



# **BPW/OHIO POLICIES AND PROCEDURES**

# TABLE OF CONTENTS

## BPW/OHIO POLICIES AND PROCEDURES

ARTICLE I	Forward	Page 2
ARTICLE II	Objectives	Page 2
ARTICLE III	Rules	Page 2
ARTICLE IV	Financial Policy	Page 5
ARTICLE V	Board of Directors	Page 8
ARTICLE VI	Special Committee Chairs and Other Appointees	Page 14
ARTICLE VII	State Nominating Committee	Page 17
ARTICLE VIII	Membership	Page 18
ARTICLE IX	Ohio Business Woman	Page 19
ARTICLE X	State Annual Meeting	Page 20
ARTICLE XI	Ohio BPW Women's Retirement Foundation	Page 21
ARTICLE XII	Revision to Policies & Procedures	Page 21
EXHIBIT A	Chair/Appointee Data Form Candidate Data Form	Page 23
EXHIBIT B	Contract/Letter of Agreement	Page 24
EXHIBIT C	Approval Internal Financial Review Procedures	Page 25
EXHIBIT D	Request for Approval of Bylaws	Page 27
EXHIBIT E	Letter - Candidate Selected	Page 28
EXHIBIT F	Letter - Candidate Not Selected	Page 29
EXHIBIT G	BPW/OHIO Equipment Inventory List	Page 30
EXHIBIT H	BPW/OHIO Log In Information	Page 31

## **I. FORWARD**

The policies and procedures of the Ohio Federation of Business and Professional Women, as set forth in this manual, will assist in the implementation of the Federation's bylaws. Additionally, it will provide direction to the members of the Executive Committee and Board of Directors in carrying out their respective responsibilities.

This manual and amendments thereto shall be distributed to all voting members of the Board of Directors and others as designated by the State President.

No official alternations to the written content of this manual may be made without the approval of the BPW/Ohio Board of Directors.

## **II. OBJECTIVES**

- 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 the lines of industrial, scientific and vocational activities.

## **III. RULES**

### **A. Standing Rules**

1. Only individuals who officially and publicly support the BPW/Ohio legislative platform are eligible to serve as a member of the BPW/Ohio Board of Directors, a Special Committee Chair or other appointee.
2. Recommendations, excluding proposed bylaw changes, must be received by the State President no later than ten (10) days before the Executive Committee meeting at which they will be considered.
3. Agendas for Executive Committee and Board of Directors meetings shall be forwarded to the respective bodies at least ten (10) days prior to the scheduled meeting date.

### **B. Rules of Order for In-Person Annual Meeting**

1. **Seating:** Members shall be seated by Regions. Only duly registered members and guests shall be admitted to the business sessions.
2. **Doorkeepers:** It is the duty of the doorkeepers to see that only those who have registered enter the annual meeting hall.
3. **Motions:** Only members of the voting body may offer Motions. A voting member from the same local organization may not second a motion. All motions shall be written on a Motion form, signed by the proponents and given to the presiding officer before the vote is taken. Members will not be seated or allowed to leave the room while a motion is on the floor.
4. **Discussion:** Anyone wishing the privilege of the floor shall rise, go to the nearest microphone and address the chair. Upon recognition by the Presiding Officer, speakers shall state their name and the name of their local organization or office. Discussion shall be limited to two (2) minutes for each speaker. Additional time may be granted by unanimous consent of the voting body. No one shall speak a second time to the same Motion until all others who wish to speak have had an opportunity to do so. The maker of the Motion may speak in rebuttal, which shall be limited to two (2) minutes.
5. **Timekeepers:** The Timekeepers Chair for each business meeting of the annual meeting shall designate a timekeeper. It shall be the duty of the timekeeper to indicate to each speaker the expiration of the time allotted, preceded by a thirty second warning.
6. **Floor tellers:** If a standing vote is taken, the floor tellers shall count the members by row. As each row is counted, that row shall be seated. The Floor tellers Chair shall give the report of the tally to the Presiding Officer.
7. **Reports:** Oral reports shall be limited to two (2) minutes, excepting the President's report, Treasurer's report, presentation of the budget, state legislative platform, state bylaws changes, interim action of the Board of Directors, such minutes as the Recording Secretary is called upon to read, and necessary annual meeting committee reports.
8. **New Business:** All items of new business must be presented in writing to the Recording Secretary by (time) on (day/date).
9. **Resolutions:** Resolutions proposed for adoption must be signed by the proponents and presented in writing to the Resolutions Chair by (time) on (day/date), or may be left for the

Resolutions Chair at the annual meeting registration desk within that timeframe.

- 10. Nominations Made from the Floor:** Nominations for elective offices may be made from the floor provided that an appropriately signed candidate data form (Exhibit B), recent photograph of the nominee, and statement of specific expertise are immediately presented to the Presiding Officer at the annual meeting.
- 11. Order of Business:** The President is permitted to change the Order of Business.
- 12. Posting Candidate Qualifications:** Each candidate's qualifications and picture may be posted only in a space not to exceed 8 1/2 by 11 inches on a centralized bulletin board. Posting shall be done at the close of nominations from the floor.
- 13. Campaigning:** No campaign material shall be distributed or displayed for any candidate except as noted above. Each candidate will be given an opportunity to identify herself from the platform at the close of nominations from the floor.
- 14. Candidates' Forum:** A candidates' forum will be held during a business session prior to the election of officers. It shall be conducted in accordance with the rules defined in Article IV of the BPW/Ohio Policies and Procedures.

### **C. Rules of Order for Virtual Annual Meeting**

1. Zoom Login: When entering the meeting you can have both audio and video on. When the session begins everyone will be muted, you will be asked to shut off your video. Only the person speaking will have their video on.
2. Motions: Only members of the voting body may offer Motions. A voting member from the same local organization may not second a motion. All previously prepared motions will be shared on the screen. Any other motions shall be written in Chat, a second would be needed. If a motion is prewritten on a Motion form, signed by the proponent it can be shared on the screen. If you leave the Zoom meeting, you will not be allowed back in while a motion is on the floor.
3. Discussion: Anyone wishing the privilege of the floor, must be recognized by the President. Upon recognition by the Presiding Officer, speakers shall state their name and the name of their local

organization or office. Discussion shall be limited to one (1) minute for each speaker, for a total of 6 minutes, per motion. Additional time may be granted by unanimous consent of the voting body. No one shall speak a second time to the same Motion until all others who wish to speak have had an opportunity to do so. At one minute, you will be muted.

4. Chat Monitors: There will be two designated monitors on Zoom Chat one for pros and one for cons discussion on each motion. A member will send a chat to the pro or con monitor before they are recognized by the president.
5. Voting: Voting will be done by a Poll on Zoom.
6. Reports: Reports shall be limited to two (2) minutes, excepting the President's report, Treasurer's report, presentation of the budget, state legislative platform, state bylaws changes, interim action of the Board of Directors, such minutes as the Recording Secretary is called upon to read, and necessary annual meeting committee reports.
7. New Business: All items of new business must be sent via email to the President by (time) on (day/date)
8. Resolutions: Resolutions proposed for adoption must be signed by the proponents and sent via email to the Resolutions Chair by (time) on (day/date).
9. Order of Business: The President is permitted to change the Order of Business.
10. Candidates' Forum: A candidates' forum will be held during a business session prior to the election of officers. It shall be conducted in accordance with the rules defined in Article IV of the BPW/Ohio Policies and Procedures.

### **D. Rules for Candidates' Forum**

1. Each candidate will make a three (3) minute speech in which she will present her qualifications for the office and outlines the contribution she believes she can make to the future of BPW/Ohio.
2. The speeches will be timed and a thirty (30) second warning will be given.
3. Candidates will speak in order by rank of officesought, beginning with the candidate(s) for Treasurer and ending with President-elect.
4. When the prepared speeches have been completed, the floor will be open for questions from the moderator and the annual meeting body for the balance of the allotted time.
5. For the fifteen (15) minutes of the question and

answer period, all candidates will be given the opportunity to give a thirty (30) second answer to each question asked.

6. For the balance of the question and answer period, only those candidates in contested races will respond to the questions. These answers will be limited to thirty (30) seconds.

#### **E. Rules of Order for Board of Directors**

In addition to provisions of the BPW/Ohio Bylaws, the following special rules of order shall apply to all meetings of the BPW/Ohio Board of Directors.

1. The proposed Agenda shall be the order of the day.
2. The President is permitted to change the Order of Business.
3. All motions, except on matters of procedure, shall be written, signed and given to the Recording Secretary before the close of the meeting. The Presiding Officer may require that the written motion be furnished to the chair before action is taken.
4. Only members of the voting body may introduce Motions.
5. Past State Presidents (PSP) are welcome to comment, however, the Immediate Past State President is the only one eligible to vote. Non-Board members may not enter into discussion unless invited to do so, or if their appointment gives them a right to speak.
6. Discussion on a Motion shall be limited to two (2) minutes for each speaker. General consent shall be required if additional time is to be granted a speaker or a speaker's time may be extended, if in the opinion of the President, it is advisable.
7. No member may speak a second time until all others who wish to speak have had the opportunity to do so or by common consent.
8. A Timekeeper shall be appointed by the President. It shall be the timekeeper's duty to indicate to each speaker a thirty (30) second warning before the expiration of the time allotted.
9. Reports of the elected officers, bylaws amendment proposals, legislative platform presentations and the presentation of the

report of the finance chair shall not have time called. All others making reports will be limited to two (2) minutes. By general consent, the time may be extended. Time counting begins when the speaker actually begins presentation.

#### **F. Rules of Order for Legislative Platform Committee Meeting**

The following special Rules of Order shall apply to all meetings of the BPW/Ohio Legislative Platform Committee.

1. The proposed Agenda shall be the order of the day.
2. The Voting Body of this meeting shall consist of the elected Region Legislative Representatives or their appointed substitutes and the State Legislation Chair.
3. The State Parliamentarian shall serve as a non-voting member of the Legislative Platform Committee Meeting.
4. All Motions, except on matters of procedures, shall be written, signed and given to the Recording Secretary before the close of the meeting. The Chair may require that the written motion be furnished to the Chair before action is taken.
5. Only members of the Voting Body may introduce motions.
6. Non-voting members may not enter into discussion unless invited to do so.
7. Discussion on a Motion shall be limited to two (2) minutes to each speaker. General consent shall be required if additional time is to be granted a speaker.
8. No member may speak a second time until all others who wish to speak have had an opportunity to do so or by common consent.
9. A Timekeeper shall be appointed by the Chair. It shall be the Timekeepers duty to indicate to each speaker a thirty (30) second warning before the expiration of the time allotted. Time counting begins when the speaker actually begins a presentation.
10. Time shall not be called on Elected Officers of BPW/Ohio or invited guests, speaking on matters other than in debate.
11. The Chair is permitted to change the order of business.

#### **G. Rules of Order for Nominating Committee Meetings**

The following special Rules of Order shall apply to

all meetings of the BPW/Ohio Nominating Committee:

1. The Rules of Order shall be adopted as the first item of business.
2. Candidates for each office shall be voted on individually.
3. There is not a limit to the number of names which may be submitted for an office, with the exception of PE (see VIII State Nominating Committee).
4. To be considered a Candidate for Office, a nominee must:
  - a. have submitted a signed candidate data form, (Exhibit B), recent photograph of the nominee and statement of specific expertise, to be held confidentially by the Nominating Committee Chair for future publication.
  - b. receive a majority of votes of the committee members present.
5. No person may make more than one nomination for each office.
6. A candidate receiving a majority vote for a specific office is considered nominated by the committee for that office. In the case of a tie, the Chair is permitted to cast a vote.
7. Nominations are debatable and can be discussed freely. All deliberations of the Committee, as well as transactions of business within the Committee, shall be treated in confidence.
8. It is permissible at any time during the deliberations to reconsider the name of any person nominated for a particular office.
9. The State Parliamentarian shall serve as a non-voting member of the State Nominating Committee.

#### **IV. FINANCIAL POLICY**

##### **A. Dues**

1. Dues shall be submitted in accordance with the current procedures established by BPW/Ohio.
2. Lifetime member dues shall be awarded according to the bylaws of BPW/Ohio, Article V, Section I(d).

#### **B. Budgets**

##### **1. Operating Budget**

- a. The President-Elect shall develop the proposed operating budget for the subsequent fiscal year and a revised operating budget prior to the Mid-year Board of Directors meeting and as otherwise deemed necessary.
- b. Said Operating Budget shall be submitted to the Executive Committee for approval prior to forwarding to the Board of Directors.
- c. The Board of Directors shall recommend adoption of the original operating budget to the Annual Meeting Body for approval.
- d. The Board of Directors has the authority to approve the Revised Operating Budget.
- e. The Operating Budget shall include but is not limited to the following types of expenses:
  1. Administrative support services
  2. Stationery and supplies
  3. Printing
  4. Postage
  5. Insurance and bonding
  6. Officer and Chair expenses
  7. Mileage
  8. Meeting expenses
- f. The approved operating budget shall be printed in the Ohio Business Woman, summer issue.

##### **2. Function/Project Budgets**

- a. The appropriate officer or chair shall develop a Budget for each State Event or Project based upon the request of the appropriate chair.
- b. The Executive Committee shall approve each State Event or Project Budget prior to publication of registration fees or prices.

#### **C. Expense Documentation**

1. Appropriate expense documentation including but not limited to a voucher, invoice, or receipt for costs shall be submitted within thirty (30) days after the incurrence of the expense.
2. Mileage reimbursement documentation for State Meetings for which mileage is authorized must be presented to the appropriate officer prior to leaving the premises.
3. The Officer responsible for approval will authorize payment for any expenses incurred during her term of office.

4. Expense documentation for fixed expenses, state office postage, allocations and other expenses deemed necessary for efficient operation shall be prepared by the Treasurer with the full knowledge of the President.
5. Expense documentation for Region Officers shall be submitted to the Vice President for approval and forwarded to the Treasurer for payment.
6. Expense documentation for Standing and Special Committee Chairs and other appointees shall be submitted to the Treasurer for payment.
7. Expense documentation for Executive Committee members shall be forwarded to the Treasurer for payment.
8. If the expenses are within budget, the Treasurer shall pay expense documentation and send copies of it to the President and Finance Chair.
9. If the expense is over-budget or a non-budgeted item, the Treasurer shall send copies of the expense documentation, along with recommendations for action to the Executive Committee and Finance Chair for review.
10. The BPW/Ohio Executive Committee shall be the first authority for disposition of all over budget and non- budgeted items. A two-thirds (2/3) majority of the Executive Committee is required to approve payment on an over budget or non-budgeted item.
  - a. If the over budget or non-budgeted item is approved by the Executive Committee, the President shall indicate approval on the expense documentation and forward it for payment to the Treasurer and Finance Chair.
  - b. If the over budget or non-budgeted item is not approved, the Executive Committee shall indicate rejection on the expense documentation and send copies to the originator, the Treasurer and the Finance Chair.

## **D. Mileage**

### **1. General Information**

- a. Mileage will be paid at the rate established by the annual budget.
- b. Mileage will be paid to only one member per vehicle.
- c. Mileage reimbursement will be paid as set forth in the Chart below. In addition, each State representative to the Annual Region Leadership Conferences will receive mileage reimbursement.
- d. The Legislative Consultant and Parliamentarian will receive mileage reimbursement for the State Platform Meeting.

### **2. Allowed Mileage**

- (1) Including Parliamentarian and Corresponding Secretary
- (2) Leadership meeting during federation year preceding the year in which the chair will serve on board.
- (3) One visitation per local organization per year.
- (4) When called by the President or President-Elect.

<b><u>MILEAGE CHART</u></b> <b>OFFICERS OR CHAIRS</b>	<b>EXECUTIVE COMMITTEE</b>	<b>BOARD OF DIRECTORS</b>	<b>LEGISLATIVE PLATFORM</b>	<b>NOMINATING COMMITTEE</b>	<b>LEGISLATION TRAINING STATE LEADERSHIP 2</b>	<b>LEGISLATION TRAINING STATE LEADERSHIP 2</b>	<b>REGION LEADERSHIP</b>	<b>REGION MEETINGS 4</b>	<b>LOCAL VISITS 3</b>
EXECUTIVE COMMITTEE (I)	X	X			X	X			
IMMEDIATE PAST PRESIDENT		X							
LEGISLATION CHAIR		X	X		X	X			
INDIVIDUAL DEVELOPMENT CHAIR		X			X				
FINANCE CHAIR		X			X				
MEMBERSHIP CHAIR		X			X				
PROGRAMMING CHAIR		X			X				
YOUNG CAREERIST CHAIR		X			X				
SPECIAL COMMITTEE CHAIRS AND APPOINTEES (4)		X			X	X			
REGION PRESIDENT		X						X	X
REGION PRESIDENT-ELECT					X		X		X
REGION VICE PRESIDENT									X
REGION SECRETARY									X
REGION TREASURER									X
REGION LEGISLATIVE REPRESENTATIVE			X			X			
NOMINATING CHAIR				X					
REGION MEMBER OF NOMINATING COMMITTEE				X					

**E. Financial Reports**

1. The Treasurer, with the concurrence of the Executive Committee, shall determine the Financial Reporting requirements of the Federation to the Board of Directors.
2. The Treasurer shall assure the timely distribution to all Voting Members of the Board of Directors a comparison of actual expenses to budget.

**F. Contracts**

1. The President of BPW/Ohio or designated BPW/Ohio Officer, in the absence of the President, shall be the only person authorized to sign legally binding contracts on behalf of BPW/Ohio. A contract is defined as any agreement whether verbal, letter of agreement or formal contract, entered into on behalf of BPW/Ohio:
2. Any verbal agreement shall be confirmed with a letter of agreement or contract outlining the terms of said agreement within two (2) weeks.
3. Any contract entered into on behalf of BPW/Ohio for an initial amount in excess of \$200.00 or which includes a proposed liquidated damages clause in excess of \$200.00 shall be reviewed and approved as to form by the Legal Consultant to the Board of Directors prior to being signed.
4. An Internal Approval Form (Exhibit C) shall be attached to each contract and prior to the signing of the contract by the Treasurer, must be signed by:
  - a. Negotiator of the Contract
  - b. Legal Consultant to the Board of Directors
  - c. President
  - d. Treasurer
5. Subsidiary contracts for presenters and goods and services necessary for the operation of a State Annual meeting shall be handled in accordance with the procedures defined in the Annual Meeting Planning Manual. A copy of the Annual Meeting Planning Manual shall be available upon request to the President.
6. Any person signing or agreeing to an Unauthorized Contract on behalf of BPW/Ohio shall be held personally and financially responsible for all liabilities incurred.



## **G. Investments**

It is the responsibility of the Treasurer, with approval of the Executive Committee, to achieve the greatest return of invested dollars.

## **H. Designated Funds:**

### **1. General Information**

The following internally designated funds will be maintained and reported as separate line items:

- Advocacy Fund
- Annual Conference
- Young Careerist/Individual Development
- Leadership meeting
- Membership Grants
- Speakers Fund

### **2. Advocacy Fund**

- a. The advocacy Fund shall be used for Advocacy activities. These expenses may include but are NOT limited to:
  1. Hosting a Candidates Forum.
  2. Conducting a Lobby Day.
  3. Equal Pay Day event.
  4. Sponsorship to attend an advocacy initiative.
- b. The Executive Committee shall approve all expenditures from this fund.
- c. The Executive Committee shall, in consultation with the Finance Chair, allocate adequate moneys to this fund at the end of each fiscal year.
- d. All other uses of this fund require the approval of the Board of Directors.

### **3. State Annual Meeting Fund**

- a. The State Annual Meeting Fund shall be used for all authorized expenses related to BPW/Ohio state annual meeting, including advances to the Annual Meeting Committee.
- b. All surplus funds, after all State Annual Meeting bills are paid and cash advances returned to this fund, shall be transferred to this fund.
- c. All other uses of the Fund must have the approval of the Board of Directors.

### **4. Young Careerist/Individual Development Fund**

- a. Expenses incurred for the YC/ID competition will be charged to this fund, i.e. judges' lunches, gifts, etc.
- b. All expenditures and transfers from this Fund must have the approval of the Executive Committee, with notification to the Board of Directors.

### **5. Leadership training**

Each year the President-Elect will have funds at her disposal, to come from the Leadership Training Designated Fund for training/promotion of her year as President. Subject to approval by the Executive Committee with notification to the Board.

### **6. Membership grants**

Each year, if funds are available, membership grants may be made available by the Executive Committee. The Incoming State Membership Chair, in conjunction with President-Elect, shall prepare a proposal to be presented to the Executive Committee no later than the January EC meeting prior to State Leadership. The Executive Committee shall determine the amounts and parameters of the grants. All expenditures and transfers from this fund must have the approval of the Executive Committee, with notification to the Board of Directors.

### **7. Speakers Fund**

- a. The Speakers Fund may be used for speakers at any BPW sponsored event.
- b. All expenditures and transfers from this fund must have the approval of the Executive Committee, with notification to the Board.

### **I. Senior Centers Support**

BPW/Ohio will partner with BPW/Ohio Women's Retirement Foundation to support senior centers throughout Ohio.

## **V BOARD OF DIRECTORS**

### **A. Elected Officers**

## **1. General Information**

- a. Become familiar with the following:
  1. BPW/Ohio Bylaws
  2. BPW/Ohio Policies and Procedures
- b. Attend the Annual State Leadership Meeting.
- c. Prepare recommendations, including budget requests, for new and/or revised policies, procedures, programs, projects and activities which will further the goals and objectives of BPW/Ohio.
- d. Prepare and present reports to the Board of Directors as directed by the President.
- e. Prepare articles for state publication as requested by the President, when appropriate.
- f. When possible, accept invitations from Local Organizations and Regions when participating would advance Federation Objectives.

## **2. President**

### **The President shall:**

- a. Represent or designate someone to represent BPW/Ohio in activities or meetings in which participation would aid in furthering the BPW mission.
- b. Have final approval of all content of the OHIO BUSINESS WOMAN, including advertising.
- c. Approve content of all articles prior to forwarding to the Editors of all official BPW/Ohio publications.
- d. Determine the format and distribution of the State Directory.
- e. Serve as a member of the Board of Trustees of Ohio Business and Professional Women's Retirement Foundation.
- f. In consultation with the Legislation Chair and the Legislative Consultant, give final approval to testimony presented before the State House or Senate by BPW/Ohio members on items related to the BPW/Ohio Legislative Platform.
- g. At the pre conference executive committee meeting, appoint a three (3)-member committee with the approval of the Executive Committee to review the Fiscal Records of the previous Federation year. One member must be a Past State

President, with one of the other two (2) members having a financial background. A report is to be given to the Board of Directors at the Mid-year Board Meeting. This committee is to follow the guidelines adopted in appendix Exhibit C. The identity of the 3-member committee shall be published in the summer issue of the OBW.

- h. At the pre-conference Executive Committee meeting appoint a three (3) member Committee with the approval of the Executive Committee to review the Minutes from the Annual Conference and to submit a report to the Executive Committee at their August Executive Committee meeting to be presented to the August BPW/Ohio Board of Directors at their Post Conference Board Meeting. A copy of the Review Committee Report shall be attached to the Annual Conference Minutes.
- i. Submit copies of all recommendations received from Standing and Special Committee Chairs and other Appointees to the Executive Committee Members.
- j. Receive periodic reports from Standing and Special Committee Chairs and other Appointees.
- k. Preside at all meetings of the Standing and Special Committee Chairs.

## **3. President-elect**

### **The President-elect shall:**

- a. With the approval of the Executive Committee, make appointments for standing committee chairs, special committee chairs and other appointments for the year in which the President-elect will serve as President. All appointments of Standing Committee Chairs must be approved at least thirty (30) days prior to the date of the State Leadership Meeting.
- b. No later than March 1, prepare a program for presentation about the State program for the ensuing year.
- c. With the assistance of the Vice President, develop the Agenda, Board Training Manual and other training materials for the State Leadership Meeting, ensuring that the Board Training Materials are approved by the Executive Committee no later than thirty (30) days prior to the date of State Leadership Training.
- d. Send notification of State Leadership Meeting to all participants at least thirty (30) days before the event. Participants

shall include but not be limited to:

- a. Current Executive Committee
- b. Standing chairs for the ensuing year
- c. Current Region President-elects (i.e. Region presidents for the coming year)
- d. Candidates for Executive Committee positions (as observers)
- e. Preside at the Annual Leadership meeting.
- f. Prepare the Official Federation Calendar and Budget for the year in which the President-elect will serve as President, subject to the approval of the Executive Committee prior to the mid-year board meeting; presenting the Calendar and the Budget, and subsequent updates to the Board of Directors.
- g. Coordinate the preparation and distribution of appropriate State planning and other related materials for local organizations and coordinate their distribution.
- h. Assist the President in planning the program of the State Annual meeting.
- i. Serve as member of the Board of Trustees of Ohio Business and Professional Women's Retirement Foundation.
- j. Appoint the State Parliamentarian and Corresponding Secretary (if any) that are to serve in the year in which she is President.

#### **4. Vice President**

##### **The Vice President shall:**

- a. Submit copies of all recommendations received from Regions to Executive Committee members.
- b. Receive periodic reports from Region Presidents and compile an Annual Report as directed by the President.
- c. Work with the President-elect to prepare the Board Training materials for use at the State Leadership Meeting. The Board Training materials require the approval of the Executive Committee.
- d. Assist the President-elect with the development of the Agenda for the State Leadership Meeting and participate in the Meeting as requested by the President-elect.
- e. Preside at all meetings of the Region Presidents.
- f. Serve as a member of the Ohio

Business and Professional Women's Retirement Foundation.

- g. After BPW/OHIO President approval; prepare and distribute the BPW/OHIO State Leadership directory to all BPW/OHIO Board Members and Local Presidents. Any extra copies are to be turned over to the Non-Dues Income Chair for sale to the general membership for an amount to be determined by the Executive Committee.

#### **5. Recording Secretary**

##### **The Recording Secretary shall:**

- a. Call any official meeting to order in the absence of the President and Vice President and preside until a Chair Pro Tem is elected.
- b. Report the interim action of the Executive Committee at each meeting of the Board of Directors.
- c. Report the interim action of the Board of Directors at the State Annual Meeting.
- d. Provide the President with a statement of any unfinished business to come before each specific meeting of the Federation.
- e. Forward original copies of all minutes, records and letters of value to her successor.
- f. Participate in the State Leadership meeting as requested by the President-elect.
- g. Maintain the BPW/Ohio Equipment Inventory List using Exhibit G including all items purchased by BPW/OHIO.
  1. When BPW/Ohio purchases equipment it is immediately recorded on the Equipment Inventory List (exhibit G) and assigned to a person/role for use and position during that person's term.
  2. As part of the transition to successors, all equipment will be transferred and recorded on the Equipment Inventory List (Exhibit G).
  3. When an asset no longer has a value to the organization, or it is replaced by a new model, etc., the Board will agree on the disposition of the asset and it will be recorded in the minutes of the meeting, and noted on the Equipment Inventory List by indicating "Retired" in the Successor column.
- h. Maintain information in BPW/Ohio Log In Information Sheet (Exhibit H). Access to Log in Information shall be determined by the Executive Committee.

## **6. Treasurer**

### **The Treasurer shall:**

- a. Sign all checks that are within the approved budget for BPW/OHIO.
- b. Issue monthly checks to locals for reimbursement of local dues collected by BPW/OHIO.
- c. Review all income and expense transactions of the Federation, recommending changes as may be appropriate to ensure sound financial management.
- d. Prepare monthly receipts and disbursement financial reports, which shall be submitted to the Executive Committee and Finance Chair in the following format:
  1. A report using the budgeted line items for receipts and disbursement categories.
  2. Both monthly and year-to-date total columns will be included, as well as an annual budget column and a year to date actual minus budget variance column.
  3. The report will show both the balance carried forward from the prior month and the end of the month balance in the operating fund.
- e. Make the necessary arrangements to ensure that the Federation's Tax Return is prepared and filed by October 15th of each year or upon IRS approved extension. Copies of all filed forms must be supplied to the President and Recording Secretary for retention in the permanent records.
- f. Assist local organizations with questions concerning local treasurers' responsibilities, procedures for proper dues remittance, and procedures for filing for tax-exempt status.
- g. Coordinate review of the Financial Accounts by a Review Committee selected by the Executive Committee; provide the main financial records to the Review Committee within 45 days after the end of the fiscal year and that final financial records be turned over in accordance with what is decided for the conference books above. The Treasurer should get them first in order to incorporate the results into the overall

statements and pass them along to the review committee and ensure that the review is completed in a timely manner.

- h. Participate in the State Leadership meeting as requested by the President-elect.
- i. Be bonded sufficiently to cover the maximum amount of money likely to be in the Treasurer's possession.
- j. No reimbursement shall be made to any individual who has an outstanding balance due to the State Federation.
- k. Should possess the following skill set:
  1. A good working knowledge of accounting practices.
  2. Be knowledgeable to *provide* financial reports to BPW/OHIO
  3. Be knowledgeable in MS Office programs (Access, Excel, Word, etc.).
  4. If necessary, BPW/OHIO to provide any software required.
  5. Possess good written and oral communication skills to deal with banks, software support and members.

## **7. State Parliamentarian**

### **The State Parliamentarian shall:**

- a. Be a non - voting member of the Executive Committee, BPW/OHIO State Board, Nominating Committee meeting, and Legislative Platform meeting.
- b. Provide and Present the Rules of Order for both Executive Committee and BPW/OHIO State Board meetings as well as the Annual Conference.

## **8. State Corresponding Secretary**

### **The State Corresponding Secretary shall:**

- a. Be a non-voting member of the Executive Committee and BPW/OHIO State Board.
- b. Bring all BPW/OHIO correspondence to the attention of the Executive Committee.
- c. At the request of the Executive Committee conduct correspondence on behalf of BPW/OHIO.
- d. Assist BPW/OHIO President as directed.

## **B. Immediate Past State President**

### **The Immediate Past State President shall:**

1. Serve in such capacities as assigned by the President.
2. Serve as a voting member of the BPW Ohio Board

of Directors.

3. Serve as a member of the Board of Trustees of Ohio Business and Professional Women's Retirement Foundation.

### **C.Standing Committee Chairs**

#### **1. General Information**

##### **All Chairs shall:**

- a. Become familiar with the following:
  1. BPW/Ohio Bylaws
  2. BPW/Ohio Policies and Procedures
- b. Attend the Annual State Leadership meeting in the Federation year preceding the year in which they will serve on the Board of Directors.
- c. Prepare recommendations, including budget requests, for new and/or revised policies, procedures, programs, projects and activities which will further the goals and objectives of BPW/Ohio for approval by the EC .
- d. Prepare and present reports to the Board of Directors as requested by the President.
- e. Prepare articles for State publications as requested by the President, adhering to established deadlines and procedures.
- f. Respond promptly to all inquiries, sending copies to the President, when appropriate.
- g. When possible, accept invitations from Local Organizations and Regions when your participation would advance Federation objectives.
- h. Deliver to successor within two (2) weeks following the Annual Meeting all files and other property of BPW/Ohio pertinent to the chairship.
- i. Adhere to the current year budget line item for each chair.

#### **2. Legislation**

##### **The Legislation Chair shall:**

- a. Give preliminary approval with the Legislative Consultant to testimony presented before the State House or Senate by BPW/Ohio.
- b. Have a thorough knowledge of local and state legislative programs and methods where BPW/Ohio can actively support legislative items addressed in the State

Platform.

- c. With authorization of the President, represent BPW/Ohio at meetings where legislative matters of interest to the Federation are discussed.
- d. Coordinate the development of the State Legislative Platform in accordance with the following guidelines:

- 1.No later than thirty (30) days after the close of the annual meeting, submit the currently adopted State Legislative Platform to all Region Legislative Representatives for distribution to the Local Organizations.
- 2.Within sixty (60) days of the Annual Conference distribute a survey to the Region Legislative Representatives requesting that members rate the Platform items according to their importance and that the results of this Survey and any other suggestions for Platform revisions be submitted to the Region Legislative Representative no later than thirty (30) days prior to the State Legislative Platform Meeting.
- 3.Direct compilation of Survey results by Region Legislative Representatives and receive results of same.
- 4.Plan the State Legislative Platform meeting in cooperation with the President and BPW/Ohio PAC Chair. This shall include but is not limited to the following:
  - a.Prepare an agenda for the meeting including any speakers.
  - b.Make the physical arrangements for the meeting.
  - c.Appoint a Secretary and Timekeeper for the meeting.
  - d.Review for consideration as State Platform items any pending and/or proposed legislation and all proposed changes received from same.
  - e.Conduct the State Platform Meeting.
  - f.Prepare recommendations on the State Legislative Platform for approval by the EC prior consideration by the Board of Directors.
  - g.Present State Legislative Platform to the Board of Directors for consideration.
  - h.Present Board approved State Legislative Platform to the Annual Meeting body for consideration.
  - i.Prepare approved State Legislative Platform for publication in the post-annual meeting issue of the OHIO BUSINESS WOMAN, as directed by the President.

- j. Consult with the Legislative Consultant on matters pertaining to the interpretation of proposed Legislation and/or drafting of new Legislation to implement Platform action items.
- k. Initiate the Legislative telephone tree as needed.
- l. Conduct a training session for Region Legislative Representatives.
- m. Serve as a member of Ohio BPW/PAC.
- n. With authorization of the President, call and conduct emergency meetings of the Legislation committee when matters affecting the legislative interests of BPW/Ohio require immediate action by the committee.
- e. Actively track current state and national legislation of interest to BPW and women. Produce a monthly email to all BPW/OHIO members who request the status of legislation.

### **3. Individual Development**

#### **The Individual Development chair shall:**

- a. Assist Local Organization and Region Individual Development Chairs in promoting and sponsoring this program.
- b. Conduct training programs for Region and Local Organization Individual Development Chairs.
- c. Plan the BPW/Ohio Individual Development function in cooperation with the President and the Young Careerist Chair. This shall include but is not limited to the following:
  - 1. Work with the president and PE to determine your part on the agenda and the physical arrangements for the event,
  - 2. If there is to be a competition:
    - (a). Prepare and distribute entry forms and evaluation forms.
    - (b). Inform all Local Organizations and Regions of the requirements for participating in the competition.
    - (c) Advise the President and PE what expenses are to be charged to the YC/ID Designated Fund.
    - (d). Conduct the Competition to select a winner and a runner-up.
  - 3. Provide the Media Relations Chair with

information about the participants and the event for dissemination to News Media.

- 4. Plan any Individual Development functions that will be held at State Annual Meetings, in cooperation with the President and Annual Meeting Chair.

### **4. Finance**

#### **The Finance Chair shall:**

- a. Assist the President-elect, in developing the proposed operating budget for the subsequent fiscal year and a revised current year operating budget prior to the Mid- year Board of Directors meeting and as otherwise deemed necessary.
- b. Be available, if requested, to all officers and chairs in developing budgets for State Projects and Events.
- c. Review monthly financial reports.

### **5. Membership**

#### **The Membership Chair shall:**

- a. Develop a membership development plan, including goals, implementation plans, timelines and resources for presentation to the Executive Committee.
- b. Monitor progress toward stabilization, equalization and growth, throughout the year.
  - 1. In conjunction with the BPW/OHIO Database Chair produce a monthly report tracking membership numbers by local and region, beginning with 5/31 numbers. This report is to be distributed at each BPW/OHIO Board meeting and monthly to the Executive Committee.
- c. Coordinate with Region Presidents the promotion and organization of New Local Organizations.
- d. Coordinate all Statewide Media Campaigns and services, both internal and external, in an effort to inform members, the media, other organizations and the public of BPW objectives, programs, projects and activities.
- e. Coordinate State Annual Meeting publicity with the Annual Meeting Public Relations Chair, the President and the President-elect.

### **6. Programming**

The Programming Chair shall at the direction of the President, develop and implement statewide programs that promote the objectives of BPW/OHIO.

## 7. Young Careerist

### The Young Careerist Chair shall:

- a. Plan the BPW/Ohio Young Careerist function in cooperation with the President and the Individual Development Chair. This shall include but is not limited to the following:
  1. If there is to be a competition:
    - a. Prepare and distribute entry forms and evaluation forms.
    - b. Inform all Local Organizations and Regions of the requirements for participation in the competition.
    - c. Conduct the Competition to select a winner and a runner-up;
  2. Provide the news media with information about the participants.

## D. Region Organization

### 1. General Information

- a. BPW/Ohio is divided geographically into Regions. A list of Local Organizations within each Region and a map thereof is included.
- b. Local Organizations and Regions may request revision of region boundaries by submitting to the State President a written request including rationale and a copy of the minutes of the Local Organization or Region meeting; reflecting the decision to request said revision. All revisions to the number and geographical boundaries of the Regions are subject to the approval of the State Board of Directors in accordance with the BPW/Ohio Bylaws - Article XV, Section 3(f). Any change in region boundaries takes effect the first day of the next fiscal year following approval.
- c. The Regions are governed by the Model Region Bylaws as approved by the State Board of Directors.
- d. Each Region President, President-Elect and Vice President will be furnished with leadership materials.
- e. BPW/Ohio shall sponsor State Leadership meeting to be held annually between March 1st and May 1st.
- f. BPW/Ohio shall provide guidelines for a coordinated program for the ensuing year. These shall be presented at the Annual Region Leadership Training Conferences, which shall be held between May 1<sup>st</sup> and

August 1<sup>st</sup>.

- g. Local Organization visits shall be conducted annually in accordance with the Model Region Bylaws - Article XI, Section I (1).
- h. Regions are self-supporting.
- i. New Local Organizations chartered after January 1 shall not be liable for Region dues until the beginning of the next fiscal year.

### 2. Local Organizations by Regions

8. **Region 1:** Ashland, Toledo, Vermilion

9. **Region 2:** Akron, Columbiana, NASA-Glenn, Youngstown

10. **Region 3:** Coshocton, Guernsey Noble County, Ohio Valley, Zanesville

11. **Region 4:** Chillicothe, Circleville, Lancaster, Logan, McArthur

12. **Region 5:** Cincinnati, Eaton, Greenville,

### 3. Map of Regions



## VI SPECIAL COMMITTEE CHAIRS AND OTHER APPOINTEES

### A. General Information

All Special Committee Chairs and other Appointees shall:

1. Become familiar with the following:
  1. BPW/Ohio By-laws
  2. BPW/Ohio Policies and Procedures

2. Attend the Annual State Leadership meeting.
3. Prepare recommendations, including budget requests, for new and/or revised policies, procedures, programs, projects and activities which will further the goals and objectives of BPW/Ohio for EC approval.
4. Prepare and present reports to the Board of Directors as requested by the President.
5. Prepare articles for State publications as requested by the President, adhering to established deadlines and procedures.
6. Respond promptly to all inquiries, sending copies to the President when appropriate.
7. When possible, accept invitations from Local Organizations and Regions when your participation would advance Federation objectives.
8. Deliver to successor within two (2) weeks following State Annual Meeting all files and other property of BPW/Ohio pertinent to the position.
9. Adhere to the current year budget line item for each chair.

### **B. By-laws**

#### **The By-laws Chair shall:**

1. Review and approve the Bylaws of new Local Organizations and Regions in accordance with the procedure defined in Item 3. Provide assistance in preparing initial by-laws, as needed.
2. Review and approve all amendments and revisions to Local Organization and Region Bylaws in accordance with the procedure defined in Item 3.
3. Local organization and Region By-laws shall be reviewed and approved in the following manner:
  - a. Receive two (2) copies of the "Request for Approval of Local Organization/Region Bylaws" (Exhibit D) and the proposed bylaws from Local Organization or Region.
  - b. Review proposed By-laws to be sure that they are in compliance with State Bylaws and policies and procedures.
  - c. Outline on the approval form any corrections that may be necessary from the Local Organization or Region and return to Local Organization or Region,

- d. When Bylaws are found to be in compliance, sign the Request for Approval of Local Organizations/Region By-laws then:
  1. Send one copy of the signed approval form to the Local Organization or Region.
  2. Send one copy of signed approval form and By-laws to the President for signing.
- e. All proposed By-laws revisions should be reviewed and the appropriate response forwarded to the Local Organization/Region within sixty (60) days of receipt.
4. Ensure that a file of official copies of Local Organization and Region By-laws is maintained.
5. Receive proposed amendments to the Model Region By-laws and prepare them for presentation to the EC prior to presentation to the Board of Directors.
6. Receive proposed amendments to BPW/Ohio Bylaws and prepare them for presentation to the Board of Directors.
7. Ensure that all proposed amendments to the BPW/Ohio By-laws and accompanying rationale are printed in the Ohio Business Woman prior to the State Annual meeting at which they will be considered.
8. Present all Board approved BPW/Ohio Bylaws amendments to the Annual Meeting Body for consideration.
9. Maintain current BPW/Ohio By-laws and advise all Local Organizations and Regions of all mandatory changes.
10. Assist Local Organizations and Regions with interpretations of and questions on BPW/Ohio By-laws.
11. Supply Model Local Organization and Model Region By-laws and other by-law information as requested.
12. Provide Request for Approval of Local Organization/Region By-Laws (See Exhibit D).

### **C. Legal Consultant**

The President-elect shall appoint a Legal Consultant to the Board of Directors to serve in the year in which she is President. The Legal Consultant must be licensed to practice law in the State of Ohio and shall:

1. Serve as an Advisor to the Board of Directors.
2. Approve as to form all contracts.
3. Serve in other capacities as requested by the President.



#### **D. Legislative Consultant**

The President-elect may appoint a Legislative Consultant for the year in which she will serve as President. The Legislative Consultant shall:

1. Serve as an Advisor to the BPW/Ohio Board of Directors.
2. Serve as an ex-officio member of the Legislation Committee and assist in the development of the Legislative Platform.
3. Assist in interpreting pending and proposed State and Federal Legislation.
4. Assist the Legislation Chair on matters pertaining to the interpretation of proposed legislation and/or drafting of new Legislation to implement platform action items.
5. Serve as an ex-officio member of Ohio BPW/PAC.
6. Give preliminary approval, with the Legislation Chair, to testimony presented before the State House or Senate by BPW/Ohio members on items related to the BPW/Ohio Legislative Platform.

#### **B. Long Range Planning**

The President-elect may appoint a Long Range Planning Committee. The Long Range Planning Committee shall:

1. Consist of a chair and a minimum of three (3) or maximum of five (5) voting members; the President-elect and Vice President shall be ex-officio members.
2. No member shall serve on the Committee for more than three (3) consecutive years.
3. At least one member of the Committee shall have been a member of the Committee in the previous year.
4. Elect a Secretary from within the Committee to record the proceedings of all Committee meetings. Submit the minutes to all Committee members and the State Executive Committee within thirty (30) days.
5. Assess internal and external trends that may impact the future operations and organization of BPW/Ohio.
6. Review member and non-member expectations of BPW/Ohio to determine the organization's strengths and weaknesses.

7. Assess and evaluate trends and expectations to determine how strategic goals need to be altered to address the trends and expectations.

#### **C. Database Manager**

The database manager shall maintain the BPW/OHIO database in MS Access format. This database is to be maintained by:

1. Updating database as required.
2. Furnish end of month reports to each local and region and the EC.
3. Invoice members 30 days before dues expiration,
4. Maintain the current Board of Directors Roster and provide to membership when requested.
5. Maintain all current LO Presidents and Treasurers provided by BPW/OHIO Vice President.
  - a). Send completed information to BPW/OHIO webmaster.
6. Provide for publisher of OBW a complete listing of BPW/OHIO Members, current paid and 3 months prior.
7. Provide verification of membership to the appropriate chair/officer for state board meeting and state conference participation/attendance.
  - a). Inventory BPW/OHIO OBW extra copies for distribution to membership as marketing tools.

#### **G. Distinguished Member**

The Distinguished Member Chair shall be the contact person for the Joyce M. Davis BPW/OHIO Distinguished Member award and shall:

1. Publish the award criteria as determined by the Chair and State President in the Fall and Winter OBW.
2. Select a panel of three (3) BPW/OHIO members who do not reside nor belong to the same local as the nominees as judges.
3. Select the recipient from among the nominees and arrange for and perform the award ceremony in accordance to current budget.

#### **H. Conference Chair**

The Conference Chair shall:

1. Act as the liaison between the Conference committee and BPW/OHIO Executive Committee.
2. Conduct the planning and implementation of

annual conference in accordance to BPW/OHIO Conference Guidelines.

### **I. Conference Site Chair**

The Conference Site Chair shall be appointed 18 months in advance or as soon thereafter as practical and shall:

1. Gather hotel quotations for BPW/OHIO annual conference as directed by the Executive Committee and in accordance to BPW/OHIO Conference Guidelines.

### **J. Non-Dues Income**

With Executive Committee approval the Non-Dues Income Chair shall:

Order, inventory and sell BPW items.

### **K. OBW Editor**

It is the responsibility of Ohio Business Woman's Editor to:

1. In conjunction with BPW/OHIO President compile all articles for quarterly publication.
2. Design and Layout the publication in approved (by contracted publisher) format.
3. Forward in a timely manner, working with time frames for events, the completed publication to the printer.

### **L. BPW/Ohio Webmaster**

It is the responsibility of the BPW/Ohio Webmaster to:

1. Post all information provided by state officers, state chairs and local organizations regarding upcoming events and programs. Subject to approval by the BPW/OHIO State President.
2. Post contact information for BPW local organizations as provided.

## **VII STATE NOMINATING COMMITTEE**

### **A. Nominations**

1. Not later than September 1, the State Nominating Committee Chair shall send to the President of each Local Organization Candidate Data forms and

a Request for endorsements of persons qualified for elected positions.

2. Local Organizations endorsing a candidate must return the forms, postmarked on or before February 1, to the State Nominating Committee Chair.
3. The Candidate Data Form (Exhibit A) shall include the nominee's signed permission, official and public support of the BPW/Ohio Legislative Platform, Resume of qualifications, and the member's own Local Organization endorsement. A recent photograph and statement of expertise must accompany said form.
4. Statement of Candidate's specific expertise shall not exceed two hundred words and shall be published verbatim in the pre-annual meeting issues of the Ohio Business Woman.
5. It shall be the duty of this Committee to:
  - a. Identify and encourage potential candidates for BPW leadership positions.
  - b. Nominate one person for the office of President- elect and one or more persons for the offices of Vice-President, Recording Secretary, and Treasurer.
  - c. Nominate one or more persons for the office of President should it become necessary to hold a special election for this office.
  - d. Meet annually, at the discretion of the Nominating Committee Chair, in person or via conference call, facsimile and/or electronic mail prior to Feb. 15.
6. It is the responsibility of the State Nominating Committee Chair to conduct this annual meeting.
7. The State Nominating Committee Chair shall submit one copy of the forms and accompanying materials covering candidates for State Office to the State President by the required deadline date for publication in the pre-annual meeting issue of the Ohio Business Woman.
8. The State Nominating Committee Chair shall report candidates for elective office to the Board of Directors after the meeting of the Nominating Committee and at the Opening Meeting of the State Annual Meeting.
9. Within two (2) weeks following the meeting, the Chair shall:

- a. Send a list of Candidates with all candidate data forms, statements of specific expertise and photographs to the State President for publication in the Pre-Annual Meeting issue of the Ohio Business Woman.
  - b. Send written notification including Candidate Rules as stated in Section VII (B) to each Candidate selected and to their Local Organization President. A sample letter is included in this manual (Exhibit E).
  - c. Send written notification to each Nominee not selected by the Committee and to their Local Organization President. A sample letter is included in this manual (Exhibit F).
10. Nominations for elective office may be made from the floor at State Annual meeting provided that an appropriate signed Candidate Data Form, recent photograph of the Nominee and Statement of Specific Expertise are immediately presented to the Presiding Officer of the Annual Meeting.

### **B. Candidate Rules**

1. Only one mailing or endorsement ad in the Ohio Business Woman per Candidate is permitted. The Candidate, a Local Organization or a Region may do this.
2. Each Candidate's qualifications and picture may be posted only in a space not to exceed 8 1/2 by 11 inches on a centralized bulletin board, which will be available at the State Annual Meeting.
3. Said posting shall be done immediately following the close of Nominations from the Annual Meeting Floor.
4. Local Organizations and Regions of Candidates may not hold an Open House prior to election.
5. No other campaign material of any kind is permitted.

### **C. Candidate Data Form**

See Exhibit A

### **D. Letter - Candidate Selected**

See Exhibit E

### **E. Letter - Candidate Not Selected**

See Exhibit F

## **VIII MEMBERSHIP**

### **A. General Policy**

Membership in a Local Organization is all- inclusive for membership in the State Federation.

Membership may be held in more than one Local Organization by the payment of appropriate Local Organization dues to the organization. The member has the option of designating the Local Organization through which State dues are paid.

State dues are collected only once for each member, regardless of the number of memberships held by the member in Local Organizations.

### **B. New Members**

The only criteria for membership shall be per Article V (Section 1) of the BPW/Ohio Bylaws and the payment of appropriate dues.

1. Every individual - regardless of race, color, religion, sex, age or national origin becomes a member upon meeting the above criteria.

### **C. Continuing Members**

The following are considered continuing members:

1. A member whose dues are paid in the same Local Organization through the close of the previous fiscal year.
2. A member in good standing who transferred from another Local Organization.

### **D. Student Members**

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

### **E. Members At Large**

The Member At Large category is designed specifically for individuals who support the work of BPW/Ohio as advocates for women in the workplace, but do not choose to belong to a local organization. Members at Large are affiliated at the State level.

Members at Large receive all benefits of

membership except that they are not eligible to hold office.

#### **F. Honorary or Life Membership**

A Local Organization may offer Honorary or Life Membership providing:

1. Local Organization By-laws provide such membership.
2. The individual is eligible to become a new member.
3. The retired individual became a member while employed and has paid dues each year since retirement.
4. The Local Organization is responsible for Annual State dues for the member.

#### **H. Release of Membership Lists**

The BPW/Ohio membership roster, including the State Directory, may not be released, sold or rented to any non-BPW Individual or Organization without prior approval of the Executive Committee. Release of a Local Organization Roster requires prior approval by the Membership of the Local Organization.

#### **L. Transfer of Membership**

Members at Large receive all benefits of membership except that they are not eligible to hold office.

1. A member who's Annual Dues have been paid in one Local Organization may transfer during the year to another established Local Organization.
2. A Local Organization may not refuse to accept the transfer of a member in good standing.
3. A member whose Annual Dues have been paid may transfer to a new Local Organization which is being organized, provided the new Local Organization has at least fifteen (15) members who have paid dues.
4. If a member continues in one Local Organization throughout a year, but decides to join and pay dues in another local organization for the following year, such member is not considered a transfer but is recorded as a new member.
5. State Dues will be collected only once during a year.

6. Payment of Local Organization dues will be determined by the Local Organization involved.
7. When a transfer of membership is to be made, the Local Organization into which the member is transferring must report it to the State Office on the current member transfer form.
8. The member is considered a transfer member for the year in which the transfer takes place.
9. When the transferred member pays dues for the following year, her status becomes that of continuing member.

#### **J. Local Organization Changes in Status**

Procedures for the following changes in status of a Local Organization are defined as follows:

1. Creation of a new Local Organization
2. Disbandment of a Local Organization
3. Reorganization of a discontinued Local Organization
4. Reinstatement of a dropped Local Organization
5. Mergers of two Local Organizations
6. Changing a Local Organization's name

#### **K. Legislative Activity**

1. BPW/Ohio members shall correspond with and testify before their Legislators only on matters directly related to the BPW/Ohio Platform when they are in their BPW capacity.
2. No member shall testify on a matter related to the BPW/Ohio Platform unless she/he has had the subject matter of her testimony approved by the State Legislation Chair, Legislative Consultant and BPW/Ohio President.
3. Copies of any testimony presented under Item 2 shall be provided to the President, Legislation Chair, PAC Chair, Legislative Consultant and Region Legislative Representatives.
4. A summary of testimony presented under Item 2 above shall be printed in the Ohio Business Woman immediately following the presentation of the testimony.

### **IX OHIO BUSINESS WOMAN**

#### **A General Information**

1. The official publication of BPW/Ohio shall be the Ohio Business Woman.
2. The Ohio Business Woman is provided to all current, paid members.
3. The Ohio Business Woman shall be provided to all Past State Presidents for life.

4. The Executive Committee shall be responsible for contracting for the services necessary for publication of the Ohio Business Woman.

**A. Advertising Policy**

1. Advertising shall be solicited for each issue.
2. Advertising rates shall be established annually by the Executive Committee.
3. Advertising shall not exceed one-third of the number of pages per issue.
4. The Executive Committee shall ensure compliance with IRS statutes regarding advertising income for a non-profit organization.
5. Advertising must meet the standards and objectives of BPW/Ohio.
6. Advertising shall be evaluated by the President.
7. In the matter of controversial material, the Ad is subject to Executive Committee approval.
8. Payment in full must accompany the request for advertising space.
9. The liability of BPW/Ohio for any error for which it may be held legally responsible will be limited to the running of one same size make good advertisement in the Ohio Business Woman. BPW/Ohio will not, in any event, be liable for loss of income or profits or any consequential damages.
10. Acceptance of an advertisement by BPW/Ohio does not convey an endorsement of the product or service.

**X STATE ANNUAL MEETING**

**A. Locations and Dates**

The Board of Directors shall approve locations and dates for BPW/Ohio Annual meetings 18 months in advance of the date of said Annual Meeting.

**B. Planning and Implementation**

1. Planning the BPW/Ohio Annual meeting is the responsibility of the State President. She shall provide a copy of the Conference Guidelines to the Conference Chair and Conference Treasurer for distribution to the members of the Committee.
2. The Annual Meeting Chair and the Executive Committee shall assist the President with planning and implementing the Annual Meeting.

3. The President shall:

- a. Appoint the Annual Meeting Chair and Assistant Chair.
- b. Appoint a Chair and Members for each of the following Annual Meeting Committees:

- 1) Credentials
- 2) Doorkeepers
- 3) Election
- 4) Floor-tellers
- 5) Resolutions
- 6) Timekeepers
- 7) Registration

- c. Provide direction to the Annual Meeting Chair regarding the format and programming for the Annual meeting.

4. The Annual Meeting Chair shall:

- a. Obtain the Annual Meeting Manual from the President for guidance in planning the Annual Meeting.
- b. Appoint a secretary, treasurer and other local chairs.
- c. Inform all appointees of their specific responsibilities.
- d. Confirm all facilities and arrangements with the hotel and/or convention center.
- e. With the assistance of the State President and Annual Meeting Treasurer, prepare an Annual meeting budget for the Executive Committee approval.
- f. Prepare recommendations for Annual Meeting registration and meal fees for the approval of the Executive Committee and subsequent approval by the Board of Directors at the mid-year Board meeting. The approved Budget shall be forwarded to the Board as supporting documentation.
- g. Authorize payment of all bills within budget
- h. Authorize payment of all bills over budget or non-budgeted items with the prior approval of two-thirds (2/3) of the BPW/Ohio Executive Committee.
- i. Prepare Annual meeting information for the Ohio Business Woman as directed by the President.
- j. Insure the distribution of Annual meeting and hotel registration information to the Local Organizations in a timely manner.
- k. Invite Annual meeting speakers and dignitaries as requested by the President.
- l. Present the official Annual Meeting Program for

approval at the opening business session of the Annual Meeting.

- m. Forward the Final Annual Meeting Report, including the financial statement to the State President within seventy-five (75) days following the close of the Annual Meeting. This report shall include but shall not be limited to the following:
  - 1. Committee reports
  - 2. Budget and Actual Comparison
  - 3. Final Financial Report
  - 4. Minutes of the Annual Meeting Planning Meetings
  - 5. Samples of all printed materials including programs
  - 6. Pertinent correspondence
  - 7. Recommendations of the Annual Meeting Committee for Future Annual Meetings
- n. A Candidates' Forum shall be held prior to the time the polls open for elections.

### **C. Financial**

- 1. An Annual Meeting Budget, registration package and schedule of registration deadlines shall be prepared by the Annual Meeting Treasurer, with the concurrence of the Annual Meeting Chair and State President.
- 2. The Annual Meeting Budget, registration package and schedule of registration deadline require the approval of the Executive Committee prior to presentation to the Board of Directors for adoption prior to publication of Annual Meeting Registration information.
- 3. Members attending any business session or seminar of the Annual Meeting shall pay the registration fee.
- 4. Refunds of registration fees and meal reservations shall be, in accordance with the deadlines established annually by the Board of Directors.

### **XI OHIO BUSINESS & PROFESSIONAL WOMEN'S RETIREMENT FOUNDATION**

- A. BPW/Ohio members are encouraged to support non-profit subsidized senior housing in Ohio through contributions to the Ohio Business and Professional Women's Retirement Foundation.
- B. Members of the BPW/Ohio Board of

Directors should publicize the facilities and encourage Local Organizations and Regions to sponsor programs and projects for and about these facilities

### **XII REVISIONS TO POLICIES & PROCEDURE**

- a. It is the responsibility of the incoming president to appoint a committee to review and provide recommendations about any revisions to the Policies & Procedures necessary after bylaws amendments.
- b. Revisions are to be submitted with a 10 day advanced written notice to the EC prior to submission to the Board of Directors
- c. Revisions to the Policies and Procedure are to be approved by the Board of Directors, with a 10 day advance written notice.

# ***APPENDIX***





**OHIO FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN**

**CONTRACT/LETTER OF AGREEMENT APPROVAL**

Date of Agreement \_\_\_\_\_

Vendor Name \_\_\_\_\_

Street Address. \_\_\_\_\_

City/State/Zip. \_\_\_\_\_

Phone \_\_\_\_\_ Vendor Contact \_\_\_\_\_

**CONTRACT/LETTER OF AGREEMENT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

Contract Agreement Negotiator \_\_\_\_\_  
Date

Legal Consultant Approval As To Form \_\_\_\_\_  
Date

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

Treasurer \_\_\_\_\_  
Date

**IN ACCORDANCE WITH BPW/OHIO POLICIES AND PROCEDURES ARTICLE VI.G.4, ALL PARTIES LISTED ABOVE MUST INDICATE THEIR APPROVAL OF THE CONTRACT/LETTER OF AGREEMENT PRIOR TO THE TREASURER'S SIGNING OF THE CONTRACT/LETTER OF AGREEMENT. THE COMPLETED APPROVAL FORM MUST BE ATTACHED TO ALL COPIES OF THE CONTRACT/LETTER OF AGREEMENT DISTRIBUTED WITHIN THE MEMBERSHIP OF BPW/OHIO.**

## **Internal Financial Review Procedures BPW/Ohio**

**Purpose:** This document outlines the procedures to be followed by the internal review committee of BPW/Ohio to evaluate the soundness of its financial records and reports.

**Overview and Scope:** An internal review may, but need not necessarily, include an examination of all the financial transactions of the organization. The records to be reviewed are those of the Ohio Federation of Business and Professional Women's Clubs, including those kept by the Federation's treasurer and those kept by the annual conference treasurer and the BPW/Ohio Political Action Committee, according to procedures established for their operations by those organizations with the approval of the Executive Committee of BPW/Ohio.

The Review Committee is responsible for making sure the 990 return is submitted by the due date and furnishing copies of the completed 990 to the Executive Committee.

**Committee:** The internal review committee will be comprised of three members in good standing of BPW/Ohio, at least one of which will be a past state president and at least one of which has business experience in financial record keeping. It is helpful to have a member who has served previously on an annual conference committee to evaluate the appropriateness of conference financial transactions.

**Review Schedule:** The state treasurer's records are to be turned over to the review committee 60 days after close of fiscal year of each calendar year. The conference records are to be turned over not later than July 31<sup>st</sup>.

Exceptions may be granted by the BPW/Ohio Executive Committee in unusual circumstances, but it is expected that this schedule will be adhered to. The committee's final report is due to the Executive Committee on or before September 30<sup>th</sup>. The Executive Committee should be notified promptly if the records are not received timely or if they are in such poor condition as to make a report by the deadline infeasible.

**Elements of Financial Records:** A complete set of financial records would include:

- all bank statements, images of checks to be obtained by the bank, upon request of the committee to the state treasurer
- all paid invoices and/or approved payment vouchers
- all checks voided
- all statements reporting invested funds
- a bank reconciliation report for each month of the club's year
- a complete check register
- a monthly operating statement
- a statement of assets and liabilities in sufficient detail for Executive Committee and Board use

A copy of all minutes of the Executive Committee and Board should be obtained and reviewed for approval of certain expenditures.

The conference records will not necessarily have all of the above reports on a monthly basis but should be reviewed for completeness.

**Procedures:** The financial review begins with the assembly of the records, noting whether all required information has been made available. All committee members must meet at a central location to conduct the review. Committee members should assess the reasonableness of the reports submitted, i.e., do the reports make sense given the nature and activities of BPW/Ohio.

The committee should decide whether or not to review all transactions based upon the completeness and condition of the records and reports made available to them. In general, the better order the records and reports are in, the less testing of transactions will be indicated. In the event that records are in poor condition, it may be necessary for the review committee to reconstruct the financial activities of the Federation in order to complete its work; if this step is necessary, it should be included in the committee's report.

Procedures to be performed are:

- Review randomly selected disbursement transactions to ensure that the payment was made to the correct person or entity, was appropriately approved according to BPW/Ohio policy, and was correctly recorded. Should the records be in poor condition as evaluated by the committee, it may be necessary to review all disbursements reported on the bank statements. In such cases, bank statements after the end of the Federation year must be obtained in order to review all cancelled checks.
- Prove the mathematical accuracy of several selected bank reconciliations.
- Determine that the checks listed on the check register are accounted for, either as cashed, voided or outstanding.
- Compare the final bank reconciliation of the Federation year to the amount of cash reported on the final financial report.
- Reconcile deposits reported on the bank statements to the cash income reported in the financial statements.
- Assess the reasonableness of the amount reported as dues income based on the number of members in the Federation.
- Review all minutes for transaction authorizations. These may include but are not limited to the following: Investment transfers, significant expenditures, changes of financial institutions, and the like.

**Report of the Committee:** The committee's report to the Federation should include the following:

- A statement of the committee's opinion of the condition and completeness of the records received and the timeliness with which they were received by the committee. If fraud or gross error is found or suspected, this should be stated.
- A statement which gives an opinion of the mathematical accuracy of the financial reports received.
- A statement of the committee's opinion of the appropriateness of disbursements, i.e., whether or not the disbursements were appropriately approved.
- If needed in the case of inadequate reporting by the treasurer or conference treasurer, a final financial report for the year's activity should be prepared which includes a comparison to the budget.
- Other relevant information as determined by the committee.
- Recommendations of improvements in financial reporting for the Executive Committee's consideration.

**OHIO FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN**

**REQUEST FOR APPROVAL OF NEW OR AMENDED  
LOCAL ORGANIZATION OR REGION BYLAWS**

Local Organization/Region Name. \_\_\_\_\_

City \_\_\_\_\_

In accordance with the bylaws of the BPW/OHIO, approval of the attached bylaws which were adopted at

meeting on \_\_\_\_\_, 20\_\_\_\_, is hereby requested.

\_\_\_\_\_  
LO/Region President      Date

\_\_\_\_\_  
LO/Region Bylaws Chair      Date

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

The attached by laws have been:

\_\_\_\_\_ Approved as Submitted.

\_\_\_\_\_ Approved with the mandatory changes listed below

\_\_\_\_\_ Rejected for the reasons listed below.

**APPROVED:**

**APPROVED:**

\_\_\_\_\_  
**BPW/OHIO BYLAWS CHAIR DATE**

\_\_\_\_\_  
**BPW/OHIO PRESIDENT      DATE**

(State Office file copy only)

Instructions: Forward two (2) copies of this Request for Approval and the proposed bylaws amendments to the state bylaws chair.

**OHIO FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN**

**LETTER - CANDIDATE SELECTED**

[Date] (Within 2 weeks after nominating committee meeting)

[L.O. President's Name]  
[Street]  
[City, State, Zip]

Dear [L.O. President's Name]:

I am pleased to inform you and your members that the Nominating Committee of the Ohio Federation of Business and Professional Women has selected [candidate's name] as a candidate for the office of [position].

The election of officers will be held during the state convention which will be held [date] in [city].

In accordance with BPW/OHIO Policies and Procedures, the following rules must be observed:

1. Only one mailing or endorsement ad in the OHIO BUSINESS WOMAN per candidate is permitted. This may be done by candidate, a local organization or a region.
2. Each candidate's qualifications and picture may be posted only in a space not to exceed 8 ½ by 11 inches on a centralized bulletin board which will be available at state convention.
3. Said posting shall be done immediately following the close of nominations from the convention floor.
4. Local organizations and regions of candidates may not hold an open house prior to election.
5. No other campaign material of any kind is permitted.

The state nominating committee chair is responsible for forwarding all candidates' Information and photographs to the editor of the OHIO BUSINESS WOMAN for publication in the pre-convention issue. If your candidate wishes to place an ad in the pre-convention issue of the OHIO BUSINESS WOMAN, advertising must be received in the state office no later than [date] and must be accompanied by full payment.

Your candidate will receive a copy of this letter.

[Nominating Committee Chair's Name]  
Nominating Committee Chair

**OHIO FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN**

**LETTER - CANDIDATE NOT SELECTED**

[Date] (Within 2 weeks after nominating committee meeting)

[L.O. President's Name]  
[Street]  
[City, State, Zip]

Dear [L.O. President's Name]:

I regret to inform you that the Nominating Committee of the Ohio Federation of Business and Professional Women has not selected [candidate's name] as a candidate for the office of [position].

We appreciate your submitting this member's name and qualifications and encourage your local organization to submit names for consideration in future state elections.

Your candidate will receive a copy of this letter.

Thank you for your interest and continued support of leadership for BPW/OHIO.

[Nominating Committee Chair's Name]  
Nominating Committee Chair



## BPW/OHIO LOG IN INFORMATION

<b>URL for site</b>	<b>Login Information</b>	<b>Notes</b> (CosURenewal date, etc.)
<b>Domain Registration/Renewal:</b>		
<b>Website:</b>		Hosting Company: Web Master:
<b>BLOG:</b>		
<b>Facebook:</b>		
<b>Twitter:</b>		