendations and resolutions;
- 368 • Formulation of policies of BPW/FL; and
- 369 • Amendment of bylaws and handbook when necessary.

370

371 NOTE: Newly elected LO presidents will serve as the official representative of their LO at the  
372 annual state conference.

373

374 **CONFERENCE COMMITTEES**

375 The conference committee chair is appointed by the state president:

376

377 **Conference Chair(s)**

378 The chair(s) of the conference acts as liaison between the state president, state officers and the  
379 conference committee. The chair(s) should have leadership skills and knowledge of the LOs.

380

381 The chair(s) has the responsibility of the complete overall planning and execution of the  
382 conference arrangements, except those that come under the jurisdiction of state officers and the  
383 Education Foundation. All conference plans must be cleared through the state president.

384

385 The chair(s) and the state president visit hotels to choose the most suitable facilities for housing  
386 the conference.

387

388 It is recommended that the conference chair(s) have attended at least one state meeting so they  
389 will be aware of all the functions and logistics required.

390 The BPW/FL Vice President is responsible for coordinating the orientation of the first-time  
391 attendees.

392

393 **Courtesy Resolutions:** The conference committee may, during and after the conclusion of the  
394 conference, and as requested by the state president, prepare and submit appropriate expressions  
395 of appreciation for services, sponsorships and courtesies.

396

397 **Credentials:** The state business manager shall receive any emails, faxes, or written  
398 authorizations from LO presidents delegating official LO representation at the conference by  
399 another LO member, verifies eligibility of members of the board of directors and members, and  
400 makes official reports to the state president and conference attendees as specified in the printed  
401 program.

402

403 **Doorkeepers:** The state president may appoint doorkeepers to secure the room if needed.

404

405 **Elections:** (See bylaws Article XI – Elections).

406

407 **Pages:** The conference chair(s) may appoint pages, who during business meetings deliver  
408 messages from one member to another; distribute any documents to the conference body  
409 including those on the dais as directed by the conference chair; deliver motion cards to the dais;  
410 and assume other responsibilities as requested.

411

412 **Registration:** The state business manager accepts all online and mailed registration fees from  
413 all members and guests registering for the conference; ensures ample personnel to keep  
414 registration desk sufficiently staffed to maintain orderly and prompt registration; sells any  
415 available event tickets. Registration also functions as lost and found desk and information desk  
416 for conference attendees.

417

418 **Timekeepers:** The conference chair(s) may appoint timekeepers, who work under instructions  
419 of the state president and the conference rules to properly coordinate the meetings.

420

421 **Logistics:** The conference committee provides for rooms necessary for all meetings including  
422 main conference room, room for young careerist interviews, Education Foundation board of  
423 directors meeting, training rooms, vendor room, executive committee meeting. Also ensures  
424 microphones, lecterns, registration tables, tribute table, table for state officer nominee display,  
425 etc., are available.

426

427 **Vendors:** The conference committee may solicit vendors and coordinate exhibit space and  
428 schedule.

429

430 **Hospitality:** The conference committee may provide members to serve as local greeters of  
431 attendees and guests. Also functions as liaison to state officers.

432

433 **Goody Bags:** The conference committee may arrange for and fill containers with programs, and  
434 other items, such as pencils, writing pads, etc., for attendees.

435

436 **Printing:** The conference committee shall arrange for the printing of programs, etc., as required  
437 for the conference.

438

439 **Public Relations:** The conference committee shall ensure local media coverage (newspapers,  
440 web media, radio and television).

441

## 442 **CONFERENCE FINANCING**

443 The business manager dispenses all funds for the conference, with approval of the conference  
444 chair and state president.

445

446 It is suggested that a budget be prepared by the conference committee as a guide for estimated  
447 receipts and expenditures in order that funds may be provided for all necessary conference  
448 expenses. The conference committee prepares this budget with the aid of the conference chair  
449 and state president.

450

451 The state business manager accepts a registration fee from all persons attending the conference  
452 and money from sponsors and vendors, as well as funds allocated in the state budget for the  
453 purpose of defraying the conference expenses. The state business manager prepares a list of  
454 attendees and a list of members in good standing to be used at registration for checking in  
455 attendees.

456

457 The conference chair must provide the state treasurer with a completed expense voucher and/or  
458 supporting documentation approved and signed by the state president for conference expenses  
459 within 30 days of the close of a conference.

460

461 The conference fee is expected to cover all conference expenses including, but not limited to, the  
462 following items:

- 463 • Printing of the conference program;
- 464 • Printing of all executive committee, standing committee, special committee, presidential  
465 appointee and any other reports that are to be included in the program packet;
- 466 • Expenses for the facilities;
- 467 • Expenses of display room materials and space;
- 468 • Provision for voting, such as printing of ballots and providing facilities; and
- 469 • Speaker expenses.

470

471 A “late” registration fee may be stipulated on the registration form for registrations received  
472 within a specified number of days before the conference. The late registration fee will offset last-  
473 minute coordination efforts by the committee. An “on-site” late registration fee may be stipulated  
474 on the registration form to offset site printing, badge preparation, etc.

475

476 Requests for refunds of registration fees can be made to the state business manager. The deadline  
477 for refund request is five (5) days before the date of the meeting. Exception to the five (5) day  
478 deadline would be for any member who is unable to attend due to an immediate family or  
479 personal emergency, and these exceptions should be reported and requested within fifteen (15)  
480 days after the state meeting. The refund, should funds be available, is limited to 80%.

481

482 The registration fee may be reduced or waived for a maximum of two (2) students from each of  
483 the BPW/FL scholarship houses or housing scholarship recipients so that they may attend the  
484 annual state conference. The fee reduction or waiver is decided by the BPW/FL president and  
485 conference chair and is based on whether the conference budget can support such a reduction or  
486 waiver. The Jackie Fleener Fund may be used to underwrite scholarship recipients’ fees to

487 conference. For policy regarding the Jackie Fleener Fund see Chapter 13. BPW/FL Education  
488 Foundation.

489  
490 All monies for this function shall be deposited and paid from the BPW/FL operating checking  
491 account. A detailed income and expense report, prepared by the state treasurer with the  
492 assistance of the business manager and the conference chair, shall be made to the current state  
493 president and immediate past state president (if in an odd year) within sixty (60) days after the  
494 conference.

495  
496 **ELECTIONS**

497 Article XI of the BPW/FL Bylaws require that if there is more than one nominee for any office to  
498 be filled, that election shall be by ballot. The state president shall appoint tellers for the purpose  
499 of distributing and collecting ballots. The nominations chair arranges for ballots and ballot if  
500 necessary.

501  
502 The executive committee determines when the election will occur during the annual business  
503 meeting. At the conclusion of voting, the tellers deliver a report of the vote to the state president  
504 and delivers the ballots in a sealed envelope to the state secretary.

505  
506 The report shall include:

- 507 1.) Total number of votes cast.  
508 2.) For each office -  
509 a. number of votes cast  
510 b. number of votes necessary to elect  
511 c. number of votes received by each candidate, listed in order of most votes received  
512

513 The state president reads the report to the annual conference body, declaring in each instance the  
514 elected candidate. The state president will only reveal the number of votes received by the  
515 elected candidate if requested by the unsuccessful candidate(s). The report shall never state who  
516 is elected, as the tellers have no authority to decide that question.

517  
518

519 **CHAPTER 5. STATE OFFICERS**

520 Elected state officers and the LO council of presidents delegate make up the voting members of  
521 the executive committee as specified in ARTICLE XIV, Section 1, of the BPW/FL Bylaws. See  
522 this Article also for other duties.

523  
524 **STATE OFFICER RESPONSIBILITIES**

525 State officers, in accepting the honor conferred upon them by the membership, assume many  
526 responsibilities, which are outlined in Article XII of the BPW/FL Bylaws. In addition, elected  
527 officers shall perform other duties as assigned by the board of directors or the membership.

528  
529 **LO COUNCIL OF PRESIDENTS DELEGATE**

530 The LO council of presidents delegate shall be an immediate past LO president or current LO  
531 president serving in a consecutive year and be elected by the LO presidents council at each  
532 annual state conference. This is a voting member of the executive committee and is a  
533 representative voice of LO presidents on the executive committee.

534  
535

536 **CHAPTER 6. STATE STANDING COMMITTEES**

537 The standing committee chairs shall be: *Bylaws, Leadership, Membership, Public Policy, Public*  
538 *Relations and Technology*. Additional information on the composition and duties of the standing  
539 committees are outlined in Article XVI of the state bylaws. Standing committee chairs should  
540 become familiar with the state bylaws and the BPW/FL Handbook as they pertain to their duties.

541

542 As a member of the state board of directors, the chair participates in the discussions and  
543 decisions that pertain to and affect the activities of BPW/FL. If a standing committee chair is  
544 unable to attend a state meeting or is already represented on the board of directors in another  
545 capacity, the chair shall designate in writing, a committee member as an accredited voting  
546 representative. Notice of such designation shall be provided to the state secretary and business  
547 manager. Email and facsimile transmissions are acceptable forms of authorization.

548

549 **GENERAL RESPONSIBILITIES OF STATE STANDING COMMITTEE CHAIRS**

550 Committee chairs shall:

- 551 • Communicate on an ongoing basis with the LOs regarding their activities relative to their  
552 committee.
- 553 • Write articles for *Florida Business Woman*.
- 554 • Attend state conferences.
- 555 • Share any files and information with the incoming chairs to ensure an orderly transition.

556

557 Before the annual state conference:

- 558 • Outgoing chairs shall produce a summary report to submit to incoming standing  
559 committee chairs and conference chair for inclusion in the conference packet describing  
560 the prior year activities.

561

562 **BYLAWS COMMITTEE** (See bylaws, Article XVI, Section 4)

563 The responsibilities of the bylaws committee include reviewing and coordinating proposed  
564 amendments to the BPW/FL Bylaws, reviewing and presenting to the board of directors any  
565 proposed resolutions, reviewing bylaws of LOs, maintaining and updating model LO bylaws on  
566 the BPW/FL website, and maintaining this handbook.

567

568 **A. LO Bylaws**

569 BPW/FL maintains “Model Local Organization Bylaws” (Model LO Bylaws) to serve as a  
570 guide for LOs when amending or revising their bylaws. Model LO bylaws, which may be  
571 found and downloaded from the BPW/FL website, contain suggested and mandatory policies  
572 as well as mandatory wording. The mandatory wording is underlined in the model LO  
573 bylaws. When BPW/FL Bylaws are amended, the changes go into effect immediately unless  
574 stated otherwise and model LO bylaws are amended to reflect any changes in mandatory  
575 wording.

576

577 The procedure for requesting approval of LO bylaws is as follows:

- 578 1. LO emails a copy of its bylaws and the proposed amendments to BPW/FL Bylaws Chair  
579 before they are voted on;
- 580 2. Bylaws Committee reviews the LO bylaws and responds electronically with any  
581 recommendations, if necessary;
- 582 3. LO reviews the Committee’s recommendations and puts the proposed amendments to its  
583 membership for a vote. After LO approval, the amended bylaws are resubmitted to the



584 BPW/FL Bylaws Chair, along with the bylaws approval sheet signed by the LO president  
585 and attested to by the LO secretary verifying their approval by the LO membership;  
586 4. Bylaws committee reviews the approved bylaws. If approved, the chair electronically  
587 signs the approval form and forwards the approval form to the BPW/FL President who  
588 electronically signs and returns it to the LO for its records.  
589

590 **LEADERSHIP COMMITTEE** (See bylaws Article XVI, Section 5)

591 This committee shall coordinate and oversee the most dynamic programmatic aspects of our  
592 Federation activities: Individual Development, Women In Transition and Young Careerist. The  
593 leadership chair shall serve as a member of the board of directors.  
594

595 **Individual Development** (Also see bylaws Article XVI, Section 5(a))

596 The BPW/USA Individual Development Program was introduced on the national level in 1968  
597 and most recently revised in 2004. The program is designed to aid in the development of  
598 leadership and communications skills, and at the same time introducing participants to BPW, its  
599 goals, and issues.  
600

601 Local and state speak-offs or other events can be held to select a statewide Individual  
602 Development representative. From time to time, the executive committee can adopt specific  
603 guidelines and requirements for participation in the state speak-off competition.  
604

605 Information about the program can be found on the BPW/FL web site.  
606

607 **Women In Transition** (Also see Bylaws Article XVI, Section 5(b))

608 PURPOSE: To recognize the achievements of women making career changes or returning to the  
609 workplace. See BPW/FL website for a sample program format.  
610

611 Benefits to the LO:

- 612 • Increase membership
  - 613 • Encourage members who are undergoing a career transition
  - 614 • Opportunities for networking
  - 615 • Opportunity for award and recognition at the state level
- 616

617 Benefits to the Panelists:

- 618 • Opportunity to make a difference in others' lives
  - 619 • Opportunity to serve as a role model for other women
  - 620 • Opportunity for networking
  - 621 • Opportunity to learn about BPW
- 622

623 **Young Careerist** (Also see bylaws Article XVI, Section 5 (c))

624 **Virginia Allan Young Careerist Program**

625 In 1964, BPW/USA President Virginia Allan envisioned a mutually benefiting partnership  
626 between young working adults and BPW. President Allan's commitment to the development and  
627 the careers of younger women and men led her to spearhead the formation of the young careerist  
628 (YC) Program. In 2001 the program was re-titled "Virginia Allan Young Careerist Program" in  
629 her honor.  
630

631 The BPW Foundation Board of Directors establishes the mandatory criteria for a “Young  
632 Careerist.” The executive committee may adopt a manual and other material which provides  
633 program guidelines and promotion.

634

635 MISSION: The Virginia Allan Young Careerist Program is a high-profile BPW program that  
636 recognizes and celebrates the accomplishments of successful individuals.

637

638 VISION: The Virginia Allan Young Careerist Program provides training, leadership and  
639 development skills. The program introduces participants to BPW and offers unique learning  
640 opportunities for personal and professional growth and leadership experiences through  
641 participation in networking, workshops, public speaking, interviewing, and group activities.

642

#### 643 ELIGIBILITY

644 To be eligible, a person must:

- 645 • Be between the ages of 21 and 35, inclusive, by July 31 following the first competition in  
646 which she/he participates;
- 647 • Be or have been employed in business or the professions with at least one (1) year of full-  
648 time work experience;
- 649 • Be living, working, training or continuing their education in the area served by the  
650 sponsoring LO conducting the program; and
- 651 • Be a BPW member by the time of state conference. Sign the BPW/FL Public Policy  
652 Platform agreement. A Young Careerist candidate must review the BPW/FL Public  
653 Policy Platform and pledge that she/he will not speak against platform items in her/his  
654 capacity as young careerist representative, if selected.

655

#### 656 JUDGING

657 Judges should be familiar with the Young Careerist program procedures and evaluation process,  
658 the Public Policy Platform, the mission and the objectives of BPW, and the importance of each in  
659 the selection process. A minimum of three (3) impartial judges should participate in any  
660 competition at every level.

661

#### 662 **MEMBERSHIP COMMITTEE** (Also see bylaws Article XVI, Section 6)

663 The membership committee is composed of the chair and at least three members. The general  
664 duty of the membership committee is to promote, expand, stabilize and orient membership.

665 The chair is responsible for oversight of the Judith Harrison Memorial Fund.

666

#### 667 **Judith Harrison Memorial Fund**

668 Judith Harrison served as BPW/FL President in 2005 and passed away during her term as  
669 president. In her memory, a restricted fund was established with the express purpose of fostering  
670 membership recruitment and retention.

671

672 Examples of expenses that can be paid out of the fund are:

- 673 • Travel and meals to areas where a new LO may be potentially holding chartering events  
674 and member orientations.
- 675 • Expenses necessary for membership drives and chartering of new LOs, i.e., postage,  
676 handouts, copying, incentives and refreshments.
- 677 • \$100 to a new BPW/FL LO upon chartering.
- 678 • Mileage will be reimbursed at the current IRS mileage rate for miles driven in service of  
679 charitable organization.

- 680       • All expenses are subject to the normal expenditure guidelines prescribed in the BPW/FL  
681       Handbook.  
682       • Any single expenditure that exceeds \$150 or does not fall within the normal expenses  
683       listed above must be submitted to the membership chair for review. The membership  
684       chair then submits a recommendation for approval by the executive committee.  
685

686 **PUBLIC POLICY COMMITTEE** (Also see bylaws Article XVI, Section 7)

687 The public policy committee will coordinate and maintain statewide public policy  
688 communications. The state public policy chair is also the liaison to the BPW/FL Lobbyist and  
689 will provide a report including any recommendations on the lobbyist to the executive committee  
690 prior to the evaluation and issue or renewal of the contract.  
691

692 **PUBLIC RELATIONS COMMITTEE** (Also see bylaws Article XVI, Section 8)

693

694 **TECHNOLOGY COMMITTEE** (Also see bylaws Article XVI, Section 9)

695 The technology committee will work to handle updates to directories and other materials on the  
696 web site; to assist with technological needs of BPW/FL; and to educate members and to facilitate  
697 the BPW/FL's use of current technology. Use of BPW/FL's technology assets by LOs and  
698 members shall be in conformance with BPW/FL's mission, non-partisan policy and public policy  
699 platform (See bylaws Article II and handbook Chapter 10).  
700

701 **CHAPTER 7. STATE SPECIAL COMMITTEES**

702 Special committees provide administrative support functions to BPW/FL. Some of these  
703 committees operate throughout the year and others have time-limited tasks. The incoming state  
704 president appoints a chair and/or committee members to serve for a period of one (1) year. All  
705 chairs and committee members must be active members of BPW/FL.  
706

707 **AUDIT COMMITTEE**

708 The duty of the audit committee is to review the financial records of BPW/FL and determine if  
709 the records are in order. The chair reports the findings to the executive committee by September  
710 30 and in the winter issue of *Florida Business Woman*. This committee is composed of a chair  
711 and at least two other members, with the prior year's state treasurer in attendance. The current  
712 state treasurer serves as an ex officio non-voting member.  
713

714 **BUDGET COMMITTEE**

715 This committee shall be responsible for the preparation of BPW/FL's annual budget. The current  
716 state treasurer shall serve as an ex-officio member of the budget committee. The chair of the  
717 budget committee shall be appointed by the state president. The state business manager shall  
718 serve on this committee, ex officio without vote, along with other members as appointed by the  
719 incoming state president.  
720

721 The proposed budget shall be presented to the executive committee at least 10 days prior to the  
722 annual state conference, shall be posted to the state web site immediately following review by  
723 the executive committee, and shall be presented to the membership for approval at the annual  
724 state conference.  
725

726 **STRATEGIC PLANNING COMMITTEE**

727 Members of this committee include a chair and five (5) members (which must include a past  
728 state president and president-elect or in years when there is not a president-elect, the state

729 president shall serve). It is the duty of this committee to examine all aspects of the operations of  
730 BPW/FL and make recommendations to the executive committee. This committee shall be  
731 engaged as needed, not necessarily every year.

732

### 733 **TRIBUTE COMMITTEE**

734 This chair provides a memorial in recognition of BPW/FL members who have died.

735

### 736 **WOMEN'S WELLNESS COMMITTEE**

737 This committee shall be responsible for raising awareness of the BPW/FL Breast Cancer Fund  
738 and of other women's health issues, and for raising funds to support the breast cancer fund,  
739 working in conjunction with the public policy and state meeting committees to coordinate  
740 relevant activities.

741

### 742 **Breast Cancer Fund**

743 The breast cancer fund was established by Past State President Suzanne Dalton (1990-91). Any  
744 BPW/FL member in good standing can request a disbursement for any person, regardless of  
745 BPW membership, who has been diagnosed with breast cancer or who has been diagnosed with a  
746 high risk of breast cancer or who has had a questionable mammogram requiring further testing.  
747 Subject to funds available, this fund will be disbursed in accordance with these approved  
748 guidelines:

- 749 1. These funds may be disbursed to a member or non-member who has been diagnosed with  
750 breast cancer or who has been diagnosed with a high risk of breast cancer or who has had  
751 a questionable mammogram requiring further testing and is a resident of the state of  
752 Florida.
- 753 2. Any BPW/FL member in good standing at the time the request is submitted can submit a  
754 request for disbursement using the approved application form, which can be found on the  
755 BPW/FL website.
- 756 3. No more than two (2) requests per recipient will be considered during a BPW fiscal year  
757 (July 1-June 30).
- 758 4. Funds shall be disbursed in the amount of \$250 per request.
- 759 5. All requests shall be in writing and shall be forwarded to the women's wellness chair.
- 760 6. The state business manager will process a check in accordance with normal expense  
761 payments.
- 762 7. The state business manager will be responsible for forwarding the check and cover letter  
763 signed by the State President to the recipient.

764

765

### 766 **CHAPTER 8. PRESIDENTIAL APPOINTMENTS**

767 The state president may make these special appointments as necessary. Appointees must be  
768 members in good standing of BPW/FL, shall serve for a period of one (1) year, and shall be  
769 responsible directly to the state president.

770

### 771 **EVENT CHAIR(S)**

772 **Annual State Conference** (See handbook Chapter 4. MEETINGS, for more information)

773

### 774 **FLORIDA BUSINESS WOMAN EDITOR**

775 The editor shall be responsible for editing, publishing and distributing each issue of *Florida*  
776 *Business Woman* to all members of the federation (See handbook Chapter 12. Publications). The  
777 editor shall prepare an overall plan for the magazine prior to the annual state conference, which

778 may include budget, publishing dates, advertising rates, printing bids, etc., and recommend staff  
779 and/or committee members to work with her, as needed.

780

### 781 **LEGAL ADVISOR**

782 The individual selected provides legal advice and/or renders opinions, as requested by the state  
783 president or the executive committee.

784

### 785 **PARLIAMENTARIAN**

786 The parliamentarian, appointed by the president and approved by the executive committee, shall  
787 serve without vote at all meetings of BPW/FL except when the vote is by ballot; shall be familiar  
788 with the bylaws of BPW/FL; and shall be an ex-officio member of all state committees and  
789 express an opinion on points in question only when requested by the presiding officer or any  
790 member.

791

### 792 **CHAPTER 9. FINANCES**

793 The purpose of a financial policy in the operation of BPW/FL activities is to fulfill BPW's  
794 mission in the most effective and efficient manner and to remain accountable to the BPW/FL  
795 membership, contractors and community partners. In order to accomplish this, BPW/FL commits  
796 to provide accurate and complete financial information for internal use by the executive  
797 committee and the board of directors and in reports at its membership meetings.

- 798 • BPW/FL shall function within a budget and spending plan that shall be approved and  
799 authorized by a vote of its members at its annual state conference.
- 800 • The executive committee, under direction of the board of directors, is responsible for the  
801 financial management of all activities of the budget.
- 802 • The executive committee is responsible for selecting depositories for BPW/FL funds and  
803 is responsible for employing controls that will maintain basic separation of duties to  
804 protect the assets, income receipts and payments of BPW/FL.
- 805 • There shall be no advance of funds to officers, directors or members.
- 806 • The treasurer accounts for all monies belonging to BPW/FL and makes reports at all  
807 meetings of BPW/FL, the board of directors and the executive committee.
- 808 • The treasurer is responsible for reconciling all bank statements, thereby reviewing all  
809 financial transactions processed by the business manager.
- 810 • The business manager is the primary person transacting business on the bank checking  
811 accounts and credit card account.
- 812 • The business manager is authorized to disburse funds up to \$1,000 only upon receipt of  
813 properly executed expense vouchers including invoices and documentation for the  
814 expense.
- 815 • The state president shall authorize all disbursement requests up to \$1,000.
- 816 • All disbursements over \$1,000 require the president and treasurer as approval signatures  
817 on the supporting documentation. Email approval is acceptable and must be retained with  
818 the invoice/documentation.
- 819 • The board of directors is authorized to provide oversight of the annual budget and amend  
820 the budget during the fiscal year, if necessary.
- 821 • The executive committee is authorized to enter into contracts for activities that have been  
822 approved as a part of the budget.
- 823 • The executive committee is authorized to obtain competitive bids or issue requests for  
824 proposals (RFPs) for items or services costing in excess of \$2,000. The executive  
825 committee shall write and issue the RFPs or bid specifications.

- 826 • A bid review committee consisting of members of the board of directors, who shall be  
827 appointed by the state president, shall review the bids and proposals. This committee  
828 shall make its recommendation for award to the executive committee, who shall make the  
829 final selection and enter into the contract.
- 830 • The executive committee is responsible for providing oversight of all contracts.
- 831 • The president-elect shall review and approve reimbursement requests of the president. If  
832 there is no president-elect, the vice president shall review and approve reimbursement  
833 requests of the president. In the absence of a vice president, the secretary shall review and  
834 approve reimbursement requests of the president.
- 835 • The executive committee is authorized to manage the Jackie Fleener Fund, the policy of  
836 which is detailed in Chapter 13, BPW/FL Education Foundation.

837

### 838 **REIMBURSEMENTS**

839 The executive committee and committee chairs will be reimbursed for expenses incurred in the  
840 discharge of BPW/FL business. Examples of allowable expenses include, but are not limited to:  
841 telephone, office supplies, travel to state conferences, registration fees at state conferences, hotel  
842 expenses, and meals away from home.

843

844 The cost of resource material and publication for BPW/FL work is an allowable expense within  
845 each budgeted line item. This material is BPW/FL property and is passed on to the incoming  
846 officers and chairs.

847

848 All expense reimbursements shall be requested using the current expense voucher, located on the  
849 BPW/FL website, with a copy of bills or receipts attached. Due to audit requirements, no  
850 reimbursements will be made without an expense voucher and documentation. When requesting  
851 reimbursement for mileage, documentation of mileage must be submitted; a copy of the mileage  
852 from a computer-generated program such as Google Maps or MapQuest would meet this  
853 requirement.

854

#### 855 **Policies on expense accounts include:**

- 856 • Travel expense chargeable to BPW/FL must be based on the least expensive mode of  
857 travel, via the shortest route by car, or coach fare by plane, train or bus.
- 858 • Travel by automobile shall be at the current IRS mileage reimbursement rate, at either the  
859 charitable rate or the business rate. These rates can be obtained from the treasurer.
- 860 • No BPW/FL funds shall be withdrawn in advance unless authorized in advance by the  
861 executive committee.
- 862 • Funds allocated in the BPW/FL budget shall be used only for BPW/FL business.
- 863 • Expense reimbursement requests shall be submitted on a monthly basis to the business  
864 manager by means of an expense voucher, signed by the state president, with supporting  
865 invoices or cash receipts attached. Expense vouchers for payment for expenses incurred  
866 after June 15 must be submitted no later than July 15. Expense vouchers submitted after  
867 30 days of expense date will be denied.
- 868 • Expenses incurred incident to a state conference shall be submitted immediately  
869 afterward and unless submitted within 30 days of the conference, the request will not be  
870 honored.
- 871 • Any entity desiring a BPW/FL speaker for an occasion shall be responsible for speaker's  
872 expenses.

- 873 • Payment of expenses for ongoing BPW/FL obligations, such as telephone bill and  
874 insurance premiums, do not require an expense voucher. Receipt of an invoice shall be  
875 considered sufficient documentation.  
876 • Payment of expenses to contracted personnel do not require an expense voucher. The  
877 signed contracts shall serve as approval of the expense.  
878

### 879 **Credit Card Policies**

- 880 • Credit cards shall be issued to the state president, treasurer and business manager.  
881 • Credit cards shall be used only for expenses approved in the budget for the year.  
882 • An expense voucher must be approved by the state president or treasurer prior to charges  
883 being made to the credit card.  
884 • Original or scanned receipts shall be sent to the business manager so they may be  
885 documented on business manager financial activity spreadsheet which is forwarded to the  
886 treasurer for reconciliation at the beginning of each month.  
887 • A credit card is routinely used for recurring expenses, such as software subscriptions. The  
888 business manager's card is the primary card for this purpose and does not require  
889 approval.  
890

### 891 **RECORD RETENTION**

892 BPW/FL financial statements and BPW/FL membership, board of directors, and executive  
893 committee meeting minutes shall be retained for seven years and will be stored in a cloud  
894 account. Older documents are stored at the State of Florida Archives in Tallahassee. The  
895 archivists catalog, label, and store our records for posterity so BPW/FL history will live on. This  
896 service is provided to BPW/FL free of charge.  
897

## 898 **CHAPTER 10. PUBLIC POLICY ACTIVITIES**

### 899 **NON-PARTISANSHIP**

901 Neither BPW/FL nor LOs endorse candidates. Both BPW/FL and LOs may engage in political  
902 campaign activity and lobbying only to the extent allowed by law. LOs should remain non-  
903 partisan in all their proceedings. This means when inviting speakers, whether or not they are  
904 candidates for office, LOs should attempt to have all sides represented. If the speaker is a  
905 candidate, but has not been invited to speak as a candidate, their campaign literature should not  
906 be distributed. If an LO chooses to accept paid political advertising, it should include the  
907 following disclaimer:

908 BPW/\_\_\_\_\_ does not endorse or oppose any candidate or organization in  
909 connection with this or any other political campaign or election.  
910

### 911 **PUBLIC POLICY DAY**

912 A BPW/FL Public Policy Day in Tallahassee will be observed when deemed necessary based on  
913 legislative emphasis. The state public policy chair, with the approval of the executive committee,  
914 will coordinate activities. By action of the 1953 Conference, Legislative Day was established.  
915

### 916 **LOBBYING**

917 BPW/FL is active in public policy affairs and under the direction of the public policy committee,  
918 members are kept informed of issues of interest. In addition to BPW's grassroots lobbying, the  
919 services of a lobbyist may be contracted by the executive committee. The lobbyist's activities  
920

921 shall be directed by and coordinated with the public policy chair, who is the lobbyist’s liaison to  
922 the executive committee.

923

## 924 **STATE PUBLIC POLICY PLATFORM**

925 The BPW/FL Public Policy Platform shall contain up to six (6) action items. These action items  
926 require that a concerted and continuing effort be made to have bills introduced covering these  
927 items, monitoring of bills during the legislative session and support of the membership to ensure  
928 their enactment into law. The public policy committee, lobbyist (if applicable) and members  
929 work together to achieve our legislative goals.

930

931 A public policy platform committee meeting shall be held at least 70 days prior to the annual  
932 state conference. The public policy committee members will present information on each of the  
933 items on the proposed platform to the BPW/FL Board of Directors. After approval by the board  
934 of directors, the public policy platform shall be posted on the BPW/FL website for review by all  
935 members, and included in the annual state conference packet. The platform is presented at the  
936 annual state conference for adoption by the membership. The approved public policy platform  
937 shall be published in the post-conference issue of *Florida Business Woman* and posted on the  
938 BPW/FL website.

939

940 After approval of the platform, no LO can use its name to work against any item on the platform.  
941 However, no member or unit is required to work for an item with which it does not agree.

942

## 943 **RED PURSE CAMPAIGN**

944 Pay equity was a primary issue when BPW was founded in 1919; it remained so in 1989, when  
945 women were making 69 cents for every \$1 made by a man. Conceptualized in 1987, BPW’s pay  
946 equity focus used the “BPW” letters to represent “Better Pay for Women.” Carrying a red purse  
947 soon became the visible symbol of economic equity for women. Since pollsters had forecast the  
948 decisive role of women in the 1988 election, all political camps became interested in capturing  
949 the “women’s vote.” BPW capitalized on the red purse theme, “Vote Your Purse For Real  
950 Change” at the polls. National media attention was given to the red purse; BPW members carried  
951 the red purse as a visible symbol of economic inequities; speakers everywhere received red  
952 purses and totes and lapel pins showing the red purse (pocketbook) symbol, including then-  
953 Democratic Vice Presidential candidate Lloyd Bentsen and Republican Presidential candidate  
954 George Bush, both of whom spoke to the Albuquerque convention in July 1988.

955

956

## 957 **CHAPTER 11. NOMINATIONS AND CAMPAIGNING**

958

### 959 **CANDIDATE QUALIFICATIONS (See bylaws, Article IX)**

960

#### 961 **NOMINATIONS PROCEDURE (See bylaws, Article X)**

962 The nominations chair, hereinafter referred to in this Chapter 11 as the chair, is elected annually  
963 at the annual state conference and is responsible for soliciting, collecting and compiling data on  
964 candidates for BPW/FL elected office. To be nominated, a member must sign a form affirming  
965 qualification for office sought, verification of endorsement by a BPW/FL LO, and an agreement  
966 to serve if elected, using a form adopted by the BPW/FL Board of Directors (see attachment).  
967 Each candidate whose candidate data has been submitted to the chair by the submission deadline  
968 may have a statement and picture published in the convention issue of *Florida Business Woman*.  
969 The FBW editor may establish length requirements for the submission.



970 The chair shall send a request for nominations and candidate data forms to each LO president by  
971 a deadline to be established annually by the executive committee. Submission deadline for  
972 nominations shall be no later than March 30.

973

974 An LO may endorse more than one candidate.

975

976 The chair shall furnish the state president with a list of persons qualified for positions as of  
977 March 30. Candidate data forms received after March 30, and before the annual state conference,  
978 shall be compiled by the chair and the names furnished to the state president as received.

979 Nominations received after the March 30 deadline will be treated as nominations from the floor  
980 and cannot be guaranteed publication in *Florida Business Woman*.

981

982 To encourage participation, the chair shall notify the state president and board of directors within  
983 thirty (30) days after the filing date (March 30) of any office for which no nominations have  
984 been received. A determined effort should be made to seek qualified candidates for each office.

985

986 The chair shall forward a list of eligible nominees with their qualifications to the editor of  
987 *Florida Business Woman* by the deadline for publication in the annual conference issue. The  
988 chair shall prepare a slate of nominees and present only nominees who have submitted the  
989 candidate data form and given consent to serve if elected.

990

991 The chair shall post the names of the nominees, together with brief statements of experience and  
992 qualifications of each, outside the conference hall by the opening of the annual state conference.  
993 The report of the chair shall be made at the first business meeting of the conference.

994

995 Nominations may also be made from the floor, provided the nominee has completed the  
996 candidate data form.

997

998 The chair shall facilitate a candidate forum during a regular business session at a time between  
999 the close of nominations and before elections. During the forum, candidates shall have the  
1000 opportunity to respond to members' questions.

1001

1002 In order that the promotion of candidates shall be in keeping with the high standards of BPW/FL,  
1003 the code of ethics for campaigning shall be followed:

1004

1005 **CODE OF ETHICS FOR CAMPAIGNING:**

1006 1. In order that all the members are given a chance to know the candidates, each candidate shall  
1007 be introduced at a regular business meeting or informal event prior to the business meeting of  
1008 the annual state conference

1009 2. An open forum for candidates for state office will be held during the annual state conference  
1010 prior to election. The candidate open forum, with the chair of nominations present, will be in  
1011 addition to a three-minute presentation of each candidate to the conference body during a  
1012 business meeting.

1013 3. Any entertainment honoring candidates shall be simple and shall not interfere with the  
1014 meetings or business.

1015 4. Members may wear campaign material on their persons, purses or folders. No giveaway  
1016 items of any kind shall be permitted.

1017 5. Any individual is free to speak to others on behalf of the candidates but good taste precludes  
1018 speaking in opposition to any candidate.

1019 6. Members should be free to support candidates on the merits of the candidates themselves,  
1020 and not be bound by the instructed vote of their LO if instructions should be in conflict with  
1021 their findings upon learning the qualifications and meeting the candidates at the annual state  
1022 conference.

1023  
1024

## 1025 **CHAPTER 12. PUBLICATIONS**

1026

### 1027 **FLORIDA BUSINESS WOMAN MAGAZINE**

1028 The official publication of BPW/FL is *Florida Business Woman*, established 1927-1928. The  
1029 state president, subject to the approval of the executive committee, appoints the editor.

1030

1031 The executive committee shall have general supervision of the magazine and approve the  
1032 contract for printing the magazine. A budget for the operation of the magazine will be submitted  
1033 to the budget committee.

1034

1035 BPW/FL and *Florida Business Woman* shall reserve the right to refuse advertising.

1036

1037 The editor shall be responsible for editing, publishing and distributing each issue of *Florida*  
1038 *Business Woman* to all members of the federation. The editor shall prepare an overall plan for the  
1039 magazine prior to the annual state conference, which will include budget, publishing dates,  
1040 advertising rates, printing bids, etc., and may recommend staff and/or committee members to  
1041 work with her, such as associate editor, state business manager, circulation manager and  
1042 advertising manager.

1043

1044 The state business manager shall furnish labels or a database of LO members. Only members  
1045 whose dues have been paid shall receive the magazine. All publication bills shall be approved by  
1046 the editor and sent with expense vouchers for payment to the state president.

1047

1048 One (1) copy of the editor's annual report shall be sent to the state president by the prescribed  
1049 deadline.

1050

1051

## 1052 **CHAPTER 13. BPW/FL EDUCATION FOUNDATION**

1053 At the 1965 BPW/FL State Convention a committee was appointed to formulate plans for the  
1054 establishment of an Education Foundation. The state of Florida, on October 28, 1965, issued a  
1055 charter to the new Education Foundation of The Florida Federation of Business & Professional  
1056 Women's Clubs, Inc (EFFBPWC or Education Foundation). By action of the 1965 mid-year  
1057 board meeting, the charter and bylaws of the Education Foundation were established. Articles of  
1058 incorporation that were originally filed October 23, 1965 were last amended in June 2016 and  
1059 were duly adopted by the membership.

1060

1061 The purpose of the organization is as follows:

- 1062 1. To make available to young women the opportunity to pursue higher learning through  
1063 financial or other assistance;
- 1064 2. To cooperate with recognized scholarship and research foundations and organized  
1065 colleges or universities to accomplish the purposes set forth herein; and

1066 3. To accomplish this by receiving gifts of cash or property through any lawful means and  
1067 to the end that all monies and property so derived shall be devoted to charitable scientific  
1068 or educational purposes.  
1069

1070 The meetings of the corporation are held during the conference(s) of BPW/FL, with notification  
1071 published in the official publication of BPW/FL not less than five (5) days prior to the day of the  
1072 proposed meeting.  
1073

1074 Membership in the BPW/FL Education Foundation consists of all members in good standing of  
1075 BPW/FL. The corporation is designed to have perpetual existence and can undertake other  
1076 scholarship projects within the scope of the three objectives outlined above.  
1077

1078 The officers of the corporation shall be a president, vice president, secretary, and treasurer. The  
1079 board of directors is composed of the above-named officers, three directors, and the president  
1080 and president-elect of BPW/FL.  
1081

1082 The president, vice president, secretary, treasurer and directors serve for a term of two (2) years.  
1083 The officers shall be elected in even years and the directors shall be elected in odd years.  
1084

#### 1085 **THE JACKIE FLEENER FUND**

1086 Past State President Jackie Fleener (1997-98) passed away in 2017 and named BPW/FL (the  
1087 federation) as a beneficiary of her will, with the following instructions:  
1088

1089 "To Business and Professional Women (Florida) to be used for their scholarship houses  
1090 in whatever capacity they may choose."  
1091

1092 A joint task force of BPW/FL Federation and Education Foundation representatives from around  
1093 the state was created, co-chaired by the presidents of each entity, and it was agreed that there  
1094 should be a joint effort to utilize the funds in order for the two organizations to coalesce and  
1095 engage in joint activities for their mutual benefit. It was further agreed that the funds would be  
1096 used in the following manners:  
1097

- 1098 • For the direct engagement of residents of the scholarship houses with BPW/FL;
- 1099 • For the development of statewide housing scholarships to be made available where  
1100 scholarship houses or existing LO scholarships do not exist;
- 1101 • To fund educational, training and mentoring opportunities for scholarship house residents  
1102 and scholarship recipients that also benefit BPW/FL members; and
- 1103 • To provide opportunities for joint marketing and public relations activities between the  
1104 federation and foundation.  
1105

1106 The bequest shall be managed by the BPW/FL Executive Committee for the duration of its  
1107 existence, with interest generated from any investment of principal benefiting the federation.  
1108

#### 1109 **Expenditures Approved by the BPW/FL Executive Committee**

##### 1110 SCHOLARSHIP HOUSE LIAISON MEMBERSHIPS:

1111 The BPW Scholarship House resident liaisons to the Education Foundation board of directors  
1112 shall receive student member-at-large memberships for the duration of their service, so as to be  
1113 connected to the activities and news of BPW/FL. The processing of the liaison membership  
1114

1115 begins with the Education Foundation Treasurer. The steps for processing reside with the  
1116 foundation treasurer, the state treasurer, and the state business manager, as all are involved.  
1117

1118 SCHOLARSHIP HOUSE RESIDENT PARTICIPATION AT STATE CONFERENCE:

- 1119 • Up to four (4) residents per scholarship house shall be funded to attend the BPW/FL State  
1120 Conference annually.
  - 1121 ○ Those residents shall be expected to participate fully in conference activities,  
1122 including education and business sessions, and shall be invited to speak to the  
1123 conference body about their experience(s) living in the house(s).
  - 1124 ○ Those residents shall be expected to share hotel room(s), to the extent possible.
- 1125 • If one scholarship house does not have representation at State Conference, the unused  
1126 spaces (from a total of 8) may be used by residents of the other house.
- 1127 • Mileage (at the IRS charitable rate) shall be paid in addition to lodging and full  
1128 registration.

1129

1130 FINANCIAL SUPPORT FOR SCHOLARSHIP HOUSES:

1131 The BPW/FL Executive Committee shall approve annually a specified amount from the Jackie  
1132 Fleener Fund principal balance to be made available for support of the BPW/FL Scholarship  
1133 Houses during the ensuing BPW fiscal year, in addition to the funds available for conference  
1134 participation and house liaison student memberships.

- 1135 • The Education Foundation shall submit a budget request outlining anticipated  
1136 expenditures to the BPW/FL Executive Committee no later than April of each year for  
1137 the following BPW fiscal year.
- 1138 • If additional funds are needed during the fiscal year, an amended budget must be  
1139 presented to the BPW/FL Executive Committee.
- 1140 • Emergency needs will be addressed by the BPW/FL Executive Committee upon request.

1141

1142 BPW/FL Scholarship Houses may make requests for funding that will be considered on a case-  
1143 by-case basis.

- 1144 • Requests shall be made to the BPW/FL Education Foundation Board of Directors, who  
1145 shall consider the merits of the request(s) based upon:
  - 1146 ○ The documentation of a demonstrated need beyond the house's ordinary budget /  
1147 funding; and
  - 1148 ○ The potential for an enhanced relationship between the house(s) and BPW/FL
- 1149 • If the request(s) are deemed appropriate, the Education Foundation president shall  
1150 complete the state expense voucher to have the monies disbursed by the business  
1151 manager after confirmation of funds availability by either the state treasurer or the state  
1152 president.

1153

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1164 **CHAPTER 14. AWARDS**

1165

1166 The following awards are presented annually.

1167

1168 **Period:** For the period May 1-April 30

1169 **Deadline:** May 5, of the fiscal year in which the award is to be given

1170 **Format:** Awards must be submitted electronically to [awards@bpwfl.org](mailto:awards@bpwfl.org), unless otherwise  
1171 noted. Awards should be no more than 50 pages in length or be no more than  
1172 5MB in electronic size.

1173

1174 **FINANCE** – Presented by the finance chair

1175

1176 **BEST FUNDRAISER** - To the LO that documents the **most creative fundraiser** during  
1177 the current fiscal year.

1178

1179 **LEADERSHIP** – Presented by the leadership chair

1180

1181 **BEST LEADERSHIP PROGRAMS AND ACTIVITIES** - To the LO that  
1182 demonstrates the best programs and activities designed to develop members' leadership  
1183 capabilities. These programs may be based on aspects of the BPW Individual  
1184 Development, Young Careerist and Women in Transition modules.

1185

1186 **MEMBERSHIP** – Presented by the membership chair.

1187

1188 **BEST MEMBERSHIP MANAGEMENT (Retention, Growth and Development)**

1189 **TO:** One LO in each of the following membership levels:

1190 Less than 20 members

1191 21-39 members

1192 40+ members

1193

1194 **RECRUITMENT:** *Must submit new\* member names. (\*New refers to individuals who*  
1195 *have never been a BPW member, or who have been lapsed for more than five years.)*

1196

1197 **PLUS 5 Recognition:** To any member who recruited five to nine new members.

1198

1199 **PLUS 10 Recognition:** To any member who has recruited ten or more new  
1200 members.

1201

1202 *Recognition will be given in either the Plus 5 or Plus 10 category, but not in both.*

1203

1204 **Top Recruiter:** *(Determined from the above submissions.)* To the member who  
1205 has recruited the highest number of new members.

1206

1207 **PUBLIC POLICY:** Presented by the public policy chair.

1208

1209 **BEST OVERALL ADVOCACY** – To the LO that demonstrates the **most consistent**  
1210 **focus** on the current BPW/FL Public Policy Platform.

1211 **PUBLIC RELATIONS:** Presented by the public relations chair.

1212

1213 **BEST PUBLIC RELATIONS PLAN** – To the LO that best demonstrates a well-  
1214 orchestrated BPW public relations plan, including community involvement, media and  
1215 business contacts, newsletters and program promotion.

1216

1217 **TECHNOLOGY:** Presented by the technology chair.

1218

1219 **BEST OVERALL TECHNOLOGY UTILIZATION** – To the LO that demonstrates  
1220 the best use of technology, including videography, website design, social media, and  
1221 electronic communication.

1222

1223 **PRESIDENTIAL / EXECUTIVE COMMITTEE AWARDS:**

1224 Nominations are submitted to the state business manager, by a date to be set by the executive  
1225 committee. Should no candidate be nominated, the executive committee can elect to honor an  
1226 appropriate candidate of their own selection.

1227

1228 **EDUCATIONAL PROGRAMMING AWARD** – To the LO with the best program (or  
1229 programming) for the education and growth of their members and/or their community,  
1230 which would include personal, professional and/or political topics.

1231

1232 **GLASS CEILING AWARD** – Established in 1991, this award is presented by the state  
1233 president to a woman who has successfully broken through the barrier of advancement  
1234 within their profession or organization, enabling them to reach the management level  
1235 positions previously barred to working women.

1236

1237 **HALL OF FAME** – Established in 1997, this award honors a member of at least ten  
1238 years who has generated warmth and good will for all, and who has developed  
1239 friendships throughout the state. No current or past state or Education Foundation officer  
1240 can be nominated for this award.

1241

1242 **ELAINE GORDON LIFETIME ACHIEVEMENT AWARD** - Established in June  
1243 1994 to recognize State Representative Elaine Gordon, a long-time supporter of BPW  
1244 legislative issues and a member of BPW/Miami Shores. The award has continued to be  
1245 awarded in memory of Representative Gordon to those individuals who continuously  
1246 promote full participation, equity and economic self-sufficiency for Florida's working  
1247 women.

1248

1249 **LOCAL ORGANIZATION OF THE YEAR** – To the LO illustrating the most well-  
1250 rounded year of programs, community outreach, sound fiscal policies, and effective  
1251 public relations.

1252

1253 **RETIRED AWARDS**

1254 • **Mildred Taylor Rhodes Award** – Retired February 2021

1255 To the LO having the highest percentage gain in paid memberships as of May 31 of the  
1256 previous year.

- 1257 • **Hortense K. Wells Trophy** – Retired February 2021
- 1258     Established by Past State President Hortense K. Wells (1930-1932), this award was presented
- 1259     to the LO having the best program designed to create a continued overall interest in
- 1260     legislation and government.
  
- 1261 • **Anne K. Drozin Membership Award** – Retired February 2021
- 1262     Established by the Biscayne BPW Club to honor Past State President Anne K. Drozin (1968-
- 1263     69). This trophy was first awarded in 1970 to recognize the LO having the highest percentage
- 1264     of continuing membership for the fiscal year.
  
- 1265 • **The Bernie Shuhi Education Award** – Retired February 2021
- 1266     Established by the Boynton-Lantana Business and Professional Women’s Club honoring Past
- 1267     State President Bernie Shuhi (1971-1972), this award was introduced in 1974 to recognize
- 1268     the LO developing the best program to extend educational opportunities that stimulate
- 1269     initiative, self-education or retraining for the members in order to provide new skills and
- 1270     adopt new attitudes.
  
- 1271 • **Susan B. Anthony Award** – Retired February 2021
- 1272     Established in 1980 by Young Careerist Chair Z. Ray Ross, this award was presented to the
- 1273     LO having the highest percentage of new members less than 35 years of age as of February
- 1274     15 (Susan B. Anthony’s birthday).
  
- 1275 • **Mentoring Award** – Retired February 2021
- 1276     Established in 2001 by Past State President Sheri McCandless (2000-2001), this award was
- 1277     presented to the LO having the best mentoring program.
  
- 1278 • **Bridge Builders Award** – Retired February 2021
- 1279     Established in 2004 by Past State President Zelda Ladan (2003-2004), this award recognized
- 1280     the BPW/FL member(s) most instrumental in the formation of a new LO during the fiscal
- 1281     year
  
- 1282 • **Giraffe Award** – Retired February 2021
- 1283     Established by Past National President and Past State President Nancy Hurlbert (1995-1996),
- 1284     this award was presented to the LO that “sticks its neck out” for pay equity.
  
- 1285 • **Red Purse Award** – Retired February 2021
- 1286     Established in 2007 by Past National President and Past State President Nancy Hurlbert
- 1287     (1995-1996), this award was presented to the LO with the best Equal Pay Day
- 1288     event/program.
  
- 1289 • **Weaving The Strands Award** – Retired February 2021
- 1290     Established by Past State President Venita Garvin Valdez (2008-2009 and 2009-2010), this
- 1291     award recognized the LO that best documented programs and activities integrating advocacy,
- 1292     education and information in addressing passage of the ERA, and the public policy issues of
- 1293     economic equity, health care and domestic violence.
  
- 1294 • **Carole J. Tolomeo Award** – Retired December 2015
- 1295     Established in 1994 by Past State President Carole J. Tolomeo (1993-1994), this award was
- 1296     presented to the LO with the greatest percentage of members in attendance at the planning
- 1297     meeting.
  
- 1298 • **Pauline Hoover Award** – Retired December 2015
- 1299     First awarded in 1954, this award was created by Past State President Pauline Hoover (1953-

1300 1954), for the LO having the greatest percentage of members attending the annual state  
1301 conference and wearing emblems at the time of registration.

1302 • **Jennie Lee Lowe Memorial Award** – Retired December 2015

1303 This award honoring Jennie Lee Lowe, who was the first vice president of BPW/FL and a  
1304 candidate for president just prior to her death in June 1947, was first presented in 1948 to  
1305 recognize the new LO with the largest chartering membership within the period of May 1 to  
1306 April 30.

1307 • **Marie B. Bowden (Hemispheric) Friendship Award** – Retired December 2015

1308 Established by Past State President Marie B. Bowden (1957-1958), who was also the first  
1309 national hemispheric friendship committee chair (1958-1962), this award was presented to  
1310 the LO developing the best program promoting the (hemispheric) friendship tour and its  
1311 understanding.

1312 • **Betty B. Swanson Attendance Award** – Retired June 2006

1313 Established in 1996, this award honored Betty B. Swanson, a member of the Englewood  
1314 Club, who had perfect attendance for nearly twenty years, to recognize the LO with the  
1315 highest percentage of members in perfect attendance at LO meetings in the current year.

1316

1317 **CHAPTER 15. SPECIAL ACTIVITIES**

1318

1319 **NATIONAL BUSINESS WOMEN’S WEEK**

1320 The third full week in October is observed as National Business Women’s Week by BPW  
1321 Foundation, state BPWs and BPW LOs and by many other cooperating groups and the news  
1322 media.

1323

1324 The objectives are to:

- 1325 • Publicize the achievements of business and professional women everywhere, on the local  
1326 and state levels; and
- 1327 • Publicize the objectives and programs of BPW/FL as they relate to all employed women.

1328

1329 National Business Women’s Week is a nationwide salute to the achievements of all  
1330 workingwomen. The President of the United States customarily opens the week with a message,  
1331 and many governors and mayors issue similar messages. BPW/FL’s goal of elevating the  
1332 standards for business and professional women is particularly emphasized.

1333

1334 National Business Women’s Week is a time for cooperative planning with other organizations,  
1335 when BPW LOs initiate and sponsor programs to encourage all career women’s groups in their  
1336 communities to emphasize the increasing importance of women to the nation and its business and  
1337 professional life.

1338

1339 **CHAPTER 16. RESOURCES**

1340 BPW Foundation website: [www.bpwfoundation.org](http://www.bpwfoundation.org)

1341 BPW/FL website: [www.bpwfl.org](http://www.bpwfl.org)

1342

1343 **CHAPTER 17. AMENDMENTS**

1344 The board of directors shall amend the policies and procedures contained within this handbook.  
1345 When an amendment is adopted to either the BPW/FL Bylaws or the bylaws of the BPW/FL  
1346 Education Foundation which affects the procedures in this handbook, the executive committee



1347 shall adopt the necessary conforming changes. All other amendments shall be adopted by a  
1348 majority vote of the board of directors when ten (10) days written notice is given. Less than 10  
1349 days written notice requires a two-thirds (2/3) vote for adoption.

1350

1351 Proposed amendments to this handbook shall be submitted to the bylaws committee to present to  
1352 the board of directors. Proposed amendments must be submitted in the format indicated below  
1353 and submitted to the bylaws committee chair by the deadline established by the committee. The  
1354 following information must be included:

- 1355 1. Proposer's name;
- 1356 2. Proposed amendment;
- 1357 3. Rationale for amendment.

1358

1359

## 1360 **CHAPTER 18. ADDENDUMS**

1361

### 1362 **THE LIVING TREE MEMORIAL AND REGISTER**

1363 The Living Tree Memorial was established in the 1996-97 BPW year for the purpose of honoring  
1364 those deceased individuals who have made a permanent mark on BPW/FL. The memorial can be  
1365 presented by any individual, LO or state by planting a tree at the BPW Scholarship House  
1366 nearest to the individual being honored. This record of memorials shall be maintained by the  
1367 State Business Manager.

1368

1369 The current living tree register is:

<b>Honoree</b>	<b>Given By</b>	<b>Where</b>	<b>When</b>	<b>Lasting Memory</b>
Catherine Burrell	New Smyrna Beach LO	UCF	April 1996	Silent Worker
Delores Dee Dry	1996-97 District Directors	UCF	July 1996	BPW/FL President

1370

## BPW/FL PAST STATE PRESIDENTS

<u>PRESIDENT</u>	<u>LO</u>	<u>Years</u>	<u>Conference Location</u>	<u>Conference #</u>
*Lilla White	St. Augustine	1919	Atlantic Beach Organization	
*Lilla White	St. Augustine	1919-20	Tampa	1st
*Lilla White	St. Augustine	1920-21	Tallahassee	2nd
*Lilla White	St. Augustine	1921-22	Orlando	3rd
*Ruth Rich	Jacksonville	1922-23	Jacksonville	4th
*Ruth Rich	Jacksonville	1923-23	Resigned 08-20-23	
*Hatie Roebuck	Gainesville	1923-24	Ft Myers	5th
*Hattie Roebuck	Gainesville	1924-25	Gainesville	6th
*Elizabeth Barnard	Tampa	1925-26	West Palm Beach	7th
*Mary Randolph	W. Palm Beach	1926-27	Kissimmee	8th
*L.H. Shoemaker	Jacksonville	1927-28	Daytona Beach	9th
*Claire L. Wackwitz	St. Petersburg	1928-29	Winter Haven	10th
*Dr. Nancy Meek Hain	Miami	1929-30	Tampa	11th
*Hortense K. Wells	Tampa	1930-31	Miami	12th
*Hortense K. Wells	Tampa	1931-32	Jacksonville	13th
*Betty Crooks	Jacksonville	1932-33	St. Petersburg	14th
*Mary Allen	Eustis	1933-34	Orlando	15th
*Ladye Sawyer	Tampa	1934-35	Palm Beach	16th
*Lu Brown Gregg	Plant City & West Palm Beach	1935-36	Lakeland	17th
*Zoe Manning	Tallahassee	1936-37	Ft. Lauderdale	18th
*Truitt Schellenberg	Kissimmee	1937-38	Tallahassee	19th
*Vina Betterly	Miami	1938-39	Sarasota	20th
*Verdie Zelman	Jacksonville	1939-40	Jacksonville	21st
*Gladys Glover	Pionette	1940-41	West Palm Beach	22nd
*Mary Carswell	Tallahassee	1941-42	Daytona Beach	23rd
*Myrtle W. Sitton	Daytona Beach	1942-43	Orlando	24th
*Julie Thomas	Lake Worth	1943-44	Miami	25th
*Lorena O. Richey	Jacksonville	1944-45	Convention Canceled	
*Lorena O. Richey	Jacksonville	1945-46	Jacksonville	26th
*Ruth Dupuy	Tampa	1946-47	Tampa	27th
*Sara Lee Creech	Belle Glade	1947-48	Miami Beach	28th
*Elizabeth Heth	Tallahassee	1948-49	Jacksonville	29th
*Frances Thurman	Daytona Beach	1949-50	Daytona Beach	30th
*Edna Van Acker	Miami	1950-51	Miami Beach	31st

*Helen Krauss Leslie	St. Petersburg	1951-52	St. Petersburg	32nd
*Wilhelmina Harvey	Key West	1952-53	Orlando	33rd
*Pauline Hoover	Pensacola	1953-54	Pensacola	34th
*Mimi Southwick	Lake Worth	1954-55	Miami Beach	35th
*Mimi Southwick	Lake Worth	1955-56	Lakeland	36th
*Lila Mae Durgen	Miami	1956-57	Jacksonville	37th
*Marie Bowden	Leesburg	1957-58	Tampa	38th
*Adrienne C. Waits	Orlando	1958-59	Orlando	39th
*Maxine McIntyre	Pionette	1959-60	Miami	40th
*Dorothy Patterson	St. Augustine	1960-61	Pensacola	41st
*Anne Burdick	Tallahassee	1961-62	Miami Beach	42nd
*Margaret Linkous	Jacksonville Beach	1962-63	Jacksonville	43rd
*Helen Parades	Dade of Miami	1963-64	Tampa	44th
*Beatrice Freede	Clearwater	1964-65	Hollywood	45th
*Della Rosenberg	Starke	1965-66	Miami Beach	46th
*Elizabeth Brown	Jacksonville	1966-67	Jacksonville	47th
*Betty J. Scott Willard	Stuart	1967-68	Clearwater	48 <sup>th</sup>
*Anne K. Drozin	Biscayne of Miami	1968-69	Orlando	49 <sup>th</sup>
*Ruth P. Howell	Pensacola	1969-70	Daytona Beach	50 <sup>th</sup>
*Evelyn Shea	Allapattah/Miami	1970-71	Miami Beach	51 <sup>st</sup>
*Barnie Shuhi	Boynton-Beach	1971-72	Hollywood	52 <sup>nd</sup>
*Dorothy Wintermute	Lakeland	1972-73	Cocoa Beach	53 <sup>rd</sup>
*Marie Ray	Seminole of Tampa	1973-74	St. Petersburg	54 <sup>th</sup>
*Phyllis Solomon	Seminole of Tampa	1974-75	St. Lucie	55 <sup>th</sup>
*Marion Gould	Port Charlotte	1975-76	Jacksonville	56 <sup>th</sup>
*Myrtle Zita	Greater Coca Beach	1976-77	Lake Buena Vista	57 <sup>th</sup>
*Evelyn Barr-Brown	Lakeland	1977-78	Lake Buena Vista	58 <sup>th</sup>
*Ann M. Grimshawe	Dade of Miami	1978-79	Miami	59 <sup>th</sup>
*Elizabeth Athanasakos	Fort Lauderdale	1979-80	Hollywood	60 <sup>th</sup>
*Phyllis T. Storms	Lake City	1980-81	Orlando	61 <sup>st</sup>
*Mary Jim Everidge	Plant City	1981-82	Zephyrhills	62 <sup>nd</sup>
Louise Murphy	DeLand	1982-83	Daytona Beach	63 <sup>rd</sup>
*Gail Fiscus	Deerfield Beach	1983-84	Miami	64th
*Shirley Long	Dade	1984-85	Miami	65 <sup>th</sup>
*Jewel J. Tillis	Pionette	1985-86	Haines City	66 <sup>th</sup>
*Sarah Nicholl	Jacksonville	1986-87	Jacksonville	67 <sup>th</sup>
*Jane DeHaven	Venice	1987-88	Sarasota	68 <sup>th</sup>
*Jeanne Raffa	Miami Shores	1988-89	Miami	69 <sup>th</sup>

Mary Giddens	Pionette	1989-90	Orlando	70 <sup>th</sup>
Suzanne Dalton	Downtown Tampa	1990-91	Tampa	71 <sup>st</sup>
*Nancy Bassett	Pionette	1991-92	Grenelefe	72 <sup>nd</sup>
*Delores Dry	Sarasota	1992-93	Sarasota	73 <sup>rd</sup>
Carole J. Tolomeo	Quad City	1993-94	Fort Lauderdale	74 <sup>th</sup>
Shirley Grantham	Mount Dora	1994-95	Lake Buena Visa	75 <sup>th</sup>
Nancy L. Hurlbert	Pompano Beach	1995-96	Fort Lauderdale	76 <sup>th</sup>
Judie Gulla	North Lakeland	1996-97	Sarasota	77 <sup>th</sup>
*Jackie Fleener	Orlando	1997-98	Cocoa Beach	78 <sup>th</sup>
Judith Mercier	Downtown Miami	1998-99	Miami Lakes	79 <sup>th</sup>
Laura Eckert	Athens	1999-00	Daytona Beach	80 <sup>th</sup>
Sheri McCandless	Gold Coast	2000-01	West Palm Beach	81 <sup>st</sup>
JoAnn Wagner	Gold Coast	2001-02	West Palm Beach	82 <sup>nd</sup>
Sue A. Banks	Gold Coast	2002-03	Key West	83 <sup>rd</sup>
Zelda Ladan	Orlando	2003-04	Orlando	84 <sup>th</sup>
Tami Simms-Powel	St. Petersburg/Pinellas	2004-05	St. Pete Beach	85 <sup>th</sup>
*Judith Harrison	Palm Coast	2005		
Rachel Sieg	Athens	2005-06	Daytona Beach	86 <sup>th</sup>
Eva Krzewinski	Orlando	2006-07	Orlando	87 <sup>th</sup>
Rachel Sieg	Athens	2007-08	Daytona Beach	88 <sup>th</sup>
Venita Garvin Valdez	Marathon	2008-09	Key West	89 <sup>th</sup>
Venita Garvin Valdez	Marathon	2009-10	West Palm Beach	90 <sup>th</sup>
Sue A. Banks	Gold Coast	2010-11	Hollywood	91 <sup>st</sup>
Bobbie Jean Williams	Tampa	2011-12	Tampa	92 <sup>nd</sup>
Bobbie Jean Williams	Tampa	2012-13	Tampa	93 <sup>rd</sup>
Christy Crump	Tallahassee	2013-14	Orlando	94 <sup>th</sup>
Christy Crump	Tallahassee	2014-15	Marathon	95 <sup>th</sup>
Christy Crump	Tallahassee	2015-16	St. Petersburg	96 <sup>th</sup>
Christy Crump	Tallahassee	2016-17	St. Petersburg	97 <sup>th</sup>
Alizza Punzalan-Randle	St. Petersburg-Pinellas	2017-18	Clearwater Beach	98 <sup>th</sup>
Jerri Evans	St. Petersburg-Pinellas	2018-19	Punta Gorda	99 <sup>th</sup>
Jerri Evans	St. Petersburg-Pinellas	2019-20	Conference Cancelled	
Jerri Evans	St. Petersburg-Pinellas	2020-21	Wesley Chapel	100 <sup>th</sup>
Sheri McCandless**	Gold Coast	2021-22	Resigned 03/22	
Ilja Chapman**	Upper Keys	2022-23	Wesley Chapel	101 <sup>st</sup>

\* Deceased

\*\* Served less than half of a full term

**APPENDIX  
ARTICLES OF INCORPORATION**

**RESTATED ARTICLES OF INCORPORATION  
WITH AMENDMENTS**

14 JUN 12 PM 1:01

**ARTICLE I**

The name of this corporation shall be the Florida Federation of Business & Professional Women's Clubs, Inc. and its principal place of business shall be 3150 Holiday Springs Boulevard, Building 8 #111, Margate, Florida 33063, with offices in such other cities or towns in the State of Florida as it shall determine.

**ARTICLE II**

The particular objects for which this corporation is to be formed are:

- To elevate the standards of women in business and in the professions;
  - To promote the interest of business and professional women;
  - To stimulate our state and local organizations;
  - To bring about a spirit of cooperation among business and professional women of the State of Florida;
  - To extend opportunities to business and professional women through education along lines of industrial, scientific, and vocational activities;
  - To receive, hold, own, use, and dispose of such real estate and personal property as shall be necessary for its corporate purpose;
  - To adopt a corporate seal and alter same at pleasure;
  - To establish our State and local organizations;
  - To publish a magazine and other publications and generally do any and all such things as may be necessary to carry into effect the purpose of this corporation.
- None of the activities of this corporation shall be carried on for profit.

**ARTICLE III**

The Florida Federation of Business & Professional Women's Clubs, Inc., shall be composed of local Business and Professional Women's Clubs within the State of Florida. Local organizations are eligible for admission to the Florida Federation of Business & Professional Women's Clubs, Inc., if they meet the criteria provided for in the bylaws of this organization.

**ARTICLE IV**

The term for which this corporation shall exist shall be perpetual.

**ARTICLE V**

The affairs of this corporation are to be managed by the Board of Directors as defined in the bylaws of this organization. The election of officers shall

take place at the annual state conference in a manner and for the terms of office as prescribed in the bylaws of this organization.

ARTICLE VI

The Bylaws of the corporation shall be adopted, altered or rescinded as provided for in such bylaws. These Articles of Incorporation may be amended by the act of the Directors of the Corporation.

ARTICLE VII

The highest amount of indebtedness or liability to which the Federation at any time may be subject to shall never be greater than two-thirds of the value of the assets and shall not be more than twenty five thousand and no/100 (\$25,000.00).

IN WITNESS WHEREOF, the undersigned has hereunto signed, as President of this Corporation this 4 day of June, 2014

  
CHRISTY CRUMP, PRESIDENT

CERTIFICATE

The undersigned, Nancy Robinson, as Secretary of the Florida Federation of Business & Professional Women's Clubs, Inc., hereby certifies that the foregoing Restated Articles of Incorporation with Amendments was adopted by the directors of this corporation on May 31, 2014, and a record of this action is recorded in the records of this corporation.

  
NANCY ROBINSON, SECRETARY

**APPENDIX  
REQUEST FOR BYLAWS APPROVAL**

*SPECIAL NOTE: This letter can be sent via email without signatures if the action indicated is documented in meeting minutes and the names requested below are provided.*

To: BPW/FL Bylaws Chair

Attached you will find one copy of the bylaws of (LO) \_\_\_\_\_, which were amended by this LO at a regular meeting on (date)\_\_\_\_\_.

After approval, please forward this form and the amended bylaws to the state president for further processing.

Sincerely,

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Secretary Date

\*\*\*\*

I have reviewed these bylaws and find them in compliance with BPW/FL policy.

\_\_\_\_\_  
Chair, BPW/FL Local Organization Bylaws Date

\*\*\*\*

Approved and acknowledged by President, Florida Federation of Business and Professional Women's Clubs, Inc.

\_\_\_\_\_  
State President's Signature Date

**APPENDIX  
CANDIDATE DATA FORM**

**FLORIDA FEDERATION OF BUSINESS & PROFESSIONAL WOMEN’S CLUBS, INC.**

**CANDIDATE DATA FORM FOR BPW/FL OFFICE  
CONSENT TO SERVE**

I, \_\_\_\_\_, (Print Name) hereby certify that I meet the requirements as defined in Article IX of the BPW/FL Bylaws, Article IX, for the office I am seeking and hereby consent to have my name placed in nomination for the office of \_\_\_\_\_ for the XXXX elections. I acknowledge that a BPW/FL Local Organization has endorsed me and documentation verifying the endorsement is attached.

If elected, I intend to serve in the office to which I am elected to the best of my ability and agree to the following statements:

- My employment will allow time to perform the duties of this office;
- I will give freely of my time, talents and resources in fulfilling the duties of this office;
- I agree to publicly engage in activities to support the ratification of the Equal Rights Amendment in Florida;
- I agree to publicly support and engage in activities to support BPW/FL’s Public Policy Platform;

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

LO Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_

*By sending this form as an email attachment with your personal information included, you hereby consent to serve as if you had signed the form personally.*

Candidates must be familiar with the Code of Ethics for Campaigning, which can be found in Chapter 11 of the BPW/FL Handbook, and with the BPW/FL Public Policy Platform, both of which are available for download from the BPW/FL website.

In addition to completing this Candidate Consent Form, submit a recent digital photograph suitable for publication in *Florida Business Woman* and a 200 word summary of your qualifications for this office, a BPW/LO’s endorsement, your BPW membership experience, and what you hope to accomplish, if elected. Submit this completed form, the 200 word summary, and a digital photograph via email no later than March 30, \_\_\_\_\_, to \_\_\_\_\_, BPW/FL Nominations Chair, at (email address) \_\_\_\_\_.