

BPW/OHIO MODEL REGIONAL BYLAWS

ARTICLE I - NAME

This region shall be Region _____ of the Ohio Federation of Business and Professional Women's Clubs, known as and hereinafter referred to as BPW/OHIO, of the National Federation of Business and Professional Women's Clubs, Inc. of the United States of America, known as and hereinafter referred to as BPW/USA.

ARTICLE II - OBJECTIVES

The objectives of this region shall be:

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

To promote the interests of business and professional women;

To bring about a spirit of cooperation among business and professional women of the United States;

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

ARTICLE III EMBLEM

The emblem shall be in the form of a circle in which the symbols of the Nike, Scroll, Torch, Wand, and Ship of Commerce are imposed above the initials NFBPWC.

ARTICLE IV - POLICIES

SECTION 1. This regional organization shall be nonsectarian, nonpartisan, and nonprofit.

SECTION 2. The policies and procedures of the State and National Federations as applicable shall in every case also be the policies and procedures of this region.

ARTICLE V - MEMBERSHIP

Membership in this region shall be held automatically by individuals who belong to local organizations within the region.

ARTICLE VI - DUES

SECTION 1. Dues are payable annually on July 1st and are based on the previous fiscal year's membership as of May 31.

SECTION 2. The annual dues rate per member shall be determined at the first meeting of the Board of Directors.

SECTION 3. A local organization is in good standing only when regional dues are paid.

ARTICLE VII - FISCAL RESPONSIBILITY

SECTION 1. The fiscal year shall commence on the

1st day of June and shall end on the 31st day of May.

SECTION 2. An auditing committee of three (3) members shall be appointed by the Executive Committee prior to the close of the fiscal year. The committee shall audit the treasurer's records within forty five (45) days after the close of the treasurer's term of office and shall report to the Board of Directors at the next meeting.

ARTICLE VIII- OFFICERS

SECTION 1. The officers shall be a president, a president-elect, a vice president, a recording secretary, and a treasurer.

SECTION 2. A term of office shall be one year.

SECTION 3. Officers shall take office at the close of the annual state convention and shall serve for one year and/or until their successors are duly elected. Six months or more of an uncompleted term shall be considered a term of office in determining eligibility for re-election.

SECTION 4. Vacancies in office shall be filled as follows:

(a) In the event of death, resignation, or incapacity for more than ninety (90) days of the President, the Vice President shall become President for the unexpired portion of their term.

(b) A vacancy in the office of the President-Elect shall remain unfilled, and a special election for President shall be held at the next annual regional election. In the event said vacancy occurs after December 1 and before the annual state convention, a special election for President-Elect shall be held.

(c) Vacancies in offices other than president and president-elect shall be filled for the unexpired term by the President with the approval of the Executive Committee.

ARTICLE IX - NOMINATIONS

SECTION 1. At the first Board of Directors' meeting of the Federation year, a nominating committee, consisting of four local organization presidents shall be elected. The chairman shall be the Regional Member of the State Nominating Committee.

SECTION 2. By November 1st the Chairman of the Regional Nominating Committee shall forward copies of the candidate data forms and duties & qualification information sheets for each office to the local organization presidents.

SECTION 3. By December 1st the local organization presidents shall submit the candidate data forms of nominees to the Chairman of the Regional Nominating Committee.

SECTION 4. By January 1st the Regional Nominating Committee shall review all candidate data forms to be sure that they are in order and shall prepare a ballot and mail it to all local organization presidents.

SECTION 5. By February 1st Local organization presidents, with the approval of their membership, shall cast the ballot of their local organization and return it to the Chairman of the Regional Nominating Committee.

SECTION 6. By March 1st the Chairman of the Regional Nominating Committee shall advise the local organization presidents and the State Vice President of the election results.

ARTICLE X - ELECTIONS

SECTION 1. A president-elect, a vice president, a recording secretary, a treasurer, a regional legislative representative and a regional member of the state nominating committee shall be elected by ballot prior to February 1st of each year.

SECTION 2. The: President and President-Elect shall be eligible to serve only one term in the same office. In other offices no person shall be eligible to serve more than two consecutive terms in the same office.

SECTION 3. Only individuals who are members in good standing shall be eligible for office; the President, President-Elect, and Vice President must be employed.

SECTION 4. In any given year, no more than two members of a local organization may serve as regional officers.

SECTION 5. Only candidates who officially and publicly support the State and National Legislative Platforms shall be eligible for election to office.

SECTION 6. Each local organization is entitled to one vote which represents the majority opinion of its membership. A majority of all votes cast for a particular office shall constitute an election.

SECTION 7 Six months or longer shall be a term of office when determining eligibility for re-election, except for the Vice President serving the unexpired term of the President.

ARTICLE XI - DUTIES OF OFFICERS AND OTHER ELECTED OFFICIALS

SECTION 1. The President shall be the principal officer of the region and shall:

(a) preside at all meetings of the region, The Board, of Directors, and the Executive Committee;

(b) be an ex-officio member of all committees except the Nominating Committee;

(c) appoint a parliamentarian and committees as needed, subject to the approval of the Executive Committee;

(d) serve as a member of the State Board of Directors as the official representative of the region;

(e) prepare written reports to the State Board of Directors, in accordance with the Board Training Manual;

(f) coordinate local organization visits with said visits being distributed equally among, the 5 elected officers.

All local organization visits must be completed by April 1 and mileage vouchers and documentation submitted no later than 30 days after the visit;

(g) appoint committees to plan and implement the annual regional career enhancement/personal development seminar;

(h) send to each local organization the official calls to the annual regional training conference and the annual regional career enhancement/personal development seminar at least 30 days prior to the first day of each event;

(i) insure that the names and addresses of all regional officers and chairman are sent to the State Office immediately after their election or appointment;

(j) bring to the attention of the local organizations all pertinent information from the state and national federations;

(k) approve all bills over budget and non-budgeted items, as directed by the region;

(l) appoint another member(s) from the region to serve, in case the regional representative on the State Nominating Committee or State Legislation Committee is unable to serve.

SECTION 2. The President-Elect shall:

(a) act as the representative of the President when requested;

(b) serve as an ex-officio member, without vote, of all committees, except the Nominating Committee;

(c) insure that a coordinated program, including projects and activities, shall be developed for the ensuing year in accordance with objectives of the National and State federation;

(d) conduct local organization visits as assigned by the President; All local organization visits must be

completed by April, 1 and mileage vouchers and documentation submitted no later than 30 days after the visit;

(e) participate in the annual State Leadership Training;

(f) In cooperation with the state representative and the Regional Executive Committee, plan and conduct the Regional Leadership Training Conference;

(g) serve in such other capacities as assigned by the President.

SECTION 3. The Vice President shall:

(a) perform the duties of the President in the absence of the President;

(b) become President for the unexpired term in case of death, resignation or incapacity of the President;

(c) conduct local organization visits as assigned by the President. All local organization visits must be completed by April 1 and mileage vouchers and documentation submitted no later than 30 days after the visit;

(d) serve in such capacities as assigned by the President.

SECTION 4. The Recording Secretary shall:

(a) take and record accurate minutes of the proceedings of all meetings of the region, the Board of Directors, and the Executive Committee, and distribute same within four (4) weeks;

(b) preserve in a permanent file all records and letters of value to the region and its officers.

(c) conduct local organization visits as assigned by the President. All local organization visits must be completed by April 1 and mileage vouchers and documentation submitted no later than 30 days after the visit;

SECTION 5. The Treasurer shall:

(a) have charge of all monies of the region and shall report thereon at all meetings;

(b) collect all dues from local organizations giving proper receipt therefore;

(c) pay all bills within budget and/or as authorized at a regular meeting of the region;

(d) keep an itemized record, in a permanent file, of all receipts and expenditures;

(e) prepare all tax forms as required by law; deliver to the successor within 15 days after expiration of

term of office, all books, records, and papers, requesting proper receipt therefore.

(f) conduct local organization visits as assigned by the President. All local organization visits must be completed by April 1 and mileage vouchers and documentation submitted no later than 30 days after the visit;

SECTION 6. The Regional Member of the State Nominating Committee shall:

(a) serve as a member of the State Nominating Committee as the official representative of the region;

(b) serve as Chairman of the Regional Nominating committee and as such, carry out the procedure defined in Article IX, Nominations.

Section 7. The Regional Legislation Chairman shall:

(a) serve as a member of the State Legislation Committee as the official representative of the region;

(b) educate the membership regarding current legislative activity and the state and national legislative programs;

(c) participate in the annual state legislative training session.

SECTION 8. Each officer, except the treasurer, shall deliver to the successor immediately after retiring from office all accounts, records, books, papers, and other property belonging to the region.

ARTICLE XII – GENERAL MEMBERSHIP FUNCTIONS

SECTION 1. At a minimum a career enhancement/ personal development seminar and a regional leadership training conference shall be held annually.

SECTION 2. The regional leadership training conference shall be held between June 1st and August 31st in accordance with BPW/OHIO Policies and Procedures Article V, Section D.

ARTICLE XIII - BOARD OF DIRECTORS

SECTION 1. The elected officers and local organization presidents shall constitute a Board of Directors.

SECTION 2. The Board shall:

(a) supervise the affairs of the region;

(b) make recommendations for the region's growth and prosperity;

(c) approve proposed amendments to the bylaws.

SECTION 3. The Board of Directors shall hold a minimum of two meetings during the year, one of which shall be designate the annual meeting. The dates shall be determined by the Board at its first meeting.

SECTION 4. Special meetings of the Board may be called by the President with the approval of the Executive Committee or by twenty five percent (25%) of the Board members. Such notice must designate time, place and purpose of the meeting and be given at least two weeks in advance of the date for which the meeting is called.

SECTION 5. A majority of the voting Board members shall constitute a quorum.

SECTION 6. No Board member shall have more than one vote, and no voting by proxy shall be allowed.

ARTICLE XIV- EXECUTIVE COMMITTEE

SECTION 1. The elected officers of the region shall constitute the Executive Committee.

SECTION 2. The Executive Committee shall transact the business of the region between meetings of the Board of Director and shall report thereon at the next meeting of the Board.

SECTION 3. The Executive Committee shall meet on call by the President, or by any three members of the committee.

SECTION 4. Committee appointments made by the President shall be subject to the approval of the Executive Committee.

SECTION 5. A majority of the voting members shall constitute a quorum for a meeting of the Executive Committee.

ARTICLE XV- PARLIAMENTARY PROCEDURE

The rules of parliamentary practice comprised in ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern all proceedings of the region, the Board of Directors, and the Executive Committee, subject to such special rules as have been or may be adopted.

ARTICLE XVI- AMENDMENTS

SECTION I. Amendments to these bylaws may be proposed by the Board of Directors, the Executive Committee, or a bylaws committee.

SECTION 2. All proposed amendments shall be sent in writing to every Board member at least ten (10) days before they are to be voted upon.

SECTION 3. All proposed amendments shall be presented to the Executive Committee prior to presentation to the Board of Directors

SECTION 4. These bylaws may be amended by a two-thirds vote of the Board members present and voting.

SECTION 5. The final adoption by the region of amendments to or revisions of these bylaws shall be contingent upon the approval of the State Bylaws Chairman and the State President.

SECTION 6. When an amendment is adopted to the National or State bylaws which affects regional bylaws, the region shall automatically amend its bylaws to conform.

Any conflict shall be resolved in accordance with State and National federation policy and procedure.

ARTICLE XVII REGIONAL REORGANIZATION

In the event of a regional reorganization, all assets of this region remaining after payment of all costs and expenses shall be distributed at the discretion of the region.