



# **MEMBERSHIP HANDBOOK**

Revised November 2006

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# NATIONAL BYLAWS OF THE AMERICAN BUSINESS WOMEN'S ASSOCIATION

## **Article I. NAME**

The name of this organization is and shall continue to be the AMERICAN BUSINESS WOMEN'S ASSOCIATION.

## **Article II. LOCATION**

The National Headquarters of this Association shall be in Kansas City, Missouri.

## **Article III. DURATION**

The duration of this Association shall be perpetual.

## **Article IV. MISSION STATEMENT**

The mission of the American Business Women's Association is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

## **Article V. STRUCTURE**

This Association shall be a nonpartisan, nonsectarian and nonprofit organization whose members shall have the sole right to govern and control all of its activities through national officers. The national officers of the Association shall be those provided for in these bylaws and as authorized by the Articles of Incorporation.

## **Article VI. MEMBERS**

**Section 1.** Membership in this Association shall be for life, subject to the provisions of these bylaws. It shall be limited to individuals who support the mission of the Association and who are employed at the time they accept membership. Any individual, by accepting membership in the Association, does thereby agree to abide by all the provisions of the bylaws, rules, procedures and policies of the Association.

**Section 2.** Membership in the Association shall be of two classifications: Local League Member and Member-at-Large. Within each of the two classifications, the National Board of Directors may further establish distinct membership categories, designed by the benefits, programs and services designated for each respective category.

**A. Local League Member** - A local league member is a member in good standing who has chosen to affiliate with a local league chartered by the Association. She is entitled to participate in the activities of her local league and

to receive all national and local league benefits accruing to the membership categories for which her dues are paid in full. Local League members may include, but are not limited to, such categories of membership as Chapter Members, Express Network Members, and PrimeTime Connection Chapter Members. A member may choose to affiliate with more than one local league. She must designate to National Headquarters which local league is her primary affiliation.

**B. Member-at-Large** - A member-at-large is a member in good standing nationally who is not affiliated with a local league. A member-at-large is entitled to receive all national benefits and privileges for her category of membership. She may attend local league meetings when invited, but she may not vote in any local league and has no local league privileges. Members-at-large may include but are not limited to such categories as National Member and National Express Network Member.

**C.** The eligibility requirement of employment for Association membership shall be waived when recruiting retired individuals as members-at-large or as members of a local league designated for and composed of retired members and for full-time college student members.

**Section 3.** The national annual dues for each classification and category of membership in the Association shall be established by the National Board of Directors and payable in advance for every year of membership. National annual dues include a one-year subscription to *Women in Business*, the Association's official publication. A postal surcharge shall be added to the national annual dues of members with an international address. A schedule of dues for each classification and category of membership shall be published annually.

**Section 4.** Any member whose national annual dues are current shall be considered an active member in good standing nationally. An active member shall be eligible to participate in the privileges and benefits of the Association.

**Section 5.** Any member who shall not pay the national annual dues within forty-five (45) days after such are due and payable shall at such time be considered an inactive member. An inactive shall not be eligible to participate in the privileges and benefits of the Association, nor in any of the activities of its local league.

**Section 6.** An inactive member may reactivate her membership nationally by payment of national annual dues. Payment of the national annual dues will reinstate her membership in the Association. However, if the member has been inactive for twelve months or more, a processing fee will be added to the member's dues.

**Section 7.** A member may transfer from any local league to any other local league with the understanding that she must abide by the bylaws and standing rules of the local league to which she is transferring. A member may transfer from a member-at-large classification to a local league member classification or from local league member to member-at-large, subject to the payment of any difference in the national annual dues for the classification and category to which the member wishes to transfer.

## **Article VII. LOCAL LEAGUES**

**Section 1.** Each local league is a locally based organization of Association members that has been chartered by the Association and whose activities are directed by officers of the local league. The National Board of Directors may establish different categories of local leagues within the Association. Such categories of local leagues may include, but are not limited to Chapters, Express Networks, and PrimeTime Connection chapters.

**Section 2.** All proposed new local league must be approved by National Headquarters. By acceptance of a charter from the Association, each local league agrees to abide by the provisions of the National Bylaws, local league bylaws, rules, procedures and policies of the Association. Each local league is organized as a business league to improve the welfare of women by keeping them abreast of business changes. As a tax exempt business league 501(c)(6), each local league must individually comply with tax reporting requirements.

**Section 3.** The amount of local league dues shall be determined by a majority vote of the entire active membership of record of the local league.

## **Article VIII. COUNCILS**

**Section 1.** A council registered with National Headquarters will be recognized as a network servicing one or more categories of local leagues in a local, metropolitan or regional area. By registering, the council agrees to abide by all the provisions of the bylaws, rules, procedures and policies of the Association.

**Section 2.** A council shall have no authority over any local league or engage in activities reserved for local leagues. Membership by local leagues in councils and participation in council sponsored events are strictly voluntary. Councils cannot make commitments or determinations for participating local leagues without the individual local league's consent.

## **Article IX. NATIONAL BOARD OF DIRECTORS**

**Section 1.** The National Board of Directors of the Association shall consist of the national officers of the Association as set forth in Article X of these bylaws.

**Section 2.** The National Board of Directors shall govern and control the affairs, policies and business of the Association. The directors shall have the power to employ or contract for a service, membership procurement, or managing agent for the purpose of serving the Association and its members. The National Board of Directors shall serve as trustees and the selection board of the Stephen Bufton Memorial Educational Fund.

**Section 3.** The National Board of Directors shall hold three regular meetings between one national convention and the succeeding national convention. The first regular meeting shall be held immediately following the close of the national convention of the Association. The second regular meeting shall be held on a weekend in January selected by the directors at the first regular meeting. The third regular meeting shall be held in the week immediately preceding the Association's Annual Meeting. Special meetings of the directors may be called either by the national

president or national vice president or by any three members of the National Board of Directors, if the national president or national vice president refuses to give such notice. Notice of the date, time and place of any National Board of Directors meeting shall be given at least ten (10) days prior to the meeting by regular mail, addressed to the last known address of each member of the National Board of Directors, unless such notice is waived. The directors may waive in writing notice of any regular or special meeting. The presence of any member of the National Board of Directors at any regular or special meeting shall constitute her waiver of such notice.

**Section 4.** A majority of the duly elected and qualified National Board of Directors shall constitute a quorum for the transaction of business at regular or special meeting. The act of such majority of the directors present at any meeting shall constitute the act of the National Board of Directors for all purpose, except for the termination or suspension of an individual member, or the charter of a local league, in which event a two-thirds (2/3) affirmative vote of the entire National Board of Directors is required.

**Section 5.** Any member, local league or registered council shall have the right to make recommendations and proposals at any time for the betterment of the Association. Any recommendation or proposal may be brought before the Annual Meeting in the following manner: The proposal shall first be submitted in writing to the chairman of the recommendations committee in triplicate with an additional copy to National Headquarters, at least sixty (60) days prior to the Annual Meeting. The National Board of Directors shall serve as the recommendations committee, and the national secretary-treasurer shall serve as chairman of the recommendations committee. The recommendations committee shall have the right to approve or reject any proposal, or to alter or modify any proposal.

**Section 6.** The National Board of Directors may conduct its business in person, or by telephone, or by any means of communication which the directors determine to be appropriate. Business transacted by the National Board of Directors without a formal meeting of the directors must subsequently be affirmed, ratified, or consented to in writing by the required number of directors.

## **Article X. National Officers**

**Section 1.** The national officers of the Association shall be a national president, a national vice president, a national secretary-treasurer, and six (6) district vice presidents, one from each of the six districts of the Association.

**District I** shall consist of the following states: Alabama, Florida, Georgia, Puerto Rico, South Carolina and Tennessee.

**District II** shall consist of the following states: Arkansas, Louisiana, Mississippi, Oklahoma and Texas.

**District III** shall consist of the following states: Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.

**District IV** shall consist of the following states: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Vermont and Virginia.

**District V** shall consist of the following states: Indiana, Kentucky, Michigan, Ohio and West Virginia.

**District VI** shall consist of the following states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

**Section 2.** Eligibility requirements for national office are that a candidate for national office shall:

- A. Be a member of unquestioned personal and professional integrity and reputation, willing and able to uphold these standards of the Association by act and deed for the benefit of the entire organization and the greatest good of all the members' possible.
- B. Have a member in good standing for at least two years as of the date of the Annual Meeting, and be a member in good standing of the nominating local league for at least one year as of the date of the Annual Meeting. If the nominating local league deactivates for any reason prior to the Annual Meeting, the nomination stands. If a member transfers to a different local league as part of a combination or merger, the succeeding local league may nominate the transfer member and the one-year local league membership requirement shall be waived.
- C. Have held or currently be holding an elective office in a local league.
- D. Be gainfully employed.
- E. Have attended a leadership skills workshop for members of local leagues sponsored by National Headquarters within the last two (2) years as of the date of the Annual Meeting.
- F. Be nominated at a local league meeting by a majority vote of the entire active members present of the local league, which has been her primary affiliation for at least one (1) year as of the date of the Annual Meeting. Only those members present at the meeting shall be eligible to vote. The vote shall be taken by secret written ballot.
- G. Be ineligible to be a candidate for an office in which she has previously served.
- H. Submit the nomination for national office and acceptance of nomination form to the national nominating committee chairman and to National Headquarters by June 1 of the year of the Annual Meeting.
- I. Be in attendance at the opening session of the Annual Meeting.
- J. Candidates for national president, national vice president, and national secretary-treasurer shall have served on the National Board of Directors for at least one (1) term.
- K. A candidate for the office of district vice president shall be a resident of and/or a member of a local league in that district.

**Section 3.** The election of national officers shall be by secret ballot cast by all members in good standing with complete registrations in attendance at the Annual Meeting, termed "voting members." If any one candidate does not receive a majority vote, then a runoff election shall be held at the Annual meeting between the two (2) candidates receiving the highest number of votes. If the runoff election results in a tie,

then the voting members shall be reassembled, and the balloting shall continue by secret ballot until one candidate receives a majority vote.

**Section 4.** The officers of the Association shall each serve a term of one (1) year, or until their successors in office have been elected. In the event a vacancy occurs in any national office of the Association, other than the national president, the National Board of Directors shall elect a member who is qualified for the office to serve the remainder of the term.

**Section 5.** The National Board Directors shall from time to time prepare description of the duties and responsibilities of the national officers. To be qualified for, and in order to continue serving in the office, all officers must conduct themselves in accordance with the duties and responsibilities in effect when elected.

A two-thirds (2/3) affirmative vote of the national officers, excluding the officer not in compliance, may remove from office or otherwise censure any director who fails to meet the aforementioned duties and responsibilities. The same procedure for considering and acting upon a complaint as applies in Article XIII, Section 1, shall apply to Article X, Section 5.

**Section 6.** The duties of the respective national officers shall be:

- A. NATIONAL PRESIDENT.** The national president shall preside at all meetings of the National Board of Directors and at the Annual Meeting. She shall be the officer who executes on behalf of and in the name of the Association all agreements or other instruments of writing made by the Association. She shall have the general supervision over the business and affairs of the Association conducted by the National Board of Directors. She shall call and give notice of a meeting of national members as required by these bylaws.
- B. NATIONAL VICE PRESIDENT.** The national vice president shall perform all the duties of the national president in the event of the death, incapacity, or nonavailability of the national president.
- C. NATIONAL SECRETARY-TREASURER.** The national secretary-treasurer shall give notice of the Annual Meetings and of meetings of the National Board of Directors as required by these bylaws. She shall keep a record of the proceedings at the Annual Meeting and of the directors' meetings. She shall perform all duties incident to the office of national secretary-treasurer, and shall serve as chairman of the recommendations committee.
- D. DISTRICT VICE PRESIDENT.** Each district vice president shall represent a district as specified, and as designated in Article X, Section 1, which is part of these bylaws. She shall be a resident and/or member of a local league in the district she represents.

## **Article XI. MEETINGS**

**Section 1.** The Association shall hold spring conferences each year. Sites for spring conferences shall be selected at least one year in advance by a majority vote of approval of the National Board of Directors.

**Section 2.** The Association shall hold an annual national convention in the month of September, October or November. Sites for national conventions shall be selected at least two years in advance by a majority vote of approval of the directors. An Annual Meeting of the membership shall be held as a part of the national convention. The purpose of the Annual Meeting shall be to elect the national officers of the Association, and for the transaction of such other business as shall be legally brought before the Annual Meeting of the Association. The directors may approve a month other than September, October or November by a majority vote.

**Section 3.** No site for a national convention or spring conference shall be considered unless an official bid is submitted to National Headquarters. The official bids shall include confirmed reservations of facilities. Should no qualified bids be submitted, or for any reason a scheduled national convention or spring conference cannot be held at the site previously named, the National Board of Directors shall then designate the site of the national convention or spring conference.

**Section 4.** Notice of each Annual Meeting shall be published in the magazine, *Woman in Business*, at least thirty (30) days prior to the date of such Annual Meeting, and such notice shall constitute legal notice to each member of the Association. No other notice shall be required. The validity of any Annual Meeting of the members shall not be affected by the failure of any member or members to receive personal notice or to read the notice published in this magazine.

**Section 5.** Any member in good standing who has a full registration and is in attendance at the national convention is a voting member. No voting member shall have more than one vote in each election and no voting by proxy is allowed.

**Section 6.** Each member in good standing with a full registration in attendance at the Annual Meeting shall be a voting member and have the right to vote for candidates for the officers of national president, national vice president, and secretary-treasurer. Candidates for the offices of district vice presidents shall be elected by the local league delegates from their respective districts. Each voting member shall be fully authorized to cast a ballot on all matters voted at the Annual Meeting.

**Section 7.** The Annual Meeting may be held without the necessity of having any quorum of the members of the Association present. A majority of the voting members present shall have the power to transact the business of the Association. The Annual Meeting of the Association may be adjourned from time to time until the Association's business is completed. No further notice of any such adjourned meeting shall be necessary.

## **Article XII. COMMITTEES**

**Section 1.** The national nominating committee shall be appointed by the National Board of Directors before the fifteenth (15<sup>th</sup>) day of February of each year prior to the Annual Meeting. The committee shall consist of three (3) members. Each member of the National Nominating Committee shall be from a different city and local league, and no member of the committee shall be an incumbent national officer or candidate for national office or actively supporting a candidate nor be affiliated with

her campaign. The National Board of Directors shall designate one member of the committee as chairman. All presidents of local leagues shall be notified of the appointment of the committee on or before the fifteenth (15) day of April of each year prior to the Annual Meeting. Each local league has the right to submit the name of any local league member as a nominee for national office.

**Section 2.** The nominating committee shall review all nominations received by it and shall disqualify any nominee not meeting the requirements set out in the National Bylaws. Rules for campaigning shall be prepared from time to time by the National Board of Directors. The nominating committee by a majority vote of its members shall have the right in its sole discretion to disqualify any candidate who has violated the eligibility requirements or campaigning rules for national office.

All charges of violations such rules shall be made in writing by any member of the Association or the credentials committee to the nominating committee with a copy to National Headquarters. If the written charges of violation are submitted to the nominating committee fifteen (15) days or more before the Annual Meeting, the nominating committee shall consider and act upon such charges, and notify the compliant or complainants and the candidates involved before the vote for office at the Annual Meeting. If the charges in writing are submitted to the nominating committee less than fifteen (15) days before the Annual Meeting, then the nominating committee may consider such charges, and waive the requirement of time of notice by a unanimous vote of the nominating committee. In that event, the nominating committee shall consider such charges and act upon them as an emergency matter at the earliest practical time before the vote for the office in question at the Annual Meeting.

The nominating committee shall follow the same procedures for considering and acting upon the charges at the directors follows in Article XIII, Section 1.

**Section 3.** Information compiled by the National Nominating Committee concerning all approved candidates shall be published in the magazine *Women in Business* at least thirty (30) days prior to the annual meeting.

**Section 4.** The nominating committee may conduct its business in person or by any means of communication which the committee shall determine to be appropriate.

**Section 5.** The National Board of Directors shall appoint or arrange for the appointment of a credentials committee on or before the fifteenth (15<sup>th</sup>) day of February of each year preceding the Annual Meeting. The Credentials Committee shall supervise voting and tabulation of the ballots of all votes takes.

**Section 6.** Each year, a publishing committee shall be appointed by the National Board of Directors. The committee shall consist of three (3) members in attendance at the Annual Meeting of the membership. One (1) member of the committee shall be designated by the directors as chairman. Each member of the publishing committee shall be deemed to be fully authorized to correct and approve the Annual Meeting minutes prior to publication.

### **Article XIII. PROCEDURES FOR MAINTAINING STANDARDS**

Membership in this Association is a valued privilege. It is a primary duty of the National Board of Directors to protect this privilege by maintaining and preserving the

reputation, integrity, and standards of the Association for the benefit of the entire organization and the greatest good of all the members. For that purpose the directors shall have the right as well as the duty to utilize the following provisions. Any decision by the directors with respect to such provisions shall be in their sole discretion.

**Section 1.** The National Board of Directors shall have the right to suspend or terminate the membership of any member in its sole discretion upon the two-thirds (2/3) affirmative vote of the National Board of Directors, either upon a written complaint signed by at least two-thirds (2/3) of the members of record in good standing of a local league of the Association, or upon the directors' own motion without the necessity of a written complaint. If action of the directors is requested by such a written complaint, the directors shall initially decide whether the complaint is a basis for further investigation or action of any type, or whether such complaint is facetious on its face. If the National Board of Directors on its own motion or upon written complaint suspends or terminates membership of any member, the directors shall give written notice to the suspended or terminated member of the action taken, the grounds for the action taken, the effective date of any such termination or suspension, and shall inform such member that she has a right to a hearing upon thirty (30) days written request. If such a request is received at National Headquarters within thirty (30) days of the effective date of the suspension or termination, then the directors shall set a hearing on the charges contained in the notice. A date, time and place for a hearing shall be set by the National Board of Directors in its sole discretion. With respect to any decision of the National Board of Directors on these procedures, a majority of the duly elected directors shall constitute a quorum. Any hearing shall be private and shall be conducted fairly with the opportunity for those involved to present their views. Since the Association is a private organization, any question between the Association and its members concerning membership status is intended to be and shall remain a private matter. The hearing is not required and is not intended to be an arbitration or judicial proceeding in any form or substance. Neither the Association nor any complaining member shall be entitled to be represented by counsel at any hearing. Any action taken by the directors, including the suspension or termination of membership privileges, shall remain in effect pending the outcome of the hearing. If no request for a hearing is received, then the action by the National Board of Directors shall be final. Failure of a member to attend the hearing shall constitute a voluntary acceptance of the National Board of Directors' decision.

No member whose membership has been suspended or terminated by the National Board of Directors shall have the privilege of attending local league meetings or national meetings of the Association, either as a member or a guest. The term of any officer, local league or national, shall be terminated if any such officer's membership in the Association is terminated or suspended.

**Section 2.** The charter of a local league may be suspended or terminated by the affirmative vote of two-thirds (2/3) of the National Board of Directors. A charter may be suspended or terminated for any of the following causes:

**A.** Violation of the National Bylaws of ABWA

- B. Violation of any of the rules, procedures and policies of the Association.
- C. Violation of the local league bylaws of such local league.
- D. Violation of any law or regulation of any government or governmental agency or subdivision.
- E. When the conduct of a local league is adverse or incompatible to the mission of the Association as stated in these bylaws, or determined by the National Board of Directors not to be in the best interests of the Association.

**Section 3.** Proceedings to suspend or terminate the charter of any local league may be instituted upon the motion of the National Board of Directors, or upon a written complaint filed with the directors, with a copy to National Headquarters, stating the reasons or grounds for suspension or termination. If proceedings are instituted by a complaint, the complaint shall be signed by at least two-thirds (2/3) of the members in good standing of a local league of the Association. Upon the institution of proceedings by the National Board of Directors, the National Board of Directors shall cause written notice to be given to the president of the affected local league at the address last shown in the Association's records. The written notice shall state the grounds for the complaint, or the directors' motion, and shall give the local league a reasonable time, determined in the directors' sole discretion, to correct the grounds or the complaint. The written notice shall further inform the local league that it may request a hearing. If the conditions upon which the grounds of the complaint are based are not corrected within the time period fixed by the National Board of Directors, and if a hearing is not requested in writing within thirty (30) days after the mailing of the notice, then the directors shall take such action as they deem proper in their sole discretion after the expiration of the thirty-day period. If the local league requests a hearing, then the National Board of Directors shall set a hearing on the charges in the complaint. Such hearing shall be set at a time and place and upon a date within the sole discretion of the National Board of Directors. The hearing shall be governed by the same rules, and shall be of the same kind and in the same form as previously provided in these bylaws for a hearing involving the suspension or termination of the membership of an individual. In the event of a hearing, the decision of the directors shall be sent to all members of the executive board of the local league involved within a reasonable time after hearing. Notice of this decision shall be sent by registered mail-return receipt requested.

**Section 4.** A council's registration may be revoked by the National Board of Directors if a council fails to comply with the requirements set forth in these bylaws. The same procedure for considering and acting upon a complaint as applies in Article XIII. Section 2 and 3, shall apply to councils.

#### **ARTICLE XIV. FINANCIAL LIABILITY**

Neither the Association nor any agent or representative of the Association shall be liable or responsible for the financial obligations of local leagues, councils, or individual members, incurred by them without specific written authorization of the National Board of Directors or National Headquarters Directors.

## **ARTICLE XV. AMENDMENTS OF BYLAWS**

**Section 1.** The National Bylaws may be amended by the vote of a majority of the members of the National Board of Directors.

**Section 2.** These amended bylaws or any amendments thereto shall become effective immediately upon their adoption by the National Board of Directors. The National Bylaws and any amendments to them shall be made available to all members.

## **Article XVI. PARLIAMENTARY AUTHORITY**

The current edition of *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws, rules, procedures and policies of the Association. Any conflict among these authorities shall be governed in the following precedence: The bylaws of the Association shall govern first, the provisions of the rules, procedures and policies of the Association second, and the provisions of *Robert's Rules of Order*, third.

## **ARTICLE XVII. OFFICIAL OBSERVANCE**

September 22 of each year shall be observed as American Business Women's Day.

## **ARTICLE XVIII. TERMINOLOGY**

All references to the feminine gender include all genders.

# CAREER CHAPTER BYLAWS

Each chapter of the American Business Women's Association is a local league as set forth in the National Bylaws in a category established by the National Board of Directors. By accepting charters from the Association, all chapters agree to comply with the current National Bylaws, Chapter Bylaws, rules, procedures, and policies of ABWA.

Chapter Bylaws are standard for all chapters with the exception of the articles and sections indicated below. At a new chapter installation meeting, a first regular chapter meeting, or a chapter combination meeting, by the majority vote of the active membership of record, every chapter decides the following:

ARTICLE I - name of the chapter, city, and state

ARTICLE II, Section 2 - amount of dues and how payable

ARTICLE VI, Section 1 - day of the month of the regular chapter meeting

Provisions for amending these articles and sections, once approved, are specified in Article VIII. For situations not covered in the bylaws, rules, procedures and policies of the Association, standing rules may be drafted by a chapter.

## **Article I. NAME**

The name of this chapter shall be:

CHAPTER: Career

CITY: Topeka

STATE: Kansas

## **Article II. CHAPTER GOALS**

The goals of the chapters are to increase the business efficiency of all members; improve the earning power of all members; promote good relations between employers and employees; assist members in securing employment; advance members in a social, business and education; and assist women in the community to better themselves through education.

## **Article III. MEMBERS**

**Section 1.** Chapter membership is a valued privilege. Candidates for membership in this chapter shall meet the requirements set forth in the National Bylaws.

**Section 2.** The monthly dues of this chapter shall be \$5.00 per month, payable in advance annually or quarterly to the chapter treasurer. Any member who shall not pay chapter dues within forty-five (45) days after such are due and payable shall be removed from the chapter membership roster.

**Section 3.** Only members in good standing locally and nationally shall be eligible to vote and participate in any other chapter activity.

## **Article IV. EXECUTIVE BOARD**

**Section 1.** The executive board of the chapter shall consist of the chapter officers. The president shall act as chairman of the chapter executive board.

**Section 2.** The executive board shall have general supervision of the affairs of the chapter between business meetings, set the time and place of executive board meetings, make recommendations to the chapter membership and perform such other duties as specified in these bylaws. The board shall constitute chapter authority in deciding matters of chapter policy not otherwise decreed. The majority of the executive board shall constitute a quorum for the transaction of all business at executive board meetings.

## **Article V. OFFICERS**

**Section 1.** The officers of this chapter shall be a president, vice president, secretary, treasurer, and any other officers the chapter shall deem necessary to achieve the goals of the chapter.

**Section 2.** A Nominating Committee, consisting of three members, shall be elected by the membership no later than March 31, and an Auditing Committee, consisting of two or more members, shall be appointed by the president by the July chapter meeting.

**Section 3.** All officers shall be elected in May by secret ballot to serve for one year or until their successors are elected. Their term of office shall begin August 1. A majority of the members voting shall elect. No member shall serve more than two consecutive full terms in the same office.

**Section 4.** With the exception of the office of president, a vacancy in any other office shall be filled by a majority vote of the executive board. Should the office of president be vacated, the vice president shall serve as president through that term of office. In the event the vice president cannot serve as president, the executive board shall appoint a member to serve as president until her successor takes office.

**Section 5.** Accountabilities:

The **PRESIDENT** is the authorized leader of the chapter. She maintains unity and harmony within the chapter and directs officers, committees and members toward common goals. The president:

- Appoints committee chairmen except the nominating committee, which is elected.
- Assigns executive board members as sponsors of specific committees.
- Plans yearly budget, goals, projects and activities for the chapter with the board and committee chairmen and presents plans to the membership at the first chapter meeting.
- Ensures officer and committee chairmen training through orientation and sharing.
- Prepares written agendas and presides at all meetings of the executive board and chapter.
- Countersigns checks with the chapter treasurer or vice president in the treasurer's absence.
- Conveys information received by the chapter to the membership.

- Recognizes the efforts of all chapter members and presents member awards at chapter meetings.
- Welcomes and introduces all new chapter affiliates at the first meetings they attend.
- Notifies the secretary, treasurer and membership chairman when members are to be removed from the chapter roster for nonpayment of annual national dues.
- Keeps informed of bylaws, rules, procedures, policies and award programs.
- Serves as chapter ambassador and spokeswoman to the community.
- Shares rosters sent from National Headquarters with executive board and membership chairman to maintain an accurate record of members' national and chapter status.

The **VICE PRESIDENT** is the chapter host and primary assistant to the president. The vice president:

- Assumes all duties and responsibilities of the president in her absence or when called upon by the president.
- Coordinates the assignment of new members to committees of their choice.
- Schedules, plans and coordinates orientation sessions for new members throughout the year.
- Countersigns chapter checks in the absence of either the president or treasurer.
- Serves as an official chapter host, welcoming members and guests at chapter functions.
- Helps ensure the vitality of her chapter by recruiting and retaining new members.

The **SECRETARY** is the transcriber of the chapter meetings and correspondence. The secretary:

- Records the minutes of all meetings of the chapter and its executive board.
- Provides one copy of the minutes to the president and sends a monthly meeting report to National Headquarters.
- Obtains approval of chapter minutes from the membership and approval of executive board minutes from the board.
- Prepares reports of meetings of the executive board and provides a summary to the membership.
- Preserves in a permanent file all minutes and records of value to the chapter. Minutes are retained for seven years.
- Conducts general correspondence for the chapter.
- Shares correspondence at the president's request.
- Maintains a roster of officers, committee chairmen and committee members, and reports changes to the chapter and National Headquarters.
- Receives payment of and gives receipts for chapter dues or other monies in the absence of the treasurer.
- Turns over all payments accompanied by an itemized report to the treasurer.

- Presides at chapter meetings in the absence of the president and vice president.
- Reports all status, name and address changes to the chapter and National Headquarters.

The **TREASURER** is responsible for all chapter money and is custodian financial records. She advises the chapter regarding finances and budget matters. The treasurer:

- Collects, deposits and issues receipts for all chapter monies.
- Disburses money as approved by the chapter. All disbursements shall be made by check, countersigned by the president, or in her absence, the vice president.
- Presents a monthly financial report to the chapter.
- Administers the operating account(s) of the chapter, keeping itemized records in the permanent file of all receipts and expenditures, which should be retained for seven years.
- Reconciles bank statements with chapter records.
- Supervises the preparation of a formal budget for the chapter.
- Obtains and files required Internal Revenue Service (IRS) forms.
- Places on national status any member in good standing nationally who has not paid chapter dues within forty-five days after the due date and notifies her of this action in writing.
- Provides the secretary and membership chairman with the names of chapter members who have been removed from the chapter roster for nonpayment of chapter dues.
- Knows the membership status of all members, i.e. if both national and local dues have been paid.
- Submits her books for audit before the end of her term of office or at any time upon the request of the membership or executive board.

## **Article VI. MEETINGS**

**Section 1.** Regular meetings are the normal periodic gatherings of the chapter to transact business, typically held at regular intervals. Special meetings are the opposite, convened only to consider one or more items of business specified in the notice of the meeting.

**Section 2.** Regular meetings shall be the third Tuesday of the month, and shall consist of food, program or speakers, and a business meeting. Members shall be notified in advance of the time and place of each chapter meeting.

**Section 3.** Special meetings may be called by the president or by the executive board and shall be called upon the written request of one-fourth (1/4) members in good standing of the chapter. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least three days' notice shall be given.

**Section 4.** The quorum of the chapter shall not be less than one-third (1/3) of the chapter membership. A quorum must be present for the valid transaction of chapter business. The right to vote is limited to member in good standing who are present at the time a vote is taken at a meeting.

## **Article VII. COMMITTEES**

**Section 1.** The standing committees shall be Education, Membership, Newsletter, Program, Publicity, Ways and Means and any other standing committees the chapter shall deem necessary to achieve the goals of the chapter.

**Section 2.** Special committees shall include the Nominating Committee, Auditing Committee and any other special committees the chapter shall deem necessary to achieve the goals of the chapter.

**Section 3.** All standing committee chairmen shall be appointed by the newly elected president by June 30 and they shall serve for one year beginning August 1.

**Section 4.** Committee chairmen are empowered to select their committee members immediately upon their appointment. The chairmen shall provide the names of their committee members to the current and incoming (if applicable) secretary(s) and membership chairmen promptly following their acceptance.

### **Section 5. DUTIES**

The **AUDITING** Committee shall audit the treasurer's accounts annually, upon a vacancy of the office, or upon demand of the membership or executive board.

The **EDUCATION** Committee shall inform the membership of seminars, leadership opportunities and other education opportunities in the community. The committee also shall be responsible for presenting recommendations of candidates to the membership for any scholarship the chapter may wish to offer, or for sponsorship of a grant or loan from the Stephen Bufton Memorial Education Fund.

The **MEMBERSHIP** Committee shall encourage membership retention and promote membership recruitment either in its chapter or the formation of a new chapter. The committee shall maintain an accurate chapter roster and report all status, name and address changes to the secretary. The committee also shall assist the vice president in performing her duties as chapter hostess.

The **NEWSLETTER** Committee shall publish a chapter newsletter and shall coordinate its distribution.

The **NOMINATING** Committee shall nominate one or more candidates for each office to be filled and shall present a slate of candidates to the membership at the May meeting.

The **PROGRAM** Committee shall plan, select and schedule educational programs/speakers for chapter meetings and other special events as requested. The committee shall be responsible for planning the time, place, reservations, food and other special arrangements needed for these meetings or events. The committee also shall notify all members of the date, time and place of each chapter meeting and special event.

The **PUBLICITY** committee shall send promotional information to all appropriate media covering national, chapter and member achievements as well as chapter activities. The committee shall send copies of major publicity coverage to National Headquarters. The committee shall also list or file information about the chapter with sources for potential member contact in the community, such as the coal chamber of commerce or public libraries.

The **WAYS AND MEANS (Fund-Raising)** Committee shall present recommendations for projects that will provide sufficient funds for the chapter. The committee shall be responsible for the completion of the approved projects, including maintaining accurate records.

#### **Article VIII. AMENDMENTS**

All proposed amendments to these bylaws shall be approved by National Headquarters, with the exception of chapter dues amounts, before being put to a chapter vote. Such amendments shall not conflict with the National Bylaws of the Association. Before becoming effective, proposed amendments shall also require the majority vote of the entire active membership of record of the chapter.

#### **Article IX. STATUS**

**Section 1.** The chapter is organized as not-for-profit and no part of the net earnings shall inure to the benefits of any members, and it shall not engage in a regular business of kind ordinarily carried on for profit.

**Section 2.** If deactivation of this chapter should occur by vote of the membership, written notice shall be provided to National Headquarters by the current executive board, and the chapter charter returned. All funds remaining in the treasury, after payments of all debts, shall be contributed to the Stephen Bufton Memorial Educational Fund (*A tax-exempt organization to which contributions and deductible under Section 170 of the Internal Revenue Code*), or to such tax-exempt charitable organizations as shall be specified by the executive board of the chapter.

## **CAREER CHAPTER Standing Rules**

Chapter standing rules are designed to cover situations not written in the bylaws, rules, procedures and policies established by the Association. Chapter standing rules cannot conflict with the National or Chapter Bylaws, and are not bylaw amendments.

Each chapter should develop a list of standing rules covering issues relating to that individual chapter. Standing rules are approved by a majority vote of the membership at a business meeting and are reviewed annually. Although rules may be reviewed at any time, it may be convenient to do so after May elections. The newly elected board can appoint a committee to review the rules and make recommendations.

Outdated rules should be rescinded or updated. Changes or revisions to standing rules require majority approved by the membership at a chapter meeting.

### **GENERAL CHAPTER STANDING RULES**

1. Retiring President shall be given a past president pin or gift of equal value. Gift purchases and presentation is the responsibility of the chapters Vice President.
2. It shall be the responsibility of the incoming and outgoing Treasurer, with the approval of the Executive Board, to present a budget for chapter approval at the September chapter meeting.
3. The Executive Board shall determine the dollar amounts to be allocated to the Woman of the Year and Top 10 candidates for use as the chapter's delegate to the National Convention, taking into consideration the chapter treasury, location of the convention, and expenses of past Woman of the Year and Top 10 candidates.
4. All bills over and above the approved budget and standard operating expenses shall require the approval of the Executive Board.
5. Lunch fees are paid in quarterly installment at the August, November, February and May meetings for the following months. Local dues are paid in August. Members are encouraged to pay dues annually. Any member who shall not pay the local dues within forty-five (45) days after such are due and payable shall at such time be considered an inactive member. No refunds will be made for meetings not attended or meals not eaten. Members are requested to cancel lunch reservations when they are unable to attend. Quarterly dues status will be published monthly in the chapter newsletter as a reminder.
6. In order to successfully carry out the mission of Career Chapter of ABWA, each active and sustaining member will be required to sell or purchase five (5) tickets to the annual fund raising event.

7. Every active member will be required to attend at least fifty percent (50%) of the meetings in each membership year (August to July). A member not meeting the attendance requirement may petition the Board for them to consider any extenuating circumstances which would allow for an exemption. Individual member's attendance records will be published each quarter in the chapter newsletter.

## CHAPTER FUNDING

### TOPEKA COMMUNITY FOUNDATION FUNDS

The Chapter has two (2) funds at the Topeka Community Foundation.

**Fund 501 Scholarship** was established as the Chapter's Scholarship Fund. This fund is used for the purpose of raising and dispenses scholarship money for deserving women attending Washburn University. At the discretion of the Executive Board, the board may allocate a scholarship up to \$1,000 for a Career Chapter member or members to attend the national or regional ABWA conferences.

**Fund 331 General** was established to assist in the scholarship efforts and would be available if insufficient funds are raised in a given year to award scholarships similar in amount to previous years.

If financially feasible, the Executive Board approved to allocate five percent (5%) of the Scholarship Fund balance to active Career Chapter members for assistance in attending ABWA national or regional conferences. Members shall make application to the Executive Board. Monies will be distributed based upon the number of applications and the amount available from the fund.

## STANDING COMMITTEE DUTIES

### AUDIT

Liaison: President

#### **Purpose:**

The committee should consist of at least two members, which will audit the financial records at the end of the fiscal year and report findings no later than September 31. It is recommended that the Audit Committee be conducted by a CPA, if possible.

#### **Responsibilities:**

- Perform an audit of Career Chapter books at the end of each fiscal year to ensure that:

- ⇒ all bills are paid
- ⇒ all receivable are collected
- ⇒ all expenditures were appropriate and approved
- ⇒ all bank statements were reconciled
- ⇒ all cash balances on hand were verified
- Report findings to the Executive Board for approval at the October board meeting.
- Ensure that the Executive Board reports findings to the chapter membership.
- Make suggestions for improvement of account handling as deemed appropriate.
  - ⇒ The final audit is complete at the time the records are transferred to the new Treasurer.

### **BUSINESS ASSOCIATES LUNCHEON COMMITTEE**

Liaison: Recording Secretary

#### **Purpose:**

To organize and implement the Annual Business Associate's Luncheon. The Luncheon's purpose is for each member to express appreciation to her employer or colleagues by inviting them to a special event. The event acquaints business associates with ABWA's values and strengthens to support chapter activities.

#### **Responsibilities:**

- The luncheon shall be in October of each year.
- Determine the date and location for the luncheon during the month of August. Gain the approval of the Executive Board in September.
- Select and confirm an appropriate speaker.
- Submit a budget in September to the Executive Board for approval taking into consideration:
  - ⇒ travel expenses
  - ⇒ honorarium or thank you gift
  - ⇒ program printing and invitation printing for member and guest
  - ⇒ decorations
  - ⇒ publicity
  - ⇒ special food and beverage cost
- Make logistical arrangements for speakers and special guests.
- Submit biographical information on the speaker for the Newsletter.
- Chairman for publicity one month prior to the event.
- Serve as hostesses the day of the luncheon.
- Work with the Public Relations Committee regarding media coverage.
- Submit expenses and reports to the chapter Treasurer in a timely manner.

## **COUNCIL REPRESENTATIVE**

The area ABWA chapters each designate a representative to form the "Council."

- The immediate Past President will represent Career Chapter on the Council.
- An alternate representative should be chosen in case the representative is unable to attend a council meeting.
- Council representative will retain a list of the chapter programs for the year since each chapter reports on items of interest, such as upcoming programs.
- A report will be made at each Executive Board meeting reporting on Council activities. Provide a brief written update with copies for each board member, as well as any pertinent materials which should be included in monthly Newsletter.

## **EDUCATION COMMITTEE**

Liaison: Treasurer

### **Purpose:**

To solicit and screen candidates for receipt of Career Chapter Scholarships and to inform chapter members of seminars, leadership opportunities and other educational opportunities that may be available for future education and training. The Chapter distributes two different scholarships each year. One is through the Woman of Distinction fundraising event and the other is through the ABWA National Stephen Bufton Memorial Education Fund (SBMEF). Based upon the amount contributed from Career Chapter, one (1) member of Career Chapter shall receive a scholarship. If a member of Career Chapter does not request or apply for the SBMEF scholarship, then the Chapter may sponsor a recipient outside the organization.

### **Responsibilities:**

- Keeps the membership informed of seminars, leadership opportunities and other educational opportunities.

### ***Woman of Distinction Scholarship***

- Maintain current contact list for all area high schools and Washburn University.
- Review and revise the scholarship application form and written requirements and guidelines to ensure they are non-discriminatory and legal.
- Establish a due date (recommend April) for applications.
- Print and distribute a minimum of ten (10) forms to each of the following:

Hayden High School  
Highland Park High School  
Seaman High School  
Shawnee Heights High School

Topeka High School  
Topeka West High School  
Washburn Rural High School  
Washburn University  
Washburn University Law School

- Conduct selection process:
  - ⇒ Screen Applications and rank according to need with recommended dollar amounts.
  - ⇒ Assign final scholarship amounts to the top candidates based on the amount raised by the Chapter. This should be done in the month following the fund raising event.
  - ⇒ Immediately notify the recipients and invite them to attend chapter meeting the following month as guest of the chapter.
  - ⇒ Correspond with the Washburn University Development Office to inform them of the recipients, the amounts, and the person's name in whom the scholarships are being given.
- Distribution of the funds:
  - ⇒ Coordinate with the Topeka Community Foundation and the chapter Treasurer to ensure issuance of checks prior to the beginning of both the fall and spring semester as is appropriate.
  - ⇒ Make checks payable jointly to the recipient and Washburn University.
- The chapter Treasurer will maintain a list of scholarship recipients for future chapter reference.
- After scholarship funds are distributed, the chapter Treasurer will submit a report to the Executive Board showing the net profit from the scholarship luncheon and the total amount distributed in scholarships.

#### ***Stephen Bufton Memorial Educational Fund (SBMEF)***

- Acts as a liaison between the chapter and The Stephen Bufton Memorial Educational Fund (ABWA's scholarship fund).
- Evaluates candidates for SBMEF Grants and Business Skills Tuition reimbursements and presents candidates to Executive Board.
- Provides the treasurer with information necessary to issue SBMEF contribution checks.

#### **HISTORIAN**

Liaison: Vice President

#### **Purpose:**

To serve as the Chapter's official history keeper.

**Responsibilities:**

- Maintain memorabilia of the history of Career Chapter.
- Take photographs at meetings, events and special ceremonies to collect in an album to share with new members and past members.
- Collect programs, newspaper articles or items of interest that will tell the story of Career Chapter.

**HOSPITALITY / CALLING**

Liaison: Vice President

**Purpose:**

To serve as the chapter's official hostess, making arrangements, maintain attendance records, and contact members at the request of the President.

**Responsibilities:**

- Reserve a location for the monthly Executive Board meetings and the monthly chapter meetings.
- Inform the Newsletter Chair each month of the number and name to call for reservations and cancellations.
- For each meeting, maintain a current roster of members and prospective members obtained from the Membership Committee, indicate reservation cancellations and additions.
- Take a physical count of attendance during the meeting and indicate attendance on the roster. This roster will be used to verify membership attendance requirements.
- Notify the caterer by noon Monday prior to the meeting of the number of reservations (including speakers).
- Ensure that member and prospective member's nametags are available.
- Be prepared to collect checks for dues and lunch payments in August, November, February and May. Indicate payments on the current roster. (A guest may pay for her lunch in the event that the sponsoring member does not.)
- Following the meeting, make four copies of the roster with payment and attendance remarks. Distribute to the Treasurer with money collected, the Secretary, the Membership chair, the Newsletter chair and keep one for the Hospitality book.
- Activate the Calling Committee at the request of the President.

**MEMBERSHIP**

Liaison: Corresponding Secretary

**Purpose:**

To promote Career Chapter for potential membership and maintain the Career Chapter membership roster.

## **Responsibilities:**

To ensure adherence to the following membership guidelines:

- Notify the Newsletter Committee, Hospitality Chair, Treasurer and President of new members and their roster information for the monthly newsletter
- Promotes membership growth.
- Coordinates membership campaign events.
- Maintains the chapter membership strength by retaining existing members and the addition of new members.
- Invites national members, prospective members and inactive members to attend chapter meetings.
- Maintains an accurate chapter roster and reports all status, name and address changes to National Headquarters.
- Ensure that the membership roster is never released to non-members without the consent of the Executive Board.

## **Active Membership**

- Membership is limited to 65 active members, not including sustainers.
- Changes in the maximum membership require a full chapter vote with the majority ruling.
- Membership is by invitation only and requires approval of the Executive Board. An active member may submit the name of a person meeting the above standards to the Membership Committee for category approval and prospective member status if there are less than five approved names on the list.
  - ⇒ No more than three members shall be from any one industry.
  - ⇒ If a company employs more than 250 persons locally, then two members may be accepted from that company.
  - ⇒ Category status is based on the company's business, not the employee's duties within the category.
- Not-for-Profit category shall be limited to 30% of the membership total.
- Only members in good standing will receive and have their name published on the membership roster.

## **Prospective Members**

- If membership is full, the prospective member list is limited to five names. Chapter membership status and the names of prospective members will be published monthly in the Newsletter.
- Prospective members must be able to meet the financial obligations and attend chapter meetings regularly.
- Prospective members must be gainfully employed and hold a position within their company at the management, supervisory, or professional level, be a business owner or involved in outside sales.

- A prospective member's name is placed on the waiting list following Membership Committee approval, before receiving full member status.
- Prior to approval, a prospective member is required to attend one chapter meeting before receiving full member status.
- A prospective member must remain on the waiting list until such time there is a chapter and category opening, but may attend all meeting in the interim as the guest of their sponsoring member.
- The sponsoring member is responsible for the prospective member's reservation until such time as the prospective member is given full active status.
- Former members who were in good standing when they left the community and have subsequently returned, have priority for membership and re-instatement over current prospective members, and are not subject to category and chapter openings.
- An active members status is "grandfathered" if their employment category or status changes.

### **Leave of Absence**

- A leave of absence may be obtained by written request to the Executive Board for a period not to exceed 12 consecutive months. The Executive Board may consider exceptional circumstances.
- Members on leave of absence are required to pay local and national dues, but do not have a standing luncheon reservation. If such a member plans to attend a monthly meeting or special event, she is required to contact the Hospitality Chair and make an appropriate reservation.
- Leave of Absence status is limited to three Chapter members.
- Members on Leave of Absence are not required to sell or purchase tickets for the annual fundraiser.

### **Sustaining Members**

- The classification of "sustainer" is available for members who have been active in Career Chapter or ABWA for 10 years or longer.
- To transfer to "sustainer" status, approval of the Membership Committee and Executive Board are required.
- A "sustainer" member will continue to pay annual chapter and national dues. They will be required to make a reservation when attending meetings and pay the published price.
- "Sustainers" will not be required to serve on committees; however, they will be responsible for selling or purchasing the prescribed number of tickets for the annual fund raiser.
- Members in this category do not count toward the chapter's membership limit.

## **Retired Members**

- The classification of “retiree” is available for members who have been active in Career Chapter or ABWA for 10 years or longer and have retired from their place of employment.
- To transfer to “retiree” status, approval of the Membership Committee and Executive Board are required.
- A “retiree” member will continue to pay annual chapter dues. National dues are optional. They will be required to make a reservation when attending meetings and pay the published price.
- “Retirees” are encouraged to, but not required to serve on committees, however, they will be responsible for selling or purchasing the prescribed number of tickets for the annual fund raiser.
- Members in this category do not count toward the chapter’s membership limit.

## **NEWSLETTER**

Liaison: Corresponding Secretary

### **Purpose:**

To collect, prepare, publish, and distribute the Career Chapter Newsletter on a monthly basis.

### **Responsibilities:**

- Chairman should attend all Executive Board meetings in order to collect information for the next newsletter.
- Publishes and distributes the chapter’s newsletter to the membership.
- Ensure that the following items are always included in addition to other pertinent information:
  - ⇒ date, place, time, cost, and speakers for the upcoming meeting
  - ⇒ birthday, names, and dates for the coming month
  - ⇒ Treasurer’s report
  - ⇒ updates for the membership roster
  - ⇒ announcements such as quarterly dues and special events
  - ⇒ quarterly participation (attendance) status
  - ⇒ list of current officers, Hospitality and Membership Chairs (with phone numbers)
  - ⇒ letters of correspondence of interest to members
- Add new members to the distribution list.
- Distribute the Newsletter to all members by the second Tuesday of each month in order for members to receive it prior to the monthly chapter meeting. (Adjust the schedule if meeting reservations need to be in by the second Friday in the case of special events.)

- Submits one copy to the chapter's district vice president and one to National Headquarters.
- Knows the regulations and judging standards governing newsletter competition at spring conferences and national conventions.
- Track expenses and reports reimbursement forms to the Treasurer.

### **NOMINATING COMMITTEE**

Liaison: President

#### **Purpose:**

To nominate a slate of Officers for the positions of President, Vice-President, Treasurer, Corresponding Secretary, and Recording Secretary.

#### **Responsibilities:**

The Nominating Committee is selected by the outgoing President no later than March 31. The committee shall consist of three members in good standing. The President will ask for nominations from the floor at the April meeting.

The Committee will make recommendations to fill offices and they will contact nominees for official acceptance. The slate will be presented to the Executive Board for approval at the May board meeting and presented to members at the May regular meeting for approval. The slate will be voted on in its entirety. New board will be installed at the July meeting.

Nominating Committee will follow the "Nominating Committee Procedures" in accordance with the ABWA National Officer and Committee Guide.

### **PROGRAM**

Liaison: Vice President

#### **Purpose:**

To arrange for and schedule programs, guest, vocational speakers and table toppers for regular monthly chapter meetings and socials (i.e., Christmas and evening socials).

#### **Responsibilities:**

- Solicit speaker recommendations and requests from the Chapter members.
- Make initial contact with prospective speakers to issue an invitation well in advance of the scheduled meeting.
- Make logistical arrangements for speakers.
- Submit biological information on speakers to the Public Relations and Newsletter Committees as well as the Executive Board for publication and record keeping purposes.
- Send confirmation and meeting details to each speaker in advance of the meeting.

- Introduce guest and vocational speakers at the monthly chapter meetings.
- Develop schedule for “table toppers” each month. Table toppers are items that can be placed on tables to announce upcoming events or display products.
- Send thank you note to each speaker following the meeting.
- Arrange for food, beverage, and entertainment as may be required for chapter socials.
- Select and purchase gifts for speakers.

## **PUBLIC RELATIONS**

Liaison: Corresponding Secretary

### **Purpose:**

To submit press releases about the chapter’s upcoming monthly meetings and special events, including the chapter’s fund-raising event.

### **Responsibilities:**

- Notify the newspapers for the business section calendars regarding the monthly meetings.
- Submit special news releases to papers for the new officers, Woman of the Year selection, Top Ten selection, and the Business Associates Luncheon.
- Publicize annual fund-raiser and other events as directed by the Executive Board.
- Forwards major publicity coverage to National Headquarters.

## **RESEARCH**

Liaison: Vice President

### **Purpose:**

To collect, research and accumulate names and biographies for prospective honorees for the Annual ABWA Career Chapter Fund-Raising event.

### **Responsibilities:**

- In the first quarter, publish an article in the Newsletter to encourage members to submit names of prospective honorees.
- Research background information on the names submitted.
- Factors for consideration for fund raising event honorees should include, but not be limited to:
  - ⇒ contribution to women, career, and profession
  - ⇒ outstanding achievement in chosen field
  - ⇒ recognition within the community and state
  - ⇒ ability to earn Career Chapter monies for scholarships
  - ⇒ age and physical conditions (health)
  - ⇒ support to Career Chapter
- Narrow the name for the following year’s honorees to three by May.

- Meet with the Executive Board and the new Scholarship Luncheon Committee Co-Chairs to determine the selection.
- Present the honoree's name to the Executive Board for approval.
- Following approval of the Executive Board, announce honoree to the membership.

### **STANDING RULES AND BYLAWS**

Liaison: Vice President

#### **Purpose:**

To review annually the standing rules and bylaws.

#### **Responsibilities:**

- The Chairperson, appointed by the President, shall serve as a member of the Executive Board.
- Membership of the committee always consists of an odd number of persons and has at least one past president of Career Chapter as a member.
- Meet with each standing committee chair to review that committee's rules to ensure they are up-to-date and adequate. Each committee should submit in writing any recommended additions, deletions, or corrections of that committee's rules to the Standing Rules and Bylaws Committee for review.
- Review the general chapter standing rules for additions, deletions or corrections on an annual or bi-annual basis.
- Submit standing rule changes to the Executive Board for approval.
- Proposed changes to the standing rules should be published in the monthly newsletter before presentation to the general membership.
- Changes in the standing rules must be approved at a monthly meeting by a majority of those present.

### **TOP TEN NOMINEE**

Liaison: Corresponding Secretary

#### **Purpose:**

To select and submit a Top Ten Candidate to National Headquarters by the May 15 deadline. Committee includes a chair, a second Career Chapter member, and a member outside of Career Chapter, such as a past Woman of Distinction honoree, or a Top Ten from another chapter.

#### **Responsibilities:**

- To obtain nominations (self and solicited) of eligible candidates for Top Ten.
- To collect applications from the nominees.
- Review applications and select the Top Ten Candidate for Career Chapter by April based upon National's criteria.

- Submit the Top Ten Business Women of ABWA Candidate form to National Headquarters by May 15.

Conduct a formal recognition ceremony in honor of the Top 10. Recognition will include a gift from the Chapter not to exceed \$50 and acknowledgment that she will be one of the Chapter's delegates to the national convention with the travel allocation to be determined by the Executive Board.

### **WASHBURN UNIVERSITY STUDENT CHAPTER**

Liaison: President

#### **Responsibilities:**

- Attend meetings of the student chapter.
- Provide assistance and support to the chapter and its members.

### **WAYS AND MEANS COMMITTEE (Fund-Raising)**

Liaison: Treasurer

#### **Responsibilities:**

- To plan, organize and implement an annual fund raising event.
- Committee Co-Chairs should be selected by the incoming President. The Vice President serves as one of the Co-Chairs.
- The Research Committee will present three names to the Executive Board for selection of the next year's honoree.
- Proceeds from the fund-raiser are given as scholarships to women attending Washburn University as selected by the Education Committee.

#### **Co-Chairs**

The Co-Chairs are responsible for the planning and execution of the luncheon. Specific responsibilities include:

- Developing a time and action calendar.
- Attending ABWA Executive Board meetings.
- Serving as the official mistresses of ceremony at the fund-raising event.
- Keeping Chapter members informed on the various activities and decisions pertaining to the fund-raising event.
- Following the conclusion of the fund-raising event, co-chairs will confirm and secure the facility for the next year's fund-raising event.

#### **Sub-Committees**

The Ways & Means (Fund-Raising) Committee is divided into various sub-committees. These sub-committees include:

### **Corporate and Personal Contributions**

This sub-committee is responsible for coordinating the corporate and personal solicitations. Specific Tasks include:

- Compiling corporate names and addresses from the past contributors explaining the purpose of the luncheon, and soliciting their financial support.
- Coordinating with members the manner in which their respective companies/employees are to be solicited.
- Coordinating the deposit of funds received with the Chapter's Treasurer.
- Contribution dollar amount categories are to be established by the Ways & Means Committee.

### **Tickets**

This sub-committee is responsible for the distribution and accounting of all ticket sales. Specific tasks include:

- Being available to receive phone messages during business hours.
- Setting guidelines for telephone ticket orders.
- Distributing tickets to members.
- Tracking complimentary tickets for guests.
- Coordinating the deposit of funds received with the Chapter's Treasurer.
- Tracking the top ticket sales winners and providing appropriate recognition.
- Supplying the Hospitality Committee with an accurate count of persons expected to attend the fund-raising event, and taking reservations.
- Maintain ticket stubs with table names.
- Submit list of all reserved tables to Hospitality Committee.
- Writing thank you letters and sending tickets to all contributors.
- Compiling a list of contributors and dollar amounts for the program listing.

### **Hospitality**

This sub-committee is responsible for all logistical accommodations for the fund-raising event. Specific tasks include:

- Making site arrangements:
  - ⇒ selection of menu with caterer
  - ⇒ seating arrangements – coordinate with ticket sub-committee
  - ⇒ sound system
  - ⇒ table decorations
  - ⇒ head table arrangements to include speaker's podium
  - ⇒ confirm hospitality suite for honoree and her family and past honorees.
- Determining actual count for number of meals to be served in conjunction with the ticket sub-committee. Notify the caterer.
- Arranging for flowers as required, which may include:
  - ⇒ head table arrangement
  - ⇒ table decorations

- Collecting tickets at door and greeting guests.
- Providing hostesses to arrive at 10:30 am for setup.
- Writing thank you notes (excluding corporate contributions) following fund-raising event in coordination with Co-Chairs.

## **WOMAN OF THE YEAR**

Liaison: Corresponding Secretary

### **Purpose:**

To implement the process and selection for honoring a Chapter member as Woman of the Year. The candidate shall demonstrate interest and involvement in Career Chapter, contributes to her community and exemplifies the highest degree of professionalism. The chairperson of this committee is the previous year's Woman of the Year.

### **Criteria:**

Criteria for selection of a winner are to be based on the following:

- 50% ABWA participation and attendance
- 20% General information and community participation
- 20% Business experience
- 10% Education

### **Responsibilities:**

#### **October**

- List selection criteria in the Newsletter and list previous honorees.
- Accept nominations in November or at the November chapter meeting.
- Meet to select the top three nominees based on the number of nominations.
- Contact the nominees and request submission of a resume to be published in the November Newsletter.
- In the event a candidate declines, contact the next name on the list of nominees.

#### **December**

- Distribute ballots at the December meeting (members must be present to vote).
- Tally ballots. If tied, conduct a second written vote between the two finalists
- Announce the winner prior to the adjournment of the December meeting.
- Purchase Woman of the Year pin.

#### **January**

- Conduct a formal recognition ceremony in honor of the Woman of the Year. Recognition will include a gift from the Chapter not to exceed \$50 and acknowledgment that she may be one of the Chapter's delegates to the national convention. Travel allocation will be determined by the Executive Board.
- Recognize other candidates appropriately.
- Submit notification to National Headquarters of the Chapter's selection.