



Business and
Professional
Women/FL

BPW/FL HANDBOOK

TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION	5
FOREWORD	5
NATIONAL FEDERATION HISTORY	5
THE COLLECT.....	6
THE EMBLEM.....	6
FLORIDA FEDERATION HISTORY (BPW/FL)	7
The Complete Woman	7
State Colors	8
State Tree.....	8
DIVERSITY STATEMENT	8
BPW/FL CULTURE STATEMENT	8
CHAPTER 2. BPW/FL STRUCTURE	9
BPW/FL OVERVIEW	9
Elected Officers	9
Board of Directors.....	9
Local Organizations (LOs).....	9
Organizing New Local Organizations (LOs)	10
CHAPTER 3. MEMBERSHIP	10
GENERAL POLICY.....	10
NEW MEMBER POLICY STATEMENT	10
STUDENT MEMBER	10
MEMBER-AT-LARGE.....	11
HONORARY OR LIFE MEMBER.....	11
MEMBER RESPONSIBILITIES	11
CHAPTER 4. MEETINGS	11
ELECTRONIC MEETINGS.....	11
EXECUTIVE COMMITTEE MEETINGS	11
BOARD OF DIRECTORS MEETINGS	11
STATE CONFERENCE.....	11
CONFERENCE COMMITTEES	12
CONFERENCE FINANCING	13
ELECTIONS.....	14
FALL CONFERENCE	15

Fall Conference Committees.....	15
Fall Conference Financing.....	15
RULES OF ORDER.....	15
Standing Rules of Order.....	15
Special Rules of Order.....	15
CHAPTER 5. STATE OFFICERS.....	15
STATE OFFICER RESPONSIBILITIES.....	15
LO COUNCIL OF PRESIDENTS DELEGATE.....	15
CHAPTER 6. STATE STANDING COMMITTEES.....	15
GENERAL RESPONSIBILITIES.....	16
BYLAWS COMMITTEE.....	16
LO Bylaws.....	16
Rules for Presenting Resolutions.....	17
LEADERSHIP COMMITTEE.....	18
Individual Development.....	18
Women in Transition.....	18
Young Careerist.....	18
MEMBERSHIP COMMITTEE.....	19
Judith Harrison Memorial Fund.....	19
PUBLIC POLICY COMMITTEE.....	19
PUBLIC RELATIONS COMMITTEE.....	20
TECHNOLOGY COMMITTEE.....	20
CHAPTER 7. STATE SPECIAL COMMITTEES.....	20
AUDIT COMMITTEE.....	20
BUDGET COMMITTEE.....	20
STRATEGIC PLANNING COMMITTEE.....	20
TRIBUTE COMMITTEE.....	20
WOMEN’S WELLNESS COMMITTEE.....	21
Breast Cancer Fund.....	21
CHAPTER 8. PRESIDENTIAL APPOINTMENTS.....	21
EVENT CHAIRS.....	21
Fall Conference.....	21
Annual State Conference.....	21
FLORIDA BUSINESS WOMAN EDITOR.....	21

LEGAL ADVISOR.....	22
PARLIAMENTARIAN	22
CHAPTER 9. FINANCES	22
REIMBURSEMENTS.....	23
Policies On Expense Accounts	23
Debit/Credit Card Policies.....	23
CHAPTER 10. PUBLIC POLICY ACTIVITIES	24
NON-PARTISANSHIP	24
PUBLIC POLICY DAY	24
LOBBYING.....	24
BPW/FL POLITICAL ACTION COMMITTEE.....	24
STATE PUBLIC POLICY PLATFORM	24
RED PURSE CAMPAIGN	25
CHAPTER 11. NOMINATIONS AND CAMPAIGNING	25
CANDIDATE QUALIFICATIONS	25
NOMINATIONS PROCEDURE.....	25
CODE OF ETHICS FOR CAMPAIGNING	26
CHAPTER 12. PUBLICATIONS	27
FLORIDA BUSINESS WOMAN MAGAZINE.....	27
CHAPTER 13. BPW/FL EDUCATION FOUNDATION	27
CHAPTER 14. AWARDS	28
CHAPTER 15. SPECIAL ACTIVITIES	30
NATIONAL BUSINESS WOMEN’S WEEK.....	30
CHAPTER 16. RESOURCES	31
CHAPTER 17. AMENDMENTS	31
CHAPTER 18. ADDENDUMS	31
THE LIVING TREE MEMORIAL AND REGISTER	31
BPW/FL PAST STATE PRESIDENTS	33
APPENDICES	36
ARTICLES OF INCORPORATION.....	36
STANDING BOARD RULES OF ORDER	38
SPECIAL BOARD RULES OF ORDER	39
REQUEST FOR BYLAWS APPROVAL	40
CANDIDATE DATA FORM.....	41

CHAPTER 1. INTRODUCTION

FOREWORD

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

NATIONAL FEDERATION HISTORY

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

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

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

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

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

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

THE COLLECT

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

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

THE EMBLEM

In February 1921, under the leadership of Lena Lake Forrest, second National President, the committee selected from a number of designs the one we now use.

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

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

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

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

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

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

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

FLORIDA FEDERATION HISTORY (BPW/FL)

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

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

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

In 1979, BPW/FL founded its Political Action Committee (BPW/PAC) to endorse candidates who support the BPW/FL legislative platform. Historically, BPW/FL has been very politically active.

Some legislative victories include:

- Legislation allowing women to serve on juries;
- Legislation making it possible for all women to have mammograms;
- Legislation to license and regulate the x-ray machines used for mammograms;
- Successfully campaigned for the state constitutional amendment to add “women” to our state constitution.

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

The Complete Woman

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

With warmth and grace, poise and style

She comes before us now,
“The Woman of the Year” AWARD!
She stands and takes a bow.

The Woman is a human;
A leader and a guide.
Yet, her devastating tenderness
Never falters or subsides.

She’s chosen by the others
Who feel she’s earned her way
To fame and achievement...
We honor her today.

Congratulations, Woman!
You’ve won your title fair.
May your ventures throughout life
Bring our praises everywhere.

- Kathy McDaniel

State Colors

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

State Tree

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

DIVERSITY STATEMENT

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

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

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

BPW/FL CULTURE STATEMENT

We approach what we do with a positive attitude in a business-like and professional manner. Taking responsibility and holding ourselves – and each other – accountable is a vital part of “who we are”. We respond promptly to situations with honesty and integrity. We will not engage in gossip, negativity, bullying or avoiding responsibility. These types of behaviors have no place

in BPW. Members are generous, not only of money, but also of praise, time and talents. We respect different perspectives, lifestyles, cultures, ethnicities, religions and politics. We treat others as we hope to be treated. BPW is a safe place to learn and develop new skills and conversely to assist others in that journey.

CHAPTER 2. BPW/FL STRUCTURE

BPW/FL OVERVIEW

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

Elected Officers (Also see Bylaws, Article IX)

The officers of BPW/FL are: President, President-Elect, Vice President, Secretary, Treasurer and LO Council of Presidents Delegate.

Board of Directors (Also see Bylaws, Article XIII)

The Board of Directors consists of elected state officers, state standing committee chairs, Immediate Past State President and the presidents of the LOs.

Local Organizations (LOs)

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

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

The president of each LO is a member of the state board of directors and should attend state meetings to represent the LO. If unable to attend a state board meeting, the LO president shall designate in writing a LO member as an accredited voting representative. The designated representative shall present the authorization letter and the appropriate credentials to the Credentials Chair at registration. E-mail and facsimile transmissions are acceptable forms of authorization.

The LO president, before going out of office, shall forward one copy of the president’s annual report to the state president by 30 days before the annual state conference to be included in the official state files. One copy of each report should be retained for the LO files. LO standing committee chairs will forward one copy of their annual report to the corresponding state chair by 30 days before the annual state conference.

The retiring LO president and officers shall brief the newly elected LO president by providing all information concerning matters that will be considered at the annual state conference. The newly elected LO president attends the annual state conference as the local organization’s official representative and serves as a member of the BPW/FL Board of Directors until the next annual state conference.

The names, addresses and phone numbers of the LO officers, standing committee chairs and special committee chairs shall be submitted to the State Business Manager on the appropriate form, see BPW/FL website, no later than July 1.

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

Organizing New LOs

Plans for the formation of a new LO shall be communicated to the State Membership Chair before any organizational work is done. The State Membership Chair is responsible for furnishing a new LO kit as well as for directing the assistance and guidance provided to the new LO from the state.

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

CHAPTER 3. MEMBERSHIP

GENERAL POLICY

Membership in an LO, or as a member-at-large, includes membership in BPW/FL and the BPW/FL Education Foundation.

Membership can be held in more than one LO. The member must designate the primary LO through which BPW/FL membership is counted. Dues paid to the primary LO should include BPW/FL dues, which are collected once a year from each member regardless of the number of LO memberships held by the member.

A member may hold office or serve as a committee chair in any LO to which local dues have been paid. Any member in good standing who is affiliated with more than one LO may only serve as a representative of their primary LO.

NEW MEMBER POLICY STATEMENT

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

Every applicant becomes a member upon meeting the above criteria.

STUDENT MEMBER

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

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

MEMBER-AT-LARGE

The member-at-large category is designed for the individual who supports the mission and objectives of BPW/FL but chooses not to join an LO. A member-at-large is eligible to hold office at the state level. However, in order to be eligible for the offices of President, President-Elect and Vice President, a member must meet the eligibility criteria outlined in Article IX of the BPW/FL Bylaws.

HONORARY OR LIFE MEMBER

Honorary or life membership may be conferred by a LO providing:

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

MEMBER RESPONSIBILITIES

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

CHAPTER 4. MEETINGS (See Bylaws Article XVII for additional details)

ELECTRONIC MEETINGS (See Bylaws Article XVII, Section 1)

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

EXECUTIVE COMMITTEE MEETINGS

Article XVII, Section 4, of BPW/FL Bylaws outline the criteria for Executive Committee meetings, which includes the frequency of meetings and quorum requirements.

BOARD OF DIRECTORS MEETINGS

Article XVII, Section 3, of BPW/FL Bylaws outline the requirements for regular and special meetings of the Board of Directors, the frequency of those meetings and quorum requirements.

STATE CONFERENCE

At least one in-person state conference shall be held annually during May or June of each year, unless otherwise authorized by two-thirds (2/3) vote of the Board of Directors, to conduct the business of BPW/FL (See Bylaws Article XVII, Section 1). The Executive Committee shall designate the dates and location for the annual state conference.

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

- Adoption of the budget for the ensuing year;
- Election of officers and Chair of Nominations;
- Receipt of recommendations and resolutions;
- Formulation of policies of BPW/FL; and
- Amendment of bylaws and handbook when necessary.

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

CONFERENCE COMMITTEES

The following conference committee chairs are recommended for any state conference and are appointed by the State President:

Conference Chair(s)

The chair(s) of the conference acts as liaison between the State President and the conference committees and serves ex-officio on these committees, as well as liaison to the state officers. The chair(s) should have leadership skills and knowledge of the LOs.

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

The chair(s) and the State President visit hotels to choose the most suitable facilities for housing the conference.

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

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

Courtesy Resolutions: During and after the conclusion of the conference, and as requested by the State President, prepare and submit appropriate expressions of appreciation for services, sponsorships and courtesies.

Credentials: Receives membership files delivered by State Business Manager, any emails, faxes, or written authorizations from LO presidents delegating official LO representation at the conference by another LO member, verifies eligibility of members of the Board of Directors and members, and makes official reports to State President and conference attendees as specified in the printed program.

Doorkeepers: Check badges of those entering the conference hall and ensure proper seating according to rules of the conference. Only members should serve as doorkeepers.

Elections: Functions as set out in detail under Bylaws Article XI - "Elections."

Pages: During business meetings deliver messages from one member to another; distribute any documents to the conference body including those on the dais as directed by the conference chair; deliver motion cards to the dais; and other responsibilities as requested.

Registration: State Business Manager accepts all online and mailed registration fees from all members and guests registering for the conference; ensures ample personnel to keep registration desk sufficiently staffed to maintain orderly and prompt registration; sells any available event tickets. Registration also functions as Lost and Found desk and Information desk for conference attendees. Any special transportation needs may be addressed by the registration committee.

Timekeepers: Work under instructions of the State President and the conference rules to properly coordinate the meetings.

Logistics: Provides for rooms necessary for all sessions including main conference room, room for Young Careerist interviews, Education Foundation Board of Directors meeting, training rooms, vendor room, Executive Committee meeting. Also ensures microphones, lecterns, registration tables, Tribute table, table for state officer nominee display, etc., are available.

Vendors: Solicits vendors and coordinates exhibit space and schedule.

Hospitality: Provides members to serve as local greeters of attendees and guests. Also functions as liaison to state officers.

Goody Bags: Arranges for and fills containers with programs, and other items, such as pencils, writing pads, etc., for attendees.

Printing: ,Arranges for the printing of programs, etc., as required for the conference.

Public Relations: Works with the conference chair to ensure local media coverage (newspapers, web media, radio and television).

CONFERENCE FINANCING

The state accountant serves as conference treasurer and dispenses all funds for the conference, with approval of the conference chair and State President.

It is suggested that a budget be prepared as a guide for estimated receipts and expenditures in order that funds may be provided for all necessary conference expenses. The conference chair prepares this budget with the aid of the State President, state treasurer and state accountant.

The State Business Manager accepts a registration fee from all persons attending the conference and money from sponsors as well as funds allocated in the state budget for the purpose of defraying the conference expenses. The State Business Manager prepares a list of attendees and a list of members in good standing and provides them to the Registration Committee to use for checking in attendees.

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

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

- Printing of the conference program;
- Printing of all Executive Committee, standing committee, special committee, presidential appointee and any other reports that are to be included in the program packet;
- Expenses for the facilities;
- Expenses of display room materials and space;
- Provision for voting, such as printing of ballots and providing facilities; and
- Speaker expenses.

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

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

The registration fee may be reduced or waived for a maximum of two (2) students from BPW/FL scholarship houses or housing scholarship recipients so that they may attend the annual state conference. The fee reduction or waiver is decided by the BPW/FL president and conference chair and is based on whether the conference budget can support such a reduction or waiver.

All monies for this function shall be deposited and paid from the BPW/FL operating checking account. A detailed income and expense report, prepared by the state treasurer with the assistance of the state accountant, shall be made to the current State President and immediate past State President, State Business Manager and conference chair within sixty (60) days after the conference.

ELECTIONS

Article XI of the BPW/FL Bylaws require that if there is more than one nominee for any office to be filled, that election shall be by ballot. The State President shall name a chair of elections and tellers. The elections committee consults the conference chair about a suitable room for elections. If possible, it should have two distinct doorways, one to serve as an entrance to the polls, the other as an exit. The elections committee arranges for ballots and ballot boxes with booths or tables for marking ballots. The elections chair is provided with a list of accredited voting members by the credentials chair and this list is used as a check in providing the ballots. Members of the committee serve as doorkeepers and tellers.

The Executive Committee determines the hours the polls shall be open for election. At the conclusion of voting, the elections chair reports the results of the voting to the annual state conference body and delivers the ballots in a sealed envelope to the state secretary.

The report shall include:

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

The elections chair submits the report to the State President, who reads the report, declaring in each instance the elected candidate. The State President will only reveal the number of votes received by the elected candidate if requested by the unsuccessful candidate(s). The report shall never state who is elected, as the tellers have no authority to decide that question.

FALL CONFERENCE

A conference may be held in the fall of each year. It shall not be scheduled for the weekend prior to Election Day. The fall conference shall include workshops, discussions, reports and speakers of prominence. In addition, items of business, including a review of and amendments to the BPW/FL budget and the state public policy platform may be considered by the Board of Directors, if necessary. All members of BPW/FL are encouraged to attend and participate in the discussions. Guests and/or prospective members are encouraged to attend.

Fall Conference Committees

The State President shall appoint fall conference committee chairs as necessary. All or some of the committees outlined in the Conference Committees section may be utilized.

Fall Conference Financing

See Conference financing above.

RULES OF ORDER

Standing Rules of Order

Standing Rules of Order for the state membership meetings are prepared by the parliamentarian or by a committee appointed by the State President. The rules are presented at the first meeting of the meeting body for adoption. (See Appendix for sample standing rules or order.)

Special Rules of Order

Special Rules of Order are adopted at each meeting of the Board of Directors. (See Appendix for sample special rules of order.)

CHAPTER 5. STATE OFFICERS

Elected state officers and the LO Council of Presidents Delegate make up the voting members of the Executive Committee as specified in ARTICLE XIV, Section 1, of the BPW/FL Bylaws. See this Article also for other duties.

STATE OFFICER RESPONSIBILITIES

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

LO COUNCIL OF PRESIDENTS DELEGATE

The LO Council of Presidents Delegate shall be an immediate past LO president or current LO president serving in a consecutive year and be elected by the LO Presidents Council at each annual state conference. This is a voting member of the Executive Committee and is a representative voice of LO presidents on the Executive Committee.

CHAPTER 6. STATE STANDING COMMITTEES

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

As a member of the State Board of Directors, the chair participates in the discussions and decisions that pertain to and affect the activities of BPW/FL.

GENERAL RESPONSIBILITIES OF STATE STANDING COMMITTEE CHAIRS

Before the annual state conference:

- Outgoing chairs shall produce a summary report to submit to incoming standing committee chairs and conference chair for inclusion in the conference packet describing the prior year activities; and
- Incoming chairs shall develop a method or criteria of recognition for the efforts of the LOs, or individual members. This information will be presented at the annual state conference and will be distributed to each LO at the annual state conference.

Additional duties of the state standing committee chairs include:

- Communicate on an ongoing basis with the LOs regarding their activities relative to their committee.
- Write articles for *Florida Business Woman*.
- Attend any state conferences, participating in the program.
- Release communications, when pertinent, to transmit information received from research in the chair's subject area.
- Make recommendations for presentation at the annual state conference.
- Deliver files to incoming chairs containing:
 - a. Material from immediate past chair.
 - b. Copies of bulletins and articles, LO chairs' reports and the annual report. (See Bylaws, Article XVI)

BYLAWS COMMITTEE (See Bylaws, Article XVI, Section 5)

The Bylaws Committee shall consist of a chair and members, at least one of whom shall be a Past State President. The parliamentarian shall be an ex officio member of this committee. The responsibilities of the bylaws committee include reviewing and coordinating proposed amendments to the BPW/FL Bylaws, reviewing and presenting to the Board of Directors any proposed resolutions, reviewing bylaws of LOs, maintaining and updating model LO bylaws on the BPW/FL website, and maintaining this Handbook.

LO Bylaws

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

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

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

BPW/FL Bylaws Chair, along with the bylaws approval sheet signed by the LO President and attested to by the LO Secretary verifying their approval by the LO membership;

4. Bylaws Committee reviews the approved bylaws. If approved, the chair electronically signs the approval form and forwards the approval form to the BPW/FL President who electronically signs and returns it to the LO for its records.

The Bylaws Committee shall:

1. Receive, consider, edit, and evaluate all resolutions referred to it;
2. Initiate resolutions, if deemed desirable;
3. Report resolutions to the membership meeting with the recommendations of the committee.

The Chair of the Bylaws Committee shall report to the membership meeting body the action taken on each resolution. The Chair shall be responsible for an official file to include the following: correspondence, minutes of meetings, recommendations, all resolutions received for consideration, written record of committee and conference action. A member of the committee shall be elected to keep minutes of all meetings.

Rules for Presenting Resolutions

1. A resolution, to be considered by the Committee, shall be submitted at least thirty (30) days prior to a membership meeting and/or annual state conference, and must fall within the scope of the aims and objectives of BPW/FL.
2. Resolutions shall conform to the standards proposed in Robert's Rules Of Order Newly Revised.
3. All resolutions shall state the appropriate entity or organization, i.e., governmental agency, business, that will receive a copy of the resolution, if adopted. This should be so stated in the Resolved portion of the Resolution.
4. Resolutions shall be submitted with date adopted and bearing the following applicable signatures:
 - a. If proposed by an LO, the signatures of mover, seconder, LO president, and LO recording secretary are required.
 - b. If proposed by a state committee, the signature of the chair is required.
 - c. If proposed by the state Executive Committee, the signatures of mover, seconder, State President, and state secretary are required.
5. Insofar as time will permit, resolutions originating with an LO should be presented to the LO as a test of its merit.
6. The committee shall hold hearings on resolutions received. The committee shall notify the sponsor of the resolutions as to the date, time and place of hearings at least two (2) weeks in advance of the hearings. The resolution sponsor or representative shall attend the announced hearings in an effort to respond to questions, if any, from the committee.
7. A resolution shall not be allowed out of the committee if the subject matter is not within the objectives of the BPW/FL; however, the individual or LO presenting the resolution can bring the rejected resolution to the floor of the membership meeting under New Business.
8. A resume of all resolutions shall be read early in the membership meeting to allow for study by the membership before being read for final adoption.
9. The resolutions committee, with concurrence of the State President, can accept emergency resolutions presented prior to the committee's final hearings. The resolution sponsor shall provide necessary justification, which establishes this action as an emergency.

LEADERSHIP COMMITTEE (See Bylaws Article XVI)

This committee shall coordinate and oversee the most dynamic programmatic aspects of our Federation activities: Individual Development, Women In Transition and Young Careerist. The Leadership Chair shall serve as a member of the Board of Directors.

Individual Development (Also see Bylaws Article XVI)

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

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

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

Women In Transition (Also see Bylaws Article XVI)

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

Benefits to the LO:

- Increase membership
- Encourage members who are undergoing a career transition
- Opportunities for networking
- Opportunity for award and recognition at the state level

Benefits to the Panelists:

- Opportunity to make a difference in others' lives
- Opportunity to serve as a role model for other women
- Opportunity for networking
- Opportunity to learn about BPW

Young Careerist (Also see Bylaws Article XVI, Section 6(d))

Virginia Allan Young Careerist Program

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

The BPW Foundation Board of Directors establishes the mandatory criteria for a "Young Careerist." The Executive Committee may adopt a manual and other material which provides program guidelines and promotion.

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

VISION: The Virginia Allan Young Careerist Program provides training, leadership and development skills. The program introduces participants to BPW and offers unique learning

opportunities for personal and professional growth and leadership experiences through participation in networking, workshops, public speaking, interviewing, and group activities.

ELIGIBILITY

To be eligible, a person must:

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

JUDGING

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

MEMBERSHIP COMMITTEE (Also see Bylaws Article XVI)

The Membership Committee is composed of the chair and at least three members. The general duty of the Membership Committee is to promote, expand, stabilize and orient membership. The Chair is responsible for oversight of the Judith Harrison Memorial Fund.

Judith Harrison Memorial Fund

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

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

- Travel and meals to areas where a new LO may be potentially holding chartering events and member orientations.
- Expenses necessary for membership drives and chartering of new LOs, i.e., postage, handouts, copying, incentives and refreshments.
- \$100 to a new BPW/FL LO upon chartering.
- Mileage will be reimbursed at the current IRS mileage rate for miles driven in service of charitable organization.
- All expenses are subject to the normal expenditure guidelines prescribed in the BPW/FL Handbook.
- Any single expenditure that exceeds \$150 or does not fall within the normal expenses listed above must be submitted to the Membership Chair for review. The Membership Chair then submits a recommendation for approval by the Executive Committee.

PUBLIC POLICY COMMITTEE (Also see Bylaws Article XVI)

The Public Policy Committee will coordinate and maintain statewide public policy communications. In addition, the State Public Policy Chair will serve as the liaison to the BPW/FL PAC and shall serve ex officio on the BPW/FL PAC. The State Public Policy Chair is

also the liaison to the BPW/FL Lobbyist and will provide a report including any recommendations on the Lobbyist to the Executive Committee prior to the evaluation and issue or renewal of the contract.

PUBLIC RELATIONS COMMITTEE (Also see Bylaws Article XVI)

TECHNOLOGY COMMITTEE (Also see Bylaws Article XVI)

The Technology Committee will work to handle updates to directories and other materials on the web site; to assist with technological needs of BPW/FL; and to educate members and to facilitate the BPW/FL's use of current technology.

CHAPTER 7. STATE SPECIAL COMMITTEES

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

AUDIT COMMITTEE

The duty of the Audit Committee is to review the financial records of BPW/FL and determine if the records are in order. The chair reports the findings to the Executive Committee by October 1 and in the Winter issue of *Florida Business Woman*. This committee is composed of a chair and at least two other members, with the prior year's State Treasurer in attendance. The current State Treasurer serves as an ex officio non-voting member.

BUDGET COMMITTEE

This committee shall be responsible for the preparation of BPW/FL's annual budget. The current state treasurer shall serve as an ex-officio member of the budget committee. The Chair of the Budget Committee shall be appointed by the State President. The State Business Manager shall serve on this committee, ex officio without vote, along with other members as appointed by the incoming State President.

The proposed budget shall be presented to the Executive Committee at least 10 days prior to the annual state conference, shall be posted to the state web site immediately following review by the Executive Committee, and shall be presented to the membership for approval at the annual state conference.

STRATEGIC PLANNING COMMITTEE

Members of this committee include a chair and five (5) members (which must include a Past State President and President-Elect or in years when there is not a President-Elect, the State President shall serve). It is the duty of this committee to examine all aspects of the operations of BPW/FL and make recommendations to the Executive Committee. This committee shall be engaged as needed, not necessarily every year.

TRIBUTE COMMITTEE

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

WOMEN'S WELLNESS COMMITTEE

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

Breast Cancer Fund

The Breast Cancer Fund was established by Past State President Suzanne Dalton (1990-91). Any BPW/FL member in good standing may request a disbursement for any person, regardless of BPW membership, who has been diagnosed with breast cancer or who has diagnosed with a high risk of breast cancer or who has had a questionable mammogram requiring further testing. This fund may be disbursed upon approval of the BPW/FL Executive Committee in accordance with these approved guidelines:

1. These funds may be disbursed to a member or non-member who has been diagnosed with breast cancer or who has diagnosed with a high risk of breast cancer or who has had a questionable mammogram requiring further testing and is a resident of the state of Florida.
2. Any BPW/FL member in good standing may submit a request for disbursement using the approved application form, which may be found on the BPW/FL website.
3. No more than two (2) requests per recipient may be considered during a BPW fiscal year (June 1-May 31).
4. Funds shall be disbursed in the amount of \$250 per request.
5. All requests shall be in writing and shall be forwarded to the Breast Cancer Fund Committee Chair, who will forward the requests to the Vice President for approval by the Executive Committee.
6. If approved by the Executive Committee, email authorization will be provided to the State Treasurer. A check shall be processed in accordance with normal expense payments.
7. The Breast Cancer Fund Committee Chair will be responsible for notifying the applicant of the Executive Committee's decision and forwarding the check to the recipient.

CHAPTER 8. PRESIDENTIAL APPOINTMENTS

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

EVENT CHAIRS

Fall Conference (See Handbook Chapter 4. MEETINGS, for more information)

Annual State Conference (See Handbook Chapter 4. MEETINGS, for more information)

FLORIDA BUSINESS WOMAN EDITOR

The Editor shall be responsible for editing, publishing and distributing each issue of *Florida Business Woman* to all members of the Federation (See Handbook Chapter 12. Publications). The Editor shall prepare an overall plan for the magazine prior to the annual state conference, which may include budget, publishing dates, advertising rates, printing bids, etc., and recommend staff and/or committee members to work with her, as needed.

LEGAL ADVISOR

The individual selected provides legal advice and/or renders opinions, as requested by the State President or the Executive Committee.

PARLIAMENTARIAN

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

CHAPTER 9. FINANCES

The purpose of a financial policy in the operation of BPW/FL activities is to fulfill BPW's mission in the most effective and efficient manner and to remain accountable to the BPW/FL membership, contractors and community partners. In order to accomplish this, BPW/FL commits to provide accurate and complete financial information for internal use by the Executive Committee and the Board of Directors and in reports at its membership meetings.

- BPW/FL shall function within a budget and spending plan that shall be approved and authorized by a vote of its members at its annual state conference.
- The Executive Committee, under direction of the Board of Directors, is responsible for the financial management of all activities of the budget.
- The Executive Committee is responsible for selecting depositories for BPW/FL funds and is responsible for employing controls that will maintain basic separation of duties to protect the assets, income receipts and payments of BPW/FL.
- There shall be no advance of funds to officers, directors or members.
- The Treasurer accounts for all monies belonging to BPW/FL and makes reports at all meetings of BPW/FL, the Board of Directors and the Executive Committee.
- The Treasurer is authorized to disburse funds up to \$1,000 only upon receipt of properly executed expense vouchers including invoices and documentation for the expense.
- The State President shall authorize all disbursement requests over \$1,000.
- All disbursements over \$1,000 require the President and Treasurer as approval signatures on the supporting documentation. Email approval is acceptable and must be retained with the invoice/documentation.
- The Board of Directors is authorized to provide oversight of the annual budget and amend the budget during the fiscal year, if necessary.
- The Executive Committee is authorized to enter into contracts for activities that have been approved as a part of the budget.
- The Executive Committee is authorized to obtain competitive bids or issue Requests for Proposals (RFPs) for items or services costing in excess of \$2,000. The Executive Committee shall write and issue the RFPs or bid specifications.
- A bid review committee consisting of members of the Board of Directors, who shall be appointed by the State President, shall review the bids and proposals. This committee shall make its recommendation for award to the Executive Committee, who shall make the final selection and enter into the contract.
- The Executive Committee is responsible for providing oversight of all contracts.
- The Vice President shall review and approve reimbursement requests of the President.

- This financial policy shall be reviewed annually by the Board of Directors to ensure clarity of roles, authority and responsibilities for essential financial management for BPW/FL.

REIMBURSEMENTS

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

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

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

Policies on expense accounts include:

- Travel expense chargeable to BPW/FL must be based on the least expensive mode of travel, via the shortest route by car, or coach fare by plane, train or bus.
- Travel by automobile shall be at the current IRS mileage reimbursement rate, at either the charitable rate or the business rate. These rates can be obtained from the treasurer.
- No BPW/FL funds shall be withdrawn in advance unless authorized in advance by the Executive Committee.
- Funds allocated in the BPW/FL budget shall be used only for BPW/FL business.
- Expense reimbursement requests shall be submitted on a monthly basis to the state treasurer by means of an expense voucher with supporting invoices or cash receipts attached. Expense vouchers for payment must be submitted to the treasurer by June 30. Expense vouchers submitted after 60 days of expense date will be denied.
- Expenses incurred incident either to the annual state conference or fall conference shall be submitted immediately afterward and unless submitted within 30 days of the conference, the request will not be honored.
- Any entity desiring a BPW/FL speaker for an occasion shall be responsible for speaker's expenses.
- Payment of expenses for ongoing BPW/FL obligations, such as telephone bill and insurance premiums, do not require an expense voucher. Receipt of an invoice shall be considered sufficient documentation.
- Payment of expenses to contracted personnel do not require an expense voucher. The signed contracts shall serve as approval of the expense.

Debit/Credit Card Policies

- Debit/credit cards shall be issued to BPW/FL President, Treasurer and Business Manager.
- Debit/credit cards shall be used only for expenses approved in the budget for the year.
- An expense voucher must be approved by the State President or Treasurer prior to charges being made to the debit/credit card.

- Original receipts shall be sent to the accountant so they may be reconciled to expenses appearing on the bank or credit card statement. Scanned copies of receipts with the appropriate information may be emailed to the accountant for matching purposes.
- Expenses charged on a debit/credit card shall not exceed \$250.
- An amount greater than \$250 must have PRIOR approval from the President. The approval must be documented in writing or by email confirming the expense is necessary.
- A debit/credit card may be used for recurring expenses only with prior approval from the State President or Treasurer.

CHAPTER 10. PUBLIC POLICY ACTIVITIES

NON-PARTISANSHIP

LOs do not endorse candidates; that is the responsibility of BPW/FL PAC. LOs should remain non-partisan in all their proceedings. This means when inviting speakers, whether or not they are candidates for office, LOs should attempt to have all sides represented. If the speaker is a candidate, but has not been invited to speak as a candidate, their campaign literature should not be distributed.

PUBLIC POLICY DAY

A BPW/FL Public Policy Day in Tallahassee will be observed when deemed necessary based on legislative emphasis. The State Public Policy Chair, with the approval of the Executive Committee, will coordinate activities. By action of the 1953 Conference, Legislative Day was established.

LOBBYING

BPW/FL is active in public policy affairs and under the direction of the Public Policy Committee, members are kept informed of issues of interest. In addition to BPW's grassroots lobbying, the services of a lobbyist may be contracted by the Executive Committee. The lobbyist's activities shall be directed by and coordinated with the Public Policy Chair, who is the lobbyist's liaison to the Executive Committee.

BPW/FL POLITICAL ACTION COMMITTEE

The BPW/FL PAC is a political action committee to endorse candidates running for state office, including judicial candidates, who support the BPW/FL Public Policy Platform. The President appoints the chair, to work with a committee of four (4) members, representing both major political parties. The Public Policy Chair and lobbyist are ex officio members of this committee. The BPW/FL PAC is governed by its own rules, which are approved by the BPW/FL Board of Directors, and by the Florida Election Statutes and the Division of Elections. Financial reports are given at the annual state conference and filed with the state of Florida as required.

Candidates being considered for endorsement, with the exception of judicial candidates, must ensure their support of BPW/FL's Public Policy Platform.

The committee advises the State President of candidates who have been endorsed.

STATE PUBLIC POLICY PLATFORM

The BPW/FL Public Policy Platform shall contain no more than five (5) action items. These action items require that a concerted and continuing effort be made to have bills introduced

covering these items, monitoring of bills during the legislative session and support of the membership to ensure their enactment into law. The BPW/FL Public Policy Committee, BPW/FL Lobbyist and members work together to achieve our legislative goals.

A BPW/FL Public Policy Platform committee meeting shall be held at least 70 days prior to the annual state conference. The Public Policy Committee members will present information on each of the items on the proposed platform to the Executive Committee. After approval by the EC, the Public Policy Platform shall be posted on the BPW/FL website for review by all members, and included in the annual state conference packet. The platform is presented at the annual state conference for adoption by the membership. The approved Public Policy Platform shall be published in the post-conference issue of *Florida Business Woman* and posted on the BPW/FL website.

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

RED PURSE CAMPAIGN

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

CHAPTER 11. NOMINATIONS AND CAMPAIGNING

CANDIDATE QUALIFICATIONS (See Bylaws, Article IX)

NOMINATIONS PROCEDURE (See Bylaws, Article X)

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

The Chair shall send a request for nominations and candidate data forms to each LO president by a deadline to be established annually by the Executive Committee. Submission deadline for nominations shall be no later than March 30.

An LO may endorse more than one candidate.

The Chair shall furnish the State President with a list of persons qualified for positions as of March 30. Candidate data forms received after March 30, and before the annual state conference, shall be compiled by the Chair and the names furnished to the State President as received. Nominations received after the March 30 deadline will be treated as nominations from the floor and cannot be guaranteed publication in *Florida Business Woman*.

To encourage participation, the Chair shall notify the State President and Board of Directors within thirty (30) days after the filing date (March 30) of any office for which no nominations have been received. A determined effort should be made to seek qualified candidates for each office.

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

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

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

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

In order that the promotion of candidates shall be in keeping with the high standards of BPW/FL, the Code of Ethics For Campaigning shall be followed:

CODE OF ETHICS FOR CAMPAIGNING:

1. In order that all the members are given a chance to know the candidates, each candidate shall be introduced at a regular business meeting or informal event prior to the business meeting of the annual state conference
2. An open forum for candidates for state office will be held during the annual state conference prior to election. The candidate open forum, with the chair of nominations present, will be in addition to a three-minute presentation of each candidate to the conference body during a business meeting.
3. Any entertainment honoring candidates shall be simple and shall not interfere with the meetings or business.
4. Members may wear campaign material on their persons, purses or folders. No giveaway items of any kind shall be permitted.
5. Any individual is free to speak to others on behalf of the candidates but good taste precludes speaking in opposition to any candidate.
6. Members should be free to support candidates on the merits of the candidates themselves, and not be bound by the instructed vote of their LO if instructions should be in conflict with their findings upon learning the qualifications and meeting the candidates at the annual state conference.

CHAPTER 12. PUBLICATIONS

FLORIDA BUSINESS WOMAN MAGAZINE

The official publication of the BPW/FL is *Florida Business Woman*, established 1927-1928. The State President, subject to the approval of the Executive Committee, appoints the FBW Editor.

The EC shall have general supervision of the magazine and approve the contract for printing the magazine. A budget for the operation of the magazine will be submitted to the Budget Committee.

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

The FBW Editor shall be responsible for editing, publishing and distributing each issue of *Florida Business Woman* to all members of the Federation. The editor shall prepare an overall plan for the magazine prior to the annual state conference, which will include budget, publishing dates, advertising rates, printing bids, etc., and may recommend staff and/or committee members to work with her, such as Associate Editor, State Business Manager, Circulation Manager and Advertising Manager.

The State Business Manager shall furnish labels or a database of LO members. Only members whose dues have been paid shall receive the magazine. All publication bills shall be approved by the editor and sent with expense vouchers for payment to the State President.

One (1) copy of the editor's annual report shall be sent to the State President by the prescribed deadline.

CHAPTER 13. BPW/FL EDUCATION FOUNDATION

At the 1965 BPW State Convention a committee was appointed to formulate plans for the establishment of an Education Foundation. The State of Florida, on October 28, 1965, issued a Charter to the new Education Foundation of The Florida Federation of Business & Professional Women's Clubs, Inc. By action of the 1965 Mid-Year Board Meeting, the Charter and Bylaws of the Education Foundation (EFFBPWC), Inc. were established. Articles of Incorporation that were originally filed October 23, 1965 were last amended in June 2016 and were duly adopted by the membership.

The purpose of the organization is as follows:

1. To make available to young women the opportunity to pursue higher learning through financial or other assistance;
2. To cooperate with recognized scholarship and research foundations and organized colleges or universities to accomplish the purposes set forth herein; and
3. To accomplish this by receiving gifts of cash or property through any lawful means and to the end that all monies and property so derived shall be devoted to charitable scientific or educational purposes.

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

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

The officers of the Corporation shall be a President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary (changed 1998) and Treasurer. The Board of Directors is composed of the above named officers, five directors, and the President and President-Elect of BPW/FL.

The President, First Vice President, Second Vice President and Recording Secretary serve for a term of one (1) year. The Corresponding Secretary and Treasurer serve for a term of three (3) years. The five (5) directors shall be elected to the board. The term of office for each shall be two (2) years. The even numbered directors shall be elected in even years and the odd numbered directors shall be elected in odd years.

CHAPTER 14. AWARDS

The following awards are presented annually. In addition to these, other forms of recognition can be presented to members or LOs for notable accomplishments during the year. With the few exceptions noted in this section, award deadlines are set each year depending upon the dates of the annual state conference.

MILDRED TAYLOR RHODES AWARD

The award is presented by the Membership Chair to the LO having the highest percentage gain in paid memberships as of May 31 of the previous year.

HORTENSE K. WELLS TROPHY

Established by Past State President Hortense K. Wells (1930-1932), this award is presented by the Public Policy Chair to the LO having the best program designed to create a continued overall interest in legislation and government.

ANNE K. DROZIN MEMBERSHIP AWARD

This award was established by the Biscayne BPW Club to honor Past State President Anne K. Drozin (1968-69). This trophy was first awarded at the 1970 Conference. The Membership Chair shall present this award to the LO having the highest percentage of continuing membership for the fiscal year.

THE BARNIE SHUHI EDUCATION AWARD

Established by the Boynton-Lantana Business and Professional Women's Club honoring Past State President Bernie Shuhi (1971-1972), this award was introduced at the 1974 state conference and is presented by the President-Elect (or State President in years when there is not a President-Elect) to the LO developing the best program to extend educational opportunities that stimulate initiative, self-education or retraining for the members in order to provide new skills and adopt new attitudes.

SUSAN B. ANTHONY AWARD

Established in 1980 by Young Careerist Chair Z. Ray Ross, this award is presented by the Young Careerist Subcommittee Chair to the LO having the highest percentage of new members less than 35 years of age as of February 15 (Susan B. Anthony's birthday).

GLASS CEILING AWARD

Established in 1991, this award is presented by the State President to those women who have successfully broken through the barrier of advancement within their profession or organization, enabling them to reach the management level positions previously barred to working women. (Nominations are submitted to the Executive Committee c/o State Business Manager, date to be set by Executive Committee.) Should no candidate be nominated, the Executive Committee can elect to honor an appropriate candidate of their own selection.

PUBLIC RELATIONS AWARD

Established in 1993 and first given at the 1994 annual state conference, this award is presented by the Public Relations Chair to the LO that best demonstrates a well-orchestrated BPW public relations plan throughout the previous fiscal year, including community involvement, media contacts, business contacts, direct mailings, and seminars/programs.

ELAINE GORDON LIFETIME ACHIEVEMENT AWARD

This award was established in June 1994 by the Executive Committee when they chose to recognize State Representative Elaine Gordon, a long-time supporter of BPW legislative issues and a member of BPW/Miami Shores. The award has continued to be awarded in memory of Representative Gordon to those individuals who continuously promote full participation, equity and economic self-sufficiency for Florida's working women. This award is presented by the State President.

HALL OF FAME

The Hall of Fame Award, established in 1997, honors a member of at least ten years who has generated warmth and good will for all, and has developed friendships throughout the state. No current or past state or Education Foundation officer can be nominated for this award. This award is presented by the State President.

MENTORING AWARD

Established at the 2001 annual state conference by Past State President Sheri McCandless (2000-2001), this award is presented annually by the President-Elect (or State President in years when there is not a President-Elect) to the LO having the best mentoring program for the current year.

BRIDGE BUILDERS AWARD

Established at the 2004 State Conference by Past State President Zelda Ladan (2003-2004), this award is presented by the Vice President to the BPW/FL member(s) most instrumental in the formation of a new LO between May 31 and June 1 for the current fiscal year.

GIRAFFE AWARD

Established by Past National President and Past State President Nancy Hurlbert (1995-1996), this award shall be presented by the Public Policy Chair to the LO that "sticks its neck out" for pay equity.

RED PURSE AWARD

Established in 2007 by Past National President and Past State President Nancy Hurlbert (1995-1996), this award shall be presented by the Public Policy Chair to the LO with the best Equal Pay Day event/program.

WEAVING THE STRANDS AWARD

Established by Past State President Venita Garvin Valdez (2008-2009 and 2009-2010), this award is presented by the Public Policy Chair to the LO that best documents programs and activities integrating advocacy, education and information in addressing passage of the ERA, and the public policy issues of economic equity, health care and domestic violence.

RETIRED AWARDS

- **Carole J. Tolomeo Award** – Retired December 2015
Established at the 1994 annual state conference by Past State President Carole J. Tolomeo (1993-1994), this award is presented by the President-Elect (or State President in years when there is not a President-Elect) to the LO with the greatest percentage of members in attendance at the Planning Meeting.
- **Pauline Hoover Award** – Retired December 2015
First awarded at the 1954 annual state conference, this award was created by Past State President Pauline Hoover (1953-1954). This award shall be presented by the Executive Committee to the LO having the greatest percentage of members attending the annual state conference and wearing emblems at the time of registration at the annual state conference.
- **Jennie Lee Lowe Memorial Award** – Retired December 2015
This award honoring Jennie Lee Lowe, who was the First Vice President of BPW/FL and a candidate for President just prior to her death in June 1947, was created by the 1947 Board and first presented at the Miami Beach Conference in 1948. This award is presented by the President-Elect (or State President in years when there is not a President-Elect) to the new LO with the largest chartering membership within the period of May 1 to April 30.
- **Marie B. Bowden (Hemispheric) Friendship Award** – Retired December 2015
Established by Past State President Marie B. Bowden (1957-1958), who was also the first National Hemispheric Friendship Committee Chair (1958-1962), this award is presented by the State President to the LO developing the best program promoting the (hemispheric) friendship tour and its understanding.
- **Betty B. Swanson Attendance Award** – Retired June 2006
Established in April, 1996, this award honored Betty B. Swanson, a member of the Englewood Club, who had perfect attendance for nearly twenty years. This bronze Nike award was presented to the club with the highest percentage of members in perfect attendance at LO meetings from May 1 to April 30 of the current year. This annual award was first presented at the 1997 annual state conference.

CHAPTER 15. SPECIAL ACTIVITIES

NATIONAL BUSINESS WOMEN'S WEEK

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

The objectives are to:

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

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

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

CHAPTER 16. RESOURCES

BPW Foundation website: www.bpwfoundation.org

BPW/FL website: www.bpwfl.org

BPW products and gifts can be found on the web: www.bpwsupply.com

CHAPTER 17. AMENDMENTS

The Board of Directors shall amend the policies and procedures contained within this Handbook. When a BPW/FL Bylaws amendment is adopted which affects the procedures in this Handbook, the Executive Committee shall adopt the necessary conforming changes. All other amendments shall be adopted by a majority vote of the Board of Directors when ten (10) days written notice is given. Less than 10 days written notice requires a two-thirds (2/3) vote for adoption.

Proposed amendments to this Handbook shall be submitted to the Bylaws Committee to present to the Board of Directors. Proposed amendments must be submitted in the format indicated below and submitted to the Bylaws Committee Chair by the deadline established by the Committee. The following information must be included:

1. Proposer's name;
2. Proposed amendment;
3. Rationale for amendment.

CHAPTER 18. ADDENDUMS

THE LIVING TREE MEMORIAL AND REGISTER

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

The current living tree register is:

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

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	1923-24	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 th
*Anne K. Drozin	Biscayne of Miami	1968-69	Orlando	49 th
*Ruth P. Howell	Pensacola	1969-70	Daytona Beach	50 th
*Evelyn Shea	Allapattah/Miami	1970-71	Miami Beach	51 st
*Barnie Shuhi	Boynton-Beach	1971-72	Hollywood	52 nd
*Dorothy Wintermute	Lakeland	1972-73	Cocoa Beach	53 rd
*Marie Ray	Seminole of Tampa	1973-74	St. Petersburg	54 th
*Phyllis Solomon	Seminole of Tampa	1974-75	St. Lucie	55 th
*Marion Gould	Port Charlotte	1975-76	Jacksonville	56 th
*Myrtle Zita	Greater Coca Beach	1976-77	Lake Buena Vista	57 th
*Evelyn Barr-Brown	Lakeland	1977-78	Lake Buena Vista	58 th
*Ann M. Grimshawe	Dade of Miami	1978-79	Miami	59 th
Elizabeth Athanasakos	Fort Lauderdale	1979-80	Hollywood	60 th
*Phyllis T. Storms	Lake City	1980-81	Orlando	61 st
*Mary Jim Everidge	Plant City	1981-82	Zephyrhills	62 nd
Louise Murphy	DeLand	1982-83	Daytona Beach	63 rd
Shirley Long	Dade	1984-85	Miami	65 th
Jewel J. Tillis	Pionette	1985-86	Haines City	66 th
*Sarah Nicholl	Jacksonville	1986-87	Jacksonville	67 th
*Jane DeHaven	Venice	1987-88	Sarasota	68 th
Jeanne Raffa	Miami Shores	1988-89	Miami	69 th

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

* Deceased

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

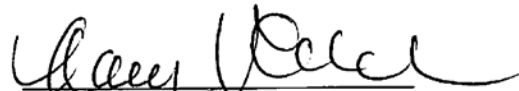
The highest amount of indebtedness or liability to which the Federation at any time may be subject to shall never be greater than two-thirds of the value of the assets and shall not be more than twenty five thousand and no/100 (\$25,000.00).

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
STANDING RULES OF ORDER**

1. All main motions and amendments shall be in writing, signed by the maker, and sent to the secretary.
2. Members, when addressing the chair, shall identify themselves by name, LO affiliation or office, and, if speaking in debate, whether speaking in the affirmative or negative.
3. Debate on any motion shall be limited to two minutes for each speaker. No member may speak a second time until all others who wish to speak have had the opportunity to do so. No member shall be given the privilege of the floor more than twice on the same question without unanimous consent of the voting body present.
4. Reports shall be limited to three minutes.
5. The selling of any items during Federation meetings by individuals or local organizations shall be prohibited, except as approved by the executive committee.
6. The minutes of state Federation meetings shall be approved by the executive committee sub-committee consisting of the president, vice president, and parliamentarian. Approved minutes shall be distributed to the board upon request.
7. The chair for the state conference shall have the authority to make corrections to the printed program up until adoption by the assembled voting delegation. Such corrections must be posted outside the main conference room and remain posted for the duration of the conference.
8. Any item of new business that is to come before the assembly must be submitted to the secretary in writing by 12:00 p.m. Saturday.
9. Cell phones and electronic devices must be silenced.

These rules may be suspended or amended by a two-thirds vote.

APPENDIX
SPECIAL BOARD STANDING RULES OF ORDER

Special Board Standing Rules are adopted at each meeting of the Board of Directors and as a result of conference action shall include the following:

1. All main motions and amendments shall be in writing, signed by the maker, and sent to the secretary.
2. Members, when addressing the chair, shall identify themselves by name, LO affiliation or office, and if speaking in debate whether speaking in the affirmative or negative.
3. Debate on any motion shall be limited to two minutes for each speaker. No member may speak a second time until all others who wish to speak have had the opportunity to do so. No member shall be given the privilege of the floor more than twice on the same question without unanimous consent of the voting body present.
4. Reports shall be limited to three minutes.
5. The selling of any items during Federation meetings by individuals or local organizations shall be prohibited, except as approved by the executive committee.
6. The minutes of state Federation board of directors meetings shall be approved by a committee of a minimum of two members appointed by the president. Approved minutes shall be distributed to the board upon request.
7. The chair for the state conference shall have the authority to make corrections to the printed program up until adoption by the board. Such corrections must be posted outside the main conference room and remain posted for the duration of the conference.
8. Cell phones and electronic devices must be silenced.

These special rules may be suspended or amended by a two-thirds vote.

**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;
- I acknowledge that BPW/FL has a separate political action committee (PAC), which endorses candidates for state political office. My employer does not prohibit my membership or involvement in an organization with such activity.

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 15, XXXX, to AAAAAAAAAAAA, BPW/FL Nominations Chair, at email address.