

**HANDBOOK OF  
POLICIES &  
PROCEDURES  
FOR  
MINNESOTA  
BUSINESS WOMEN, INC.  
[MBW]**

*Adopted September 25, 2010  
Last Revised May 4, 2012*

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## **FORWARD**

This Handbook is the official reference guide on the structure, policies and procedures of the Minnesota Business Women, Inc. (also known as MBW). It should be used in conjunction with the Bylaws of the Club and State.

Information on each of the various programs, activities and events is included in this Handbook, as well as the duties of officers and chairs at the Club and State levels. By using this Handbook as a working guide for all activities, all Officers, Chairs, Special Appointees, and members will have a better understanding of their various responsibilities.

MBW has a lot to offer to its members. You are encouraged to read the entire Handbook so that you will be familiar with the contents, then use the various sections as necessary.

### ***2010 Bylaws Committee Members:***

Judy Berry - Chair, Faye Crane, Jane Geisinger, Karen Howell, Paula Hritz-Nobs, Kate Malmon

## ***MBW's MISSION STATEMENT***

Working women working together to promote personal empowerment, professional development, and political awareness for the women of Minnesota.

## ***STATEMENT OF ETHICS***

1. Any member has the right to work as an individual or through other organizations for policies which are in opposition to those of the State organization, provided the member does not use the name of the State organization or Club.
2. No member may use an official title or connection with Minnesota Business Women to subscribe to any document or letter which is in conflict with the policies of the State organization.
3. No member may commit the name of the Club or MBW without the authorization of the respective unit.
4. No member may oppose any part or all of the State Legislative Platform after either has been adopted by the State organization, UNLESS it is made perfectly clear to all concerned that the opposition registered is as an individual and NOT as a member of MBW.
5. No contribution to any religious, political, education or charitable organization is to be made by a member in the name of MBW unless such a contribution has been duly authorized by the Club or the State organization and is recorded in the minutes of the Club or State organization.
6. Members are expected to support, not oppose, the mission of MBW. They are expected to support, not oppose, the will of the majority in all actions taken by MBW.

## ***IRS STATUS***

Minnesota Business Women, Inc. is exempt from federal income tax under section 501(c)(6) of the Internal Revenue Code.

Because the organization is not an organization described in section 170(c) of the Code, donors may not deduct contributions made to the organization.

## *PAST STATE PRESIDENTS*

<i>Name</i>	<i>Club</i>	<i>Year(s) Served</i>
Katherine Wallace*	Minneapolis	1920-21
Alta McKellip*	Faribault	1921-22
Albeda Belisle*	St. Paul	1922-24
Elizabeth Doak*	Minneapolis	1924-25
Dema Harvey*	St. Cloud	1925-27
Emma Hill Perkins*	St. Paul	1927-29
Pearl Braley*	Winona	1929-31
Alice McCarthy*	Stillwater	1931-33
Eula Oliver Heiman*	Hibbing	1933-34
Olivia Johnson*	St. Paul	1934-36
Percil Stephenson*	Fairmont	1936-38
Grayce Ward*	Duluth	1938-40
E. Ruth Markle*	Winona	1940-42
Viola Sheffer*	St. Paul	1942-44
Inez Madsen*	Worthington	1944-45
Carol Marx*	Owatonna	1945-47
Hazel Daniels*	Minneapolis	1947-48
Lenor Isermann*	Stillwater	1948-50
Mabel Bischoff*	Duluth	1950-51
Mabel Hall*	Fairmont	1951-52
Mabel Rishovd*	Minneapolis	1953-55
Stella B. Olson*	Owatonna	1955-57
Neola Maddison*	Hibbing	1957-58
Natalie B. Nelson*	Rochester	1958-60
Gertrude M. Wilson*	So. St. Paul	1960-62
Edna L. Schwartz*	St. Paul	1962-64
Maye D. Hagen*	Mankato	1964-65
Jennie Christenson*	Rochester	1965-66
Rena T. Pearson*	Duluth	1966-67
Dorothy P. Chadwick*	Bemidji	1967-68
Marion S. Olson Houfek*	Crookston	1968-69
Jule Ann S. Johnson*	St. Louis Park	1969-70
Edna M. D. Schraefel*	Austin	1970-71
Ida Mae Geittmann*	Bemidji	1971-72
Margaret Berg	Duluth	1972-73
Florence Goward*	St. Paul	1973-74
Virginia Kirby*	Virginia	1974-75
Jean Kallenberger*	Mankato	1975-76
Norma Hanson	Thief River Falls	1976-77
Dorothy Hebert	St. Cloud	1977-78
Mary L. Hawkins*	North Hennepin	1978-79
Venantia Critton*	St. Paul	1979-80
Cara Conklin*	Faribault	1980-81
Mary Reedy*	Duluth	1981-82
Betty Ann Malcolm Bjerck*	No. Dakota County	1982-83
Gladys Morton	St. Paul	1983-84
Janet M. Boland	North Suburban (formerly North Metro)	1984-85
Patty Reynolds	North Hennepin	1985-86
Judy Berry	St. Louis Park	1986-87
Ruth Shields	St. Paul	1987-88
June Johnson	Grand Rapids	1988-89
Ida Mae Scholl	St. Paul	1989-90

<i>Name</i>	<i>Club</i>	<i>Year(s) Served</i>
Joyce Humphreys	Leech Lake/Walker	1990-91
Linda Laitala	Dala of Mora	1991-92
E. Irene Theis	North Hennepin	1992-93
Pam DeMarce	Mankato	1993-94
Faye Crane	Grand Rapids	1994-95
Arlene Roehl	Plym-Zata	1995-96
Karen Howell	Highland Park	1996-97
Paula Hritz-Nobs	Grand Rapids	1997-98
Debbie Oscarson	Albert Lea	1998-99
Dianne Detloff	Minneapolis	1999-00
Sue Lehrer	Skyway of Minneapolis	2000-01
Kathy DeLonais-Adams	Stillwater	2001-02
Beth Gibson Lilja	Skyway of Minneapolis	2002-03
Barb Leining	Albert Lea	2003-04
Anne Andreasen	Plym-Zata	2004-05
Connie Hill	St. Paul	2005-06
Linda Hauge	Fergus Falls	2006-07
Holly Morey	Stillwater	2007-08
Jaci Olson	St. Cloud	2008-09
Patty Tanji	North Hennepin	2009-10
Joy Reinhart	North Hennepin	2010-11
Susan Jordahl-Bubacz	Grand Rapids	2011-13

\*Deceased

## ***THE COLLECT***

Keep us, oh God, from pettiness;  
let us be large in thought, in word, in deed.  
Let us be done with fault-finding and  
leave off self-seeking.

May we put away all pretense and meet each other  
face to face, without self-pity  
and without prejudice.  
May we be never hasty in judgment  
and always generous.

Let us take time for all things;  
make us to grow calm, serene, gentle.  
Teach us to put into action our better impulses,  
straightforward and unafraid.

Grant that we may realize it is the little things  
that create differences,  
that in the big things of life we are at one.

And may we strive to touch and to know  
the great, common human heart of us all, and  
oh, Lord God, let us forget not to be kind!

- Mary Stewart

## ***HISTORY OF THE COLLECT***

The Collect was written by Mary Stewart in Longmont, Colorado, in 1904. It was written as a prayer for the day, not for any particular person or group. Miss Stewart had it published as a Collect for Club women because she believed that the concept of women working together with wide interests and important goals was new and that a special meditation of their own would give them a sense of unity.

The first printing of the Collect was in a column of club notes in the *DELINEATOR*. Copies later were printed locally. In 1909, Paul Elder and Company, San Francisco, printed it as a wall card, and it has since been reprinted in many forms, in American yearbooks, by National organizations, and in other publications around the world.

Miss Stewart, who until 1910 signed the Collect with her pen name, "Mary Stuart", died in 1943.

## ***THE MEMBER***

*(See State Bylaws, Article IV)*

In addition, the following procedures should apply to membership transfers:

1. Procedure for a transfer of membership within the State of Minnesota:
  - a. The Treasurer of the accepting Club shall report the transfer to the State Treasurer.
  - b. The transferred member shall not pay State dues a second time during the year.
  - c. Clubs may require local dues be paid by the incoming transferred member.

## ***THE CLUB***

*(See State Bylaws, Article V)*

### **PURPOSE**

The purpose of the Club is to pursue the mission of MBW. Each Club has its own Bylaws which conform to State Bylaws but may contain provisions having to do with local matters and provide for any other special conditions the Club deems desirable.

### **DUTIES AND RESPONSIBILITIES OF THE CLUB**

1. Pay annual State assessments in a timely manner.
2. Review the State Legislative Platform adopted at the Annual Meeting as soon as possible – preferably at the Club business session following the Annual Meeting.

NOTE: Following Club review of this platform, the Club may submit changes and recommendations for consideration to the State Legislation Appointee. These items must be received by the State Appointee at least 15 days prior to the next Annual Meeting.
3. Provide each member access to Club and State Bylaws.

### ***DUTIES OF CLUB OFFICERS***

*(These duties are in addition to those in the Club Bylaws.)*

ALL officers and chairs/appointees should immediately pass to their successors all appropriate information.

### **PRESIDENT**

1. Attends all State meetings or appoints a stand-in representative to attend, unless provided by Club bylaws. Urges all members to attend State meetings.
2. Distributes all program materials and other instructions to the appropriate Club Appointees as soon as received.
3. Assists Officers and Appointees when required and works closely with the Club's Executive Committee to expedite the business of the Club.
4. Prepares agendas well in advance of meetings and provides copies for the other officers and the Parliamentarian.
5. Assures that Club Bylaws conform to State Bylaws.
6. Completes forms as required by the State organization
7. Checks with the Club Treasurer often to determine that the dues and fees for the State organization are submitted on time according to bylaws.
8. Keeps members informed of State events.

9. Requires Committee Appointees to present reports on a current basis.
10. Represents the Club at community meetings, or appoints a Club representative to serve if unable to attend.
11. Seeks the support of the community for Club sponsored programs and projects.

#### **PRESIDENT-ELECT/ VICE PRESIDENT**

1. Attends all State meetings, if possible.
2. Studies and becomes familiar with all policies and procedures of the Club and State organizations as preparation for a term as Club President.
3. Becomes acquainted with the Club membership in order to make the best possible committee appointments during the term of office.
4. Acts as resource to the president and club membership.
5. Represents the Club at Civic and MBW functions at the request of the Club President.
6. Studies and uses material supplied by the State organization to further the mission of MBW.
7. Performs duties assigned by the President.

#### **TREASURER**

1. Maintains accurate financial records of the Club.
2. Completes forms as required by the State organization and the Internal Revenue Service.

Beginning in 2008, small tax-exempt organizations whose gross receipts are normally \$25,000 or less that previously *were not* required to file returns will be required to submit an annual electronic notice, Form 990-N. This requirement applies to tax periods beginning after December 31, 2006.

#### **Please Note:**

- 1) The IRS website at [IRS.gov](http://IRS.gov), (under the Charities and Non-Profits section) is a great source for information.
  - 2) Clubs should be aware that these changes in IRS reporting, do not impact the requirement that each Club has to file a copy of its annual Tax return with the States Attorney General, in order to maintain its status as an approved charitable organization with the State of Minnesota.
3. Presents timely reports. [See Exhibits]
  4. Performs duties assigned by the President.

#### **RECORDING SECRETARY**

1. Records only official business, giving exact wording of motions, the name of the maker and whether motion is carried or lost (See Exhibits).
2. Retains all official reports, which become a part of the Secretary's minutes as exhibits.
3. Reads all correspondence to the members at business sessions. Alternatively, correspondence may be summarized but the actual correspondence should be available for the membership to review.
4. Has minutes of previous meetings available at all official Club meetings.
5. Performs duties assigned by the President.

## ***CLUB COMMITTEE CHAIRS/APPOINTEES***

These duties are in addition to those in the Club Bylaws determined to be necessary to carry out the Club's program, either as specified by the Club Bylaws, State Bylaws, Handbook, or by custom in the Club.

### **DUTIES OF ALL CLUB COMMITTEE CHAIRS/APPOINTEES**

1. Review and study carefully the State program aids and suggestions as they are received. These materials must be shared with any Committee members.
2. Distribute promptly all materials received at State meetings to committee members or the entire Club.
3. Keep in close contact with other committee appointees during the Club year, assisting and coordinating the Club programs.
4. Be responsible for regular reports being sent promptly as required by the State Appointees.
5. Forward to successor all records and information pertinent to the position in a timely manner.

NOTE: In some Clubs it may be desirable to combine duties under a different position than suggested below. Though none are specifically required, it is recommended that the Club consider having many, if not all, of the following Committee Appointees:

#### **AUDIT**

Audit the Club's receipts and disbursements, including any special funds. (See page 17 for auditing procedures.)

#### **BYLAWS**

1. Adjust Club Bylaws to conform to State Bylaws.
2. Review proposed amendments to the Club Bylaws. See that they conform to the State Bylaws and present to the Club for vote.
3. Upon acceptance by the Club, send the revised bylaws to the State Bylaws Appointee for review and approval.
4. Provide each member access to the Club and State Bylaws.

#### **FINANCE**

See Local Bylaws for responsibilities. [Consider State Finance Appointee responsibilities on p. 18.]

#### **HISTORIAN**

Prepare a concise history of the Club for the current year for the permanent record for the Club. Send a copy to the State Historian by June 1 (See Exhibits).

#### **LEGISLATION**

1. Keep Club members informed of current and proposed legislative issues on the Club and State levels.
2. Solicit input from members on the proposed State Legislative Platform.
3. Encourage members to participate in the legislative process by communicating with elected officials.

#### **MEMBERSHIP**

1. Promote, expand, and orient membership.
2. Inform appropriate Officers and Committee Chairs/Appointees of new members.

### **NEWSLETTER EDITOR**

Be responsible for the issuance and distribution of a monthly Club newsletter. The distribution should include the Club members, State Officers and State Appointees. Club policy will determine any additional distribution, such as the Public Library, other organizations, and other Club Presidents.

### **PARLIAMENTARIAN** (See Parliamentary Procedure Exhibit)

1. Be well acquainted with Robert's Rules of Order, Newly Revised.
2. Be available to assist with bylaw revisions and interpretations, and business meeting procedures.
3. Be prepared to conduct information sessions within the membership as a program feature, as requested by the President or Program Appointee.

### **PROGRAM**

1. Coordinates the Club programs for the year.
2. Encourage utilization of State member talent for Club programs.
3. Send notes of appreciation to Club Speakers.

### **PUBLIC RELATIONS**

1. Publicize local activities and members' accomplishments and events.
2. Inform State of significant upcoming events.

## ***THE STATE ORGANIZATION***

Minnesota Business Women is incorporated under the Laws of the State of Minnesota.

**PURPOSE:** This corporation is organized for the purpose of promoting and elevating the status of women in business and professions.

### **STATE EXECUTIVE COMMITTEE**      *(See State Bylaws, Article XI, Section 2, for additional duties.)*

The Executive Committee is comprised of the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Parliamentarian and Administrative Assistant. (The Parliamentarian and Administrative Assistant do not have a vote.)

The Executive Committee shall have authority to establish the registration fee for all State meetings based on estimated costs as submitted by the Meetings Planner.

## ***STATE OFFICERS***

*(See State Bylaws, Article X)*

### **DUTIES COMMON TO ALL STATE OFFICERS**

1. Prepare an annual written report for Annual Meeting to be inserted in the packet.
2. Communications and letters sent by each State Officer should be shared with the other officers as appropriate to keep them informed at all times. Copies of all correspondence should go to the State President.
3. Prepare and forward within two weeks of the event, an expense voucher for travel and other expenses. This voucher with receipts attached to be forwarded to the State Finance Appointee (See "Reimbursement Policy" at the end of this section).
4. Make budget recommendations for the next year, if any, to the State Finance Appointee by February 1.
5. Conduct workshops when requested to do so.
6. Be available for speaking engagements. (NOTE: State Officers and Appointees may only request mileage and/or expenses for attendance at any MBW function which they attend in the capacity of their state position. However, if a State Officer or Appointee is invited to participate in a program, seminar, etc. in their professional capacity, then appropriate compensation may be paid.)
7. Provide State Editor with pertinent news articles and information of interest to working women especially those highlighting individual members and Club accomplishments.

### **PRESIDENT**

1. Appoints, subject to the approval of the Executive Committee:  
Administrative Assistant  
Parliamentarian  
Editor of State Publications  
Standing Committee Appointees  
Special Committee Appointees  
Task Forces as deemed necessary
2. Plans the Annual Meeting activities with the assistance of the State First VicePresident.
3. Prepares a message for each issue of the State Publication.
4. Reviews carefully and executes all documents binding upon the State organization.

5. Advises and instructs State Finance Appointee regarding expenditures, making sure only official expenditures are allowed.
6. Consults with the Parliamentarian when preparing the Agenda for all meetings of the Executive Committee, Special Meetings and Annual Meeting.
7. Prepares the budget for the ensuing year with the State First Vice President, current State Finance Appointee, incoming State Finance Appointee and the current Treasurer, and others as invited.
8. Is responsible for sending to the State Editor a copy of the official call and registration forms for the Annual Meeting, State Special Meetings and State Legislative Conferences for inclusion in the State publication issue just prior to the respective meeting. Refer to Bylaws, Article III Section 1(e) for Official Call requirements. (The registration form is the responsibility of the Meetings Planner.)
9. Is responsible for Clubs maintaining current Bylaws and delegates this responsibility to the State Bylaws Appointee.
10. Furnishes specific and detailed information on procedure to those members who will participate in any manner in State meetings.
11. Keeps the Executive Committee informed of State business at all times.
12. Represents the State at meetings of other organizations where such an appearance will be advantageous to MBW. If the President cannot attend, another officer shall be appointed to represent the State organization.
13. Visits as many Club meetings and special events as possible.
14. Presents the Charter, State Bylaws and the State Handbook to a new Club at their Charter Dinner.
15. Prepares a President's Newsletter periodically to update the members on items of interest (which could include updates, Club or member news that should be applauded, disbursement of information between meetings and/or *Minnesota Business Woman* publications, etc.).
16. Promotes and represents the State at regional meetings.
17. Consults with incoming State President regarding installation ceremony.

### **FIRST VICE PRESIDENT**

1. Specifies deadlines for receipt of packet material for all State meetings and publishes in state magazine with the State President's approval. Is responsible for collecting, packaging and distributing packet. (Distribution is delegated to registration committee.)
2. Assists the State President with the planning of activities for state meetings.
3. Consults the President of the Past State Presidents to determine if a Past State President's pin is to be ordered for the current President.
4. Presents a gavel, furnished by MBW to a new Club at that Club's Charter Dinner.

### **SECOND VICE PRESIDENT**

1. Distributes awards applications. Presides over and coordinates recognition ceremony at Annual Meeting.
2. Makes budget recommendations to Meetings Planner when special program awards or activities are planned.

## **TREASURER**

1. Instructs the Club Treasurers or Club representatives in methods of collecting and forwarding dues and fees for the State organization.
2. Files the annual tax statement before materials are turned over to the succeeding Treasurer. (*See Article XIII, Section 5*)
3. Prepares Treasurer's Reports for all state meetings and as requested by the State President or Finance Appointee.
4. Sends list of members to the Membership Appointee, and other persons designated by the State President.
5. Places all MBW funds in interest bearing accounts, with all interest allocated to the specific fund by which it was earned.
6. Transfers MBW funds to another bank, if necessary, with the approval of the Executive Committee.

## **RECORDING SECRETARY**

1. Forwards a copy of the minutes of the Annual Meeting, Special Meetings, and Executive Committee meetings to the Officers, Parliamentarian, Audit and Bylaws Appointee within two weeks following each meeting.
2. Provides a summary of minutes for the state meetings packets. [See EXHIBITS]
3. Forwards to the State Historian following the Annual Meeting, a record of all action taken for inclusion in the MBW history.
4. Maintains a record of attendance by roll call at State meetings
5. Receives two copies of all packet materials - one for inclusion in the official minutes, the other for the Recording Secretary information.
6. Files the updated State of Minnesota registration form with appropriate fees with the Minnesota Secretary of State.
7. Maintains current and two years prior records on site at all official meetings, with all information prior being turned over to the state historian.

## ***SPECIAL ELECTED POSITIONS & STANDING APPOINTMENTS***

### **DUTIES COMMON TO ALL SPECIAL ELECTED & STANDING APPOINTEE POSITIONS**

3. Make budget recommendations for the next year, if any, to the State Finance Appointee by February 1.
4. Conduct workshops when requested to do so.
5. Be available for speaking engagements. (NOTE: State Officers and Appointees may only accept mileage and/or expenses for attendance at any MBW function which they attend in the capacity of their state position. However, if a State Officer or Appointee is invited to participate in a program, seminar, etc. in their professional capacity, then appropriate compensation may be paid.)
6. Provide State Editor with pertinent news articles and information of interest to working women especially those highlighting individual members and Club accomplishments.
7. Keep the Executive Committee informed at all times.
8. Reviews reports from Clubs to determine that programs are in harmony with MBW mission. Action should be taken to assist Clubs with programs.
9. Prepare and forward within two weeks of the event, an expense voucher for travel and other expenses. This voucher, with receipts attached, to be forwarded to the State Finance Appointee (See "Reimbursement Policy" at the end of this section).
8. Prepare an annual written report for Annual Meeting (to be inserted in the packet).

### **NOMINATING CHAIR** *(See State Bylaws, Article VIII and Article IX)*

*(For details and procedures on candidates, see State Bylaws, Article VIII, Sections 2 and 3 and Article IX, Sections 2 and 3.)* Any member may be nominated who is qualified for any particular office, with the consent of that member.

1. Determines that the candidates do officially and publicly support the State Legislative Platform.
2. Determines that candidates fully support the MBW mission and will abide by the majority decisions of the membership as the result of action taken at the Annual Meeting. *(See "Statement of Ethics" under Introduction.)*
3. Presents all nominees to the Annual Meeting body at the time designated by the Executive Committee. Advises the Candidates of this procedure and the time limits of election speeches required of them.
4. Is responsible for forwarding picture and biographical data of all candidates to the Editor of the State Publication in time for the Annual Meeting issue.

**STATE AUDITOR** (See State Bylaws, Article XII, Section 4)

1. Attends and presents a report at State meetings when requested by the State President.
2. Audits the financial records of all State funds at the next State meeting following the close of each activity (i.e. special meetings, Legislative Conference, interim and fiscal year State funds, Annual Meeting, etc.). Plans for the Audit Committee to complete as much preliminary work as possible before the State meetings in order to expedite the Final Audit Report.

NOTE : The audit report of each fund shall be entered following the last figure on the finances being audited and shall be worded as follows:

“We have examined the figures for the \_\_\_\_\_ fund for the period starting \_\_\_\_\_ and ending \_\_\_\_\_, and hereby certify they are correctly stated.”

All committee members sign each audit report.

This statement shall be incorporated as part of the actual financial report, and made a part of the minutes of the meeting.

### **MBW AUDIT PROCEDURES**

1. Obtain copies of all state meetings and executive committee meeting minutes.
  - a. Review these minutes for any motions regarding the disbursement or the allocation of money between funds.
  - b. Trace the money referenced in 1.a. through the accounting records to be certain it was accounted for in accordance with the motion(s) passed.
2. Follow the process below:
  - a. Review the documentation for all disbursements to be certain that the appropriate receipts or other documentation was provided.
  - b. In the case of expense reports, review the reports to be certain they were signed by the authorized personnel
  - c. Review all disbursements to be certain the expense seems to be reasonable (i.e. if something seems out of the ordinary, question why the disbursement was made).
  - d. Review the bank reconciliations.
    - (1) Re-add the bank reconciliations.
    - (2) Trace all the checks listed as outstanding on the reconciliation to the following month's bank statement to see that they cleared the bank. This ensures that the checks were outstanding at the end of the month being audited.
    - (3) Review each canceled check to be sure it was signed by an authorized check signer(s).
    - (4) Trace the ending balance on the bank statement to the bank reconciliation to be certain the proper bank balance was used in the reconciliation.
    - (5) Trace any deposits in transit to the bank statement for the month following the one being audited to ensure the deposit cleared the bank in the two to three days following the end of the month being audited.
  - e. Trace all transfers between various funds (i.e. general fund, dedicated fund, etc.) to be certain that both sides of the funds transfers were recorded properly.
3. Trace the ending balances for all accounts (i.e. cash accounts, fund balances, expenses, etc.) from the accounting records to the treasurer's report for the end of the period being audited.
4. Discuss with the treasurer or other individual responsible for the funds, any discrepancies found to determine if further action is necessary.
5. Report any unresolved discrepancies to the Executive Committee immediately.

**STATE BYLAWS APPOINTEE** *(See State Bylaws Article XII, Section 5)*

1. Coordinates proposed amendments to the State Bylaws in accordance with the current State Bylaws.
2. Is responsible for a current record of all Club Bylaws.
3. Is responsible for Clubs keeping their Bylaws in conformity with the State Bylaws.
4. Makes copies of current Bylaws available.
5. Is responsible for changes to State Handbook.

**FINANCE APPOINTEE** *(See State Bylaws, Article XII, Section 6)*

1. Verifies and approves all expense vouchers in accordance with policies regarding expense and budget adopted at the Annual Meeting for the fiscal year. Promptly forwards all vouchers to the Treasurer for payment.
2. Prepares progress reports on the budget for review at all State meetings.
3. Makes recommendations to the Executive Committee for any needed budget adjustments as the year progresses.
4. Distributes, at the direction of the President, expense vouchers to all designated persons. (See Exhibits.)

**LEGISLATION APPOINTEE** *(See State Bylaws, Article XII, Section 7)*

1. Is cognizant of all State and Federal Legislation pertinent to the MBW mission and notifies Club Legislative Chairs for immediate action.
2. May coordinate plans for a State Legislative Conference. (See "Annual Legislative Conference" under Special Activities.)
3. Coordinates presentations by the State organization as necessary at the Legislature and related meetings.
4. May be expected to coordinate legislative efforts with other organizations.
5. Requests Club review State Legislative Platform; requests recommendations for changes be considered by Clubs for presentation to Annual Meeting for action.

**MEMBERSHIP APPOINTEE** *(See State Bylaws, Article XII, Section 8)*

1. Prepares and submits membership reports. Forward to all members of Executive committee.
2. Publishes announcements of new clubs and invitations to charter dinner in State Publication and/or ensures that special invitations are sent to all other clubs.
3. Promotes, expands, stabilizes, and orients membership.

## ***STATE SPECIAL APPOINTMENTS***

NOTE: Special Committees or Task Forces are appointed as needed.

When the President requests a Special Appointee to attend a State meeting, present a report, participate in a workshop or maintain a display or sales area, that Appointee may be reimbursed for total or partial expenses, as advised by the State President. The State President shall advise in advance of the meeting what compensation can be expected, according to the budget.

### **DUTIES COMMON TO ALL STATE SPECIAL APPOINTMENTS**

1. Makes budget recommendations for the next year, if any, to the State Finance Appointee by February 1.
2. Conducts workshops when requested to do so.
3. Be available for speaking engagements. (NOTE: State Officers and Appointees may only accept mileage and/or expenses for attendance at any MBW function which they attend in the capacity of their state position. However, if a State Officer or Appointee is invited to participate in a program, seminar, etc. in their professional capacity, then appropriate compensation may be paid.)
4. Provides State Editor with pertinent news articles and information of interest to working women especially those highlighting individual members and Club accomplishments.
5. Keeps the Executive Committee informed at all times.
6. Reviews reports from Clubs to determine that programs are in harmony with MBW mission. Action should be taken to assist Clubs with programs.
7. Prepares and forwards within two weeks of the event, an expense voucher for travel and other expenses. This voucher, with receipts attached, to be forwarded to the State Finance Appointee (See "Reimbursement Policy" at the end of this section).
8. Prepares an annual written report for Annual Meeting (to be inserted in the packet).

### **ADMINISTRATIVE ASSISTANT**

1. Conducts the correspondence of MBW under the direction of the State President.
2. Prepares display of all MBW correspondence in a book on a special table at State meetings. Prepares replies to correspondence as required by the State President.
3. Sends to all State Officers the names and addresses of all Club Officers. Sends to the respective State Appointee the names and addresses of the corresponding Club Appointees, taking care to identify the proper Club since mailing addresses do not always correspond to a Club name. It is desirable to include office and residence telephone numbers.
4. Assists the President with the preparation and mailing of the Official Call.
5. Checks all meeting arrangements with the Meetings Planner. Makes sure all seating, placards, and flags, are in place for each function. Ensures all material has been distributed to the proper people at the right time. Prepares a floor plan for pages and doorkeepers for each State Meeting. (*See "State Convention" under State Meetings.*)
6. Obtains bids and makes quantity purchases of stationery as needed.
7. Provides storage space for these supplies and maintains an inventory of each kind of item in stock.
8. Performs other duties as assigned by the President.

## **DATABASE MANAGER**

1. Enters new member and renewing member data.

## **EDITOR OF THE STATE PUBLICATION**    *(See State Bylaws, Article XV)*

1. Works closely with the President on the content of articles to be included in the State Publication and the setting of deadlines for each issue of the publication. Also assigns responsibilities for articles to the appropriate members for each issue of the publication.
2. Is responsible for preparing the publication for printing.
3. May be asked to attend state meetings at the President's request.
4. Prepares an annual report for USPS which includes the name and location of the printer, cost of each issue, (specifying the cost of printing, pictures, and mailing), number of issues printed, identification of circulation detail by members, national distribution, paid subscriptions, complimentary subscriptions, etc., as well as identification of advertising revenue.
5. Maintains the Editor's file to include all copies of the Publication and USPS annual reports.
6. Provides the Recording Secretary with copies of the State Publication.
7. Maintains all required Second Class mailing permits with the U.S. Postal Service.
8. May work with an Advertising Manager to ensure that space is reserved in each issue for all ads sold for the publication.
9. Obtains the State Publication mailing list from the data base manager.

## **HISTORIAN**

1. Is responsible for securing the history of each Club on a year-to-year basis. (See Exhibits.)
2. Compiles a concise history of the State organization, including action taken at all state meetings as supplied by the Recording Secretary following State Meetings and from annual reports of officers and chairs following Annual Meeting.
3. Maintains a file of news items as provided by Clubs. Each Club should forward news items regarding appointments and activities in their communities involving members.
4. Encourages Clubs to maintain current histories of their activities on a year-to-year basis.
5. Receives two copies of all packet materials, one for inclusion in official history.
6. Transfers all materials to State Archives periodically.

## **MEETINGS PLANNER**

1. Is appointed by and acts under the direction of the State President. Accepts the requests of Clubs to Host state meetings, does preliminary research on those areas and forwards the requests with recommendation(s) to the President for approval by the Executive Committee for all State meetings.
2. Is an ex-officio member of all annual meeting committees.
3. Approves the Host Chair who appoints local chairs as required to handle information and hospitality, etc.
4. Appoints the Meetings Committee Treasurer. The duties of the Meetings Committee Treasurer shall be:
  - a. Collects the registration fee from those attending meetings, unless specifically exempted.
  - b. Prepares registration records for each attendee, indicating fee paid and identify meal functions each will attend.
  - c. Collects the specified amount for each meal reserved by each attendee.
  - d. Presents each registered attendee with an official meeting badge.
  - e. Compiles the reservations of meals by function and report totals to the Meetings Planner for input to catering departments.
  - f. Provides a final report of attendance, given by the Meetings Planner, which includes detail by meal function, at a time designated by the State presiding officer.
  - g. Turns over a copy of all Registration Records to the State Recording Secretary and State Historian when final accounting has been made.
  - h. Collects a late fee if applicable. The deadline date will be stated on the registration form. Whether or not a late fee should be collected will be established by the postmark date on the envelope. Registration shall be considered on time if the postmark is the same date as the deadline date or, if the postmark date is illegible, if the registration is received within three days of the deadline date.
  - i. Works with the host Club to appoint a committee to work with on-site registration and check-in.
5. Will report to the membership at intervals required by the meeting rules.

## **PARLIAMENTARIAN** *(See State Bylaws, Article XVI, Parliamentary Authority)*

<p>NOTE: The Parliamentarian is a non-voting position and is required to participate in all State meetings. The Parliamentarian may be invited to attend other meetings as requested by the President.</p>
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1. Assists the State President in preparation of agendas for all business sessions.
2. Serves as the principal advisor to all Officers and Appointees regarding meeting procedures, and preparation of complex motions and resolutions.
3. Acts as a consultant to the State Bylaws Appointee.
4. Assists with special assignments during Annual Meeting. *(See "Annual Meeting" under State Meetings.)*
5. Assists Nominating Chair in ensuring all candidates are eligible for state office.

## **TRAINING DIRECTOR**

1. Selects a qualified State Training Team.
2. May, for the purpose of initial leadership training for newly elected leaders:
  - a. Develop leadership training workshops for incoming Club Officers and Appointees and incoming State Appointees to be offered each year by the Training Team.
  - b. Conduct additional training as needed throughout the State upon request from State or Club Presidents or other officers or chairs.
3. Reports as requested to the State President.

## **WEB SITE MANAGER**

1. Makes or ensures necessary changes and updates are made to the website (such as, upcoming events, new forms, logo changes)
2. Communicates with the website vendor all changes to the website and database that cannot be implemented by MBW.
3. Ensures that invoices from the programming team are accurate and passes them along to the finance chair for payment.
4. Manages LinkedIn, Facebook, and/or other social networking pages for MBW.

## ***GENERAL INFORMATION ON STATE FINANCES***

### **INCOME**

Income of MBW is derived from membership dues, checking and savings accounts' interest, state publication advertising, special projects, etc.

Interest earned on dedicated funds accrues to that specific fund and is not a part of the annual revenue used for administrative purposes.

It is the policy of MBW to accept contributions, memorials, bequests and gifts from members or non-members who desire to further the mission of MBW. These gifts are placed in funds as indicated by the donors or, if no direction is specified, it will be determined at the Annual Meeting by the attendees how the money shall be used.

State Special Meetings, the Annual Meeting and Special State sponsored functions are to be self-supporting from the registration fee and convention dues from the Clubs. If there are excess funds remaining, they are returned to the State Treasurer.

### **BUDGET** *(See State Bylaws, Article XII, Section 6)*

The State Finance Appointee prepares the annual budget for presentation and approval at the annual Convention.

Recommendations for the annual budget from the State Officers and Appointees should be received by the Finance Appointee no later than February 1. The Finance Appointee will determine which recommendations should be included in the budget.

When compiling the budget for the coming fiscal year, the Finance Appointee should estimate revenue only from dues based on no more than the current year-end membership.

Revolving funds, such as those advanced for Meetings, are continuing funds passed on from one Appointee to the next or returned each year-end to the State Treasurer. These revolving funds are treated as "in and out" entries by the State Treasurer and should not be included in the annual budget. They are a continuing part of our assets.

The Budget should include the following detail:

1. Travel is interpreted to mean transportation, lodging and official meals for Officers, certain Chairs and Appointees.
  - a. Transportation includes bus, train, airplane or automobile. Actual mileage is paid at the current charitable rate as set by the federal government. Mileage allowance should include parking fees. If automobile travel is shared with other persons, the mileage is a prorated expense.
  - b. Lodging is based on a shared room, with someone of the Officer's or Appointee's own choosing. If, for some reason, a room is not shared, then only 50% of the rate may be submitted as MBW expense.
  - c. Meals include only those official meals as listed on reservation forms for the Official Calls of State Meetings. Meals en route to a meeting are not considered MBW expense (the rationale here is that function meals are usually more costly than our daily fare, and as such, should be reimbursed).
2. Cost of the Past President's Pin for the outgoing President.
3. Any other item the Finance Appointee believes to be an official expense.

## REIMBURSEMENT POLICY

**To qualify for reimbursement of certain expenses, within the budgeted amounts, each Officer or other elected official or Chair or Appointee must attend all meetings and workshops, answer all roll calls, and remain until the entire session is adjourned.**

Not all Chairs and Appointees are required to participate at every meeting and consequently should not be compensated for their expense. The President should make commitments, in advance, if compensation is to be paid. *The Chairs and Appointees not conforming with the President's instructions will not be reimbursed.*

### **1. GUIDELINES FOR PAYMENT OF EXPENSES FOR STATE OFFICERS, APPOINTEES, CHAIRS AND SPECIAL APPOINTMENTS**

- a. Percent of reimbursement of expenses will be recommended by the Finance Appointee and approved at the Annual Meeting.
- b. Mileage will be paid at the current charitable rate as set by the federal government per mile on a shared basis, if possible.
- c. Lodging based on room shared with at least one other person. If more persons share a room, the expense will be pro-rated accordingly.
- d. Official meals arranged for or provided by MBW.
- e. The registration fee is not a reimbursable item with the exception of the executive committee.
- f. Printing, postage and award expenses must be authorized by the State President before they are incurred and will be reimbursed as authorized.
- g. Expenses paid only if requested by the State President to give an oral report at a State Meeting, or be present at a State Meeting.

### **2. MEMBERS OTHER THAN STATE COMMITTEE CHAIRS & APPOINTEES**

- a. Members other than State Chairs/Appointees conducting a program or workshop at State Meetings may be paid a reasonable fee based on money available. Such fee to be set by the Executive Committee at time of request to serve in said capacity.

### **3. PAYMENT REQUIREMENTS**

- a. Vouchers must be submitted to the State Finance Appointee within two weeks after State Meetings.
- b. Proof of lodging and meal expense must be attached to the voucher.

### **EXPENSE VOUCHER**

An Official Expense Voucher (See Exhibits), is provided for each Officer, Chair and Appointee eligible to claim reimbursement of expense for each State meeting. The forms are distributed by the Finance Appointee or their designee. The President will determine which Officers, Chairs and Appointees should receive the forms and advise the Finance Appointee prior to the session.

The Finance Appointee supervises all expenditures and has final approval of all voucher expenses submitted by Officers, Chairs and Appointees, following approval and authorization of the President.

**OFFICIAL STATE PUBLICATION**  
(See State Bylaws, Article XV, Section 4)

MBW shall publish an official State Publication at intervals determined by the state Executive Committee. The purpose of this publication is to communicate with all members.

**ADVERTISING POLICY**

1. The President may appoint an Advertising Manager for the publication.
2. Advertisements are accepted by the Advertising Manager or Editor. If necessary, that person will consult with the State President to determine the acceptability of ads.
3. Products and services advertised do not necessarily carry the MBW endorsement.
4. Advertisements will not be accepted for alcoholic beverages, tobacco products or any other product or service which, in the opinion of the Advertising Manager/Editor and the State President, does not meet the standards of MBW and the publication.
5. Advertising rates will be set by the State Editor with the approval of the State Executive Committee. Rates should be set to ensure that they pay for the cost of the ad space and provide additional money to subsidize the cost of the publication.
6. Revenue derived from advertising is used to help defray the cost of the publication.
7. A commission of 20% of advertising revenues will be paid to the Advertising Manager or Editor. If ads are sold by a club independently of the efforts of the Advertising Manager or Editor, the commission should be paid to that Club.
8. Ads for state activities and all others as approved by the State President will be placed in the Publication at no charge.

**REPRINT POLICY**

1. Photos printed in the publication must carry the name of the photographer, if taken by a professional photographer.
2. Permission must be obtained from the State Executive Committee and from the author for the reprinting of a signed article appearing in the publication. When the article is printed, it must include a credit to the state (i.e. "reprinted with the permission of the Minnesota Business Women").

**STATE MEETING NOTICES**

1. The Publication preceding a state meeting shall contain the following information for that meeting:
  - a. A copy of the official call to the meeting provided by the State President. (The official call to meetings is mailed separately from the publication.)
  - b. A tentative agenda for the meeting, also provided by the State President.
  - c. A registration form containing information for registration fees, official meals, and lodging information. This information shall be provided by the Meetings Planner.

**NEWS**

1. The Editor shall work with the State President to determine the general contents of each issue of the Publication.
2. The Editor shall assign the news to various people in order to get the desired information for the Publication.
3. The Editor shall also encourage Clubs to send articles of interest, and should scan the club newsletters to look for articles that should be shared in the Publication.
4. The Editor is responsible for making the final selection of articles to be printed in the Publication based on newsworthiness and space considerations. The Editor also has the responsibility to edit articles for space and clarity.

## ***PROCEDURES AND GUIDELINES FOR USE OF MBW MAILING LIST***

1. The firm/association desiring to utilize the MBW membership mailing list shall be screened by the Executive Committee of MBW as to the worthiness of their solicitation. The Executive Committee may approve the mailing by mail or phone. Those using the mailing list should be in agreement with the goals and mission of MBW and the State Legislative Platform. Advertising of products offensive to women, as determined by the Executive Committee, will not be allowed.
2. The cost shall be 25 cents per name and address if the entire list is purchased. If the firm/association wishes to send their materials only to the leadership list, the cost will be 30 cents per name and address. If another breakdown of the membership mailing list is requested (such as certain regions of the state), then the cost will be 30 cents per name and address. These amounts are subject to change by the Executive Committee.
3. All costs shall be born by the firm/association. This includes printing of the advertising, printing of the mailing labels, labor, processing, postage, and any other costs.
4. The mailing list shall be run off on self-adhesive labels, and reproduced only upon the authorization of the Executive Committee. The labels will then be mailed directly to the mailing service who will be handling the entire mailing list.
5. A disinterested mailing service shall be used to process the mailing. **UNDER NO CIRCUMSTANCES WILL THE MAILING LIST OR LABELS BE GIVEN TO THE FIRM/ASSOCIATION.**
6. The fee received for the mailing list will be deposited in the current year income.

## ANNUAL MEETING SITES AND HOSTS

Organized - St. Paul	1920	Thief River Falls	1977
1st Convention Faribault	1921	Brooklyn Park (North Hennepin)	1978
Duluth	1922	St. Cloud	1979
Albert Lea	1923	Minneapolis	1980
St. Cloud	1924	Duluth	1981
Northfield	1925	Bloomington (No. Dakota County)	1982
Winona	1926	Willmar	1983
Virginia	1927	St. Paul	1984
Stillwater	1928	St. Louis Park (No. Metro)	1985
Owatonna	1929	Alexandria	1986
Hibbing	1930	Rochester	1987
Rochester	1931	Brainerd/Cragun's (District I)	1988
St. Paul	1932	St. Paul (District VIII)	1989
Crookston	1933	St. Louis Park	1990
Faribault	1934	Alexandria	1991
Virginia	1935	Austin	1992
St. Paul	1936	North Hennepin	1993
Duluth	1937	St. Cloud	1994
St. Cloud	1938	St. Paul	1995
Minneapolis	1939	Bemidji	1996
Hibbing	1940	St. Louis Park (Minneapolis)	1997
Winona	1941	Brainerd/Cragun's	1998
St. Paul	1942	St. Paul (Stillwater)	1999
Mankato	1943	Jackpot Junction (no host)	2000
Minneapolis	1944	Duluth (Executive Committee)	2001
Canceled	1945	Bloomington (Skyway)	2002
Faribault	1946	St. Cloud	2003
Duluth	1947	Fergus Falls	2004
St. Paul	1948	Minnetonka (Plym-Zata)	2005
Bemidji	1949	Alexandria	2006
Austin	1950	Fergus Falls	2007
Hibbing	1951	Lake Elmo (Stillwater)	2008
Rochester	1952	St. Cloud	2009
Virginia	1953	Brooklyn Park (North Hennepin)	2010
Winona	1954	Minnetonka (North Hennepin)	2011
Moorhead	1955	Grand Rapids (Grand Rapids)	2012
St. Cloud	1956		2013
Rochester	1957		2014
Duluth	1958		2015
St. Cloud	1959		2016
Faribault	1960		2017
Rochester (Austin)	1961		2018
Bemidji	1962		2019
Mankato	1963		2020
Virginia	1964		2021
Rochester	1965		2022
Hibbing	1966		2023
Duluth	1967		2024
St. Cloud	1968		2025
Alexandria	1969		2026
St. Paul	1970		2027
Austin	1971		2028
Bemidji	1972		2029
Duluth	1973		
Minneapolis	1974		
Virginia	1975		
Mankato	1976		

**STATE MEETINGS**  
*(See State Bylaws, Articles XIII & XIV)*

**MEETING BIDS**

Invitations for Meetings shall be submitted to the Meetings Planner two years before the year of the meeting. The two year advance scheduling is a minimum and invitations may be offered further in advance. This is most desirable because of the advance bookings of hotels for conferences. Many hotels have bookings as far as five years in advance.

**GUIDELINE FOR SELECTION OF SITE**

The site chosen for the Meetings shall be one that can be easily reached from the various Clubs' locations in Minnesota.

**GENERAL REQUIREMENTS OF FACILITY**

1. General Sessions
  - a. Sufficient seating capacity. The meeting hall shall remain set up for all business sessions. (24 hour hold on room)
  - b. Public address system.
  - c. Skirted table for minimum of ten in front of meeting hall, elevated, and equipped with lectern, microphone, water, glasses and other items as requested.
  - d. Facilities for showing audio-visual materials, electrical outlets, projector and screen, TV/VCR, phone lines for computer hook up as needed.
  - e. United States flag and Minnesota State flag on display.
  - f. Handicapped accessibility.
2. Group Meetings or Workshops (if requested by the President): rooms or space, if needed
3. Ample space for on-site registration.
4. Display Space: A large room, or space, near the meeting room, is desirable for display purposes and the sale of items that individuals and/or Clubs may have for sale. The room or space should be secure.
5. If the meeting room is not in the hotel, suitable parking arrangements for the members are to be made available; and, if necessary, private or public transportation arranged for members to be taken to and from respective lodgings.

**HOUSING REQUIREMENTS**

1. Lodging
  - a. Sufficient lodging (mostly women, although some members will be coming with guests and/or family).
  - b. If all cannot be housed under one roof in the same establishment as the meeting room, then details must be available on additional accommodations (i.e. distance from meeting room, mode of transportation and cost, if any, to and from lodgings and meeting room).
  - c. Suitable parking facilities at lodgings.
2. Special Lodging Requirements
  - a. If possible, Meetings Planner will negotiate a complimentary room for use by president.
  - b. Accommodations with handicapped accessibility.

**MEAL FACILITIES**

1. Meeting room and dining rooms shall be separate (because of delay in setting up for meals and then back to business session set-up).
2. Meeting room and dining rooms shall be conveniently accessible, in the same building if possible.
3. If official meals are to be held outside the headquarters hotel or meeting room, arrangements for transportation are to be made.
4. Small private dining rooms may be requested for break out groups.
5. For all scheduled meals, designated eating places shall have sufficient kitchen facilities and personnel to serve within the time limit agreed upon with the Meetings Planner.
6. Room service is desirable.

## ***GUIDELINES FOR MEETINGS***

### **MEETING SEATING**

1. The State President and Administrative Assistant shall develop a map of the floor plan for designated seating and provide copies for the pages.
2. The Executive Committee, Parliamentarian and the Administrative Assistant will be seated at a table on the platform facing the assembly. Their seats will be designated with placards showing their titles.

### **MEETING FINANCES**

1. The State Treasurer will transfer to the Meetings Committee Treasurer the full amount of convention dues (\$12.00 per Club) submitted by the Clubs during the current year. These dues are not returned to the State organization at the close of the convention.
2. A registration fee, established annually by the state Executive Committee, is collected from each member attending the Meeting. The amount of the registration fee is based on estimated costs as submitted by the Meetings Committee Treasurer. The registration fee applies to all members attending any session or social function of the Meeting. Non-members attending social functions will not be required to pay a registration fee in addition to the cost of the function. Members of the Club hosting a social event are not required to pay the registration fee to attend only their social event.
3. With the help of the funds identified in items 1 and 2 above, the Meeting should be self supporting. If necessary, MBW may be requested to provide additional funds. Meal costs to members must be adequate to cover the cost of the meal, gratuity and tax.
4. Excess funds, if any, are returned to the State Treasurer.
5. A Meeting budget shall be prepared by the Meetings Committee for approval by the State Executive Committee at least three months prior to the meeting date. (See duties of Meetings Committee Treasurer and Exhibits.)
6. The meeting budget should include provision for:
  - a. Speaker fees for guests approved by the executive committee.
  - b. Cost of printing the annual meeting program. Printing and contents are the responsibility of the President and First Vice President.
  - c. Meeting Hall rental, including chairs, tables, audio-visual equipment and the public address system, if necessary.

- d. Hotel expense and meals and other expenses incurred by the Meetings Planner.
  - e. Flowers, candles, or any props required for the annual meeting.
  - f. The reception for the newly elected State Officers (annual meeting) up to the stated amount.
  - g. Printing meal tickets, badges, special directional posters, packet contents and envelopes, and any other items directly associated with the annual meeting.
  - h. Fees for speakers and/or entertainment.
  - i. Any other items which should be considered an expense of the meeting.
7. Financial Reports
- a. The Meetings Committee Treasurer prepares interim reports to help the Meetings Planner in planning the progress of the Meeting.
  - b. The Meetings Committee Treasurer submits a final report at the next State meeting (See Exhibits.)
  - c. The excess funds from the meeting in the meetings account are turned over to the State Treasurer. If there is a deficit, the State Treasurer will replace the amount in the Meetings Committee account.

### **DUTIES OF THE HOST CLUB**

NOTE: All decisions pertaining to the meeting site, including meeting rooms and food, must go through the Meetings Planner.

1. Suggest to the Meetings Planner possible locations that may be suitable for the Meeting - hotels, conference centers, etc. (Meetings Planner will contact these properties and negotiate contracts, etc.).
2. Appoint a coordinator for the host activities for the host club
3. Suggest possible speakers (if requested by the State President ).
4. Assist with possible function for Friday night (if requested by the State President).
5. Extend an official invitation to the membership at the prior state meeting or in the state publication.
6. Act as hosts, providing greetings and assistance, and may also secure a public official to welcome the members.
7. Staff on-site registration.
8. May provide a Hospitality Room for members and guests.
9. Recruit members and provide a list from which the State President can appoint pages, tellers and doorkeepers. (May request assistance from other clubs.)
10. Collect tickets and direct people to all meal activities. Assist members in locating special seating, except assembly which is handled by the business session doorkeepers.
11. Accept directions from the State President on any other areas where she may need assistance.

## ***MEETING DETAILS***

### **DOORKEEPERS**

1. One or two doorkeepers shall be appointed by the State President.
2. They will be assigned to posts at all doorways leading into the Annual Meeting assembly halls for business sessions.
3. They will check badges and admit only those permitted to enter the Annual Meeting floor according to the standing rules.
4. They will be responsible for directing attendees to areas designated for them. Floor plans will be provided by State Administrative Assistant.

### **FLOOR TELLERS**

1. One or two floor tellers shall be appointed by the State President to serve the Annual Meeting at all business sessions.
2. The State Administrative Assistant will assign the tellers definite station areas throughout the meeting hall and shall assign definite areas of the voting delegation to each teller for counting votes.
3. The tellers count the rising vote or show-of-hand vote, as called for by the presiding officer. The count is entered to a tally as "number in favor" and "number opposed".
4. Each teller gives the tally to the State Administrative Assistant who records the results and presents them to the presiding officer.
5. The State Administrative Assistant will not assume the duty of actually counting votes.
6. The State Parliamentarian shall meet with tellers prior to the first business session to instruct them in the proper process of counting votes.
7. Floor tellers may be requested to assist with the distribution of material as required.

### **TIMEKEEPERS**

1. A timekeeper will be appointed by the State President.
2. Only one timekeeper will serve at a time--the President to assign intervals during the business sessions.
3. The timekeeper on duty will occupy a special space near the presiding officer and will be provided a stop-watch, or other timing device, and a gong.
4. Timekeeper will time reports and discussions according to the standing rules.
5. Timekeeper will alert the presiding officer of any infringements of time rules.
6. Timekeeper will watch the hour of special recesses for elections, meals and other timed functions of the sessions and keep the presiding officer informed.

### **PAGES**

1. A page will be appointed by the State President to serve during business sessions.
2. Special seating, facing the assembly, will be provided for each page.
3. Pages will have floor plans available from State Administrative Assistant.

4. Pages will pick up and deliver memos within the assembly hall.
5. Pages will have a supply of forms available for those wishing to present written motions.
6. Pages will assist with distribution of material as required.
7. Pages will accept messages from the doorkeepers and deliver to members.
8. Pages should be acquainted with MBW members and State procedures in order to carry out their duties quickly and efficiently.

#### **ANNUAL MEETING STANDING RULES**

1. The State Parliamentarian prepares the rules to govern the business meetings at the Annual Meeting. The Parliamentarian should consult with the Executive Committee in drafting the proposed Standing Rules of the Annual Meeting. (See EXHIBITS)
2. The Standing Rules will be distributed to all registered members. They may be printed in the official program; in this case, the proposed rules must be drafted well in advance of the annual meeting and forwarded to the State First Vice President to be printed in the program.
3. A voting member shall move for the adoption of the Standing Rules of the Convention.

#### **ANNUAL MEETING ELECTION COMMITTEE**

(If needed, will be appointed by the State President. For duties, see Exhibits)

### ***POLICY STATEMENT ON SALES AT STATE MEETINGS***

Clubs wishing to sell items or sell chances on items at State meetings shall:

1. Request space for selling on appropriate form made available by Meetings Planner.
2. Have prominently displayed on a card or poster how the money raised is to be used (YC, Scholarship, etc.).

NOTE: Money raised from special sales cannot be used for Club operating expenses unless such sales are limited to MBW members only. Proceeds from sales to the general public must be used for a special project, such as YC, Scholarships, etc. Tax-exempt non-profit organizations are not allowed to raise funds for Club operating expenses except through dues.

3. No sales to be permitted in the meeting room during business meetings or official activities.

#### **OUTSIDE VENDORS AT STATE MEETINGS**

Outside vendors who wish to sell items at state meetings shall:

1. Request space for selling on appropriate form made available by Meetings Planner.
2. Provide certificate of insurance.
3. Collect and submit to the State of Minnesota the appropriate sales taxes.
4. Post their sales tax number in a visible spot on their table.

#### **MEAL AND TABLE RENTAL REFUNDS**

Individuals who are registered for a meeting and not able to attend may:

1. Request refund from the meetings planner no later than seven days prior to the first day of the meeting to receive full refund of meal cost and/or table rental cost.
2. All other requests for refund of meal cost and/or table rental cost will be at the discretion of the executive committee.

## **PARLIAMENTARY PROCEDURES**

(State Bylaws Article XVI) (For additional information ... see Exhibits)

### **PARLIAMENTARY LAW - DEFINITION**

An accepted system of rules for conducting business in legislative and deliberative bodies based on the following principles:

- Justice and Equality to All
- Courtesy to All
- One Thing at a Time
- The Will of the Majority
- The Right of the Minority to be Heard
- Partiality to None

A knowledge of Parliamentary Procedures provides a means of arriving at an opinion of those present, accurately, impartially and in a minimum amount of time, and makes for the orderly transaction of business.

### **ORDER OF BUSINESS**

1. Call to Order
2. Reading and approval of the Minutes
3. Treasurer's Report
4. Communications and their disposal
5. Reports of Officers and Standing Committees
6. Reports of Special Committees
  - a. State what these are
7. Unfinished Business
  - a. State what it is
8. New Business
9. Adjournment
10. Program (Optional -- Program may be held before meeting.)

### **MAIN MOTION**

A Main Motion is a proposition that the assembly take action upon a certain subject; ALL motions MUST be stated in the affirmative. Progress of a motion is as follows:

1. Rise, address the Chair
2. Receive recognition
3. Make the motion (proper preface to motion: "I move \_\_\_\_\_")
4. Second the motion
5. Presiding Officer states the motion to the assembly
6. Discussion or debate
7. Put the question to a vote
8. Announce the vote and result

### **SUBSIDIARY MOTIONS**

Motions that are applied to other motions for the purpose of disposing of them in the best manner are called "subsidiary motions." (See Exhibits)

### **MOTION WITHDRAWAL**

A motion may be withdrawn by the maker at anytime BEFORE it is stated by the Chair. If it has been seconded, the seconding party must agree to the withdrawal. When a motion is withdrawn, the effect is the same as if it had never been made and the Secretary does not record the action. Once the motion has been stated by the Chair, it may not be withdrawn and must be voted upon.

## ***PROTOCOL & ETIQUETTE***

### **PROTOCOL IN MEETINGS**

It is the system that governs relative importance of office or persons.

It determines rank in speaking, location at a food function, reception line, speaker's table, recognition, and introduction.

It is courtesy extended to persons of prominence before and at meetings.

### **PROTOCOL IN SEATING FOR STATE MEETINGS**

The Presiding Officer is seated at the center of the speaker's table.

The guest of honor is seated at the right of the Presiding Officer.

The Program Chair or person who is to introduce the speaker is at the left of the Presiding Officer.

All other guests of honor are seated according to their importance (or rank) alternately on each side of the Presiding Officer.

Place cards should be used at all speaker's tables, unless there will be less than five (5) persons seated. Place cards may be plain or carry a crest or emblem. If cards are flat, they should be propped against a standing napkin or laid on a folded one. If double cards are used, they are centered above the place setting. First and last names are written in full, including special titles, such as Doctor, Professor or President.

The Presiding Officer is provided a list of the seating arrangement for ease in introductions.

### **PROTOCOL IN INTRODUCTIONS FROM THE SPEAKER'S TABLE**

Those of lowest rank are introduced first, going up on the line of seating to the top ranking guest. Finally announce your own name and title.

Those at the speaker's table may be introduced as they are seated, i.e., far left to center, then far right to center. Finally announce your own name and title.

Never skip introducing a guest seated at the speaker's table.

Introductions and presentations are two different courtesies. The Presiding Officer never refers to the speaker's table as the "Head Table", simply because "head" table implies "most important". Quite often many important persons are seated at tables in the audience only because they have no special part to play in the program. The Presiding Officer never says, "would like to introduce the speaker's table" for two reasons. First, if the Presiding Officer would like to, then why doesn't the Presiding Officer just go ahead and do it? Second, an inanimate, wooden, speaker's table doesn't make an interesting introduction!

The Presiding Officer should merely announce "Ladies and Gentlemen, (or Members and Guests) I'm proud to introduce (or present) our guests this evening" or "It's my pleasure to introduce (or present) our honored guests."

One INTRODUCES to the assembly any important guest with whom they are not acquainted and one PRESENTS to the assembly any important guest they should already know.

### **TIPS FOR TREATMENT OF GUEST SPEAKERS**

Guest speakers should be treated as you would treat a guest in your own home. Following are some guidelines:

**PRELIMINARY CONTACT** - When you invite a speaker, explain the following:

- Date, time and place of meeting (and notify of any changes),
- Kind of group and approximately how many to expect,
- What you want him, or her, to talk about, and for how long,
- The financial arrangements, if any,

**FOLLOW-UP** - If the speaker accepts, then be sure to:

- Ask for a Personal Data Sheet,
- Give him, or her, explicit directions about how to get there,
- Tell the speaker what kind of clothes people will be wearing,
- Also, indicate if a traveling companion is welcome.

### **MEETING NIGHT**

Have someone posted near the door to greet the speaker.

See that the speaker meets the President, Program Chair, etc.

Don't leave your guest at loose ends. Observe the courtesies due any guest in your home.

See that the facilities are proper: podium, light, freedom from outside noise or piped-in music, ventilation, etc. Detect, if you can, any menu restrictions - i.e., religious, medical.

Be sure both you and the speaker understand how long to talk.

If questions are to be asked from the floor, get agreement first from your speaker.

### **MAKING THE INTRODUCTION**

Be able to pronounce the speaker's name correctly.

If the speaker has a title, use the right one.

Don't make the speech for the speaker - omit history and ancestry. Give some relevant accomplishments that make it evident he, or she, knows the subject. Two minutes are ample for your entire introduction.

Find some other words to use besides "Without further ado," or "I give you," or "Our speaker needs no introduction".

### **OTHER EVENTS ON THE PROGRAM**

If you expect to conduct a lot of business, let the speaker speak first and be on his, or her, way before you take up your agenda.

If you have a long program of entertainment planned to precede your speaker, the best advice is "don't". It isn't fair to the speaker to tire the audience ahead of time.

### **AFTER THE SPEAKER HAS SPOKEN**

A few words of appreciation should be given by the Program Chair. You, as President, should also thank the speaker.

If there are questions from the floor, stand as a buffer between the questions and the speaker so that you can tactfully handle the speechmakers in the audience.

### **NEXT DAY**

A note of thanks and appreciation should be written to the speaker by the member who invited the speaker.

## ***PROTOCOL FOR VISITING MBW OFFICIALS***

### **INTRODUCTIONS**

Clubs should always introduce MBW officers and attendees.

Remember that new members and prospects are interested in knowing more about our organization and all members should have the opportunity to meet the officials.

Even though you might personally take Jane Jones rather casually because she is a member of your Club, if she has the honor of holding an office at the State level, don't leave her out of the introductions.

### ***TIPS FOR EFFECTIVE LEADERSHIP***

1. Open the sessions at the appointed time, with one tap of the gavel.
2. Announce the business in order.
3. Recognize members who are seeking to speak.
4. State and put to vote all motions regularly made, and announce the vote and the result of the vote.
5. Refuse to entertain frivolous motions.
6. Assist in expediting business.
7. Enforce order.
8. Decide Points of Order, unless the President prefers to submit them to the assembly for decision.
9. Sign all acts, orders, etc., necessary to carry out the will of the society.
10. Declare the session recessed to some other time and place in case of fire, or serious disturbance, when necessary.
11. Rise when putting a question to vote and announcing the result. The President may remain seated while stating the question but it is best to rise. Rise when giving reasons for a decision upon a Point of Order, or when speaking to an Appeal without calling anyone to the Chair.
12. Protect speakers in their right to speak. The President must not take and announce a vote, while a member is rising to address the Chair, for in so doing the vote is "null and void", and the member who had risen to speak at the time the vote was being taken, must be recognized. Also, members must not be interrupted while speaking, unless some rule of order or procedure is being violated.
13. The President may vote, when voting is by ballot or by yeas and nays, and may vote in all other cases where the vote would change the result (when vote is a tie, the question is lost, UNLESS the Chair casts a vote and makes it a majority. The Chair may vote to make it a tie.
14. Permit the Vice-President, Secretary, or the maker of the motion to put a question to vote which refers to the President alone, or which praises or condemns the President with others.
15. If the President wishes to vacate the Chair for any purpose, the First Vice President may be called (or whoever is designated in the Bylaws) to take the Chair; and if the President engages in debate upon a question, the President does not resume the Chair until that particular question is disposed of.

16. The President should know thoroughly the Bylaws of the Club and State organization.

17. Above all, maintain a courteous relationship between the assembly and the Chair.

#### **QUALITIES OF A GOOD PRESIDING OFFICER**

1. Ability to preside with dignity and poise, refraining from expressing opinions while in the chair.
2. Executive ability and the willpower to enforce with zeal the execution of the laws of the organization.
3. Parliamentary knowledge and power to enforce the use and practice of the same.
4. Courteous bearing; remember that in order to control others, first control self.
5. Absolute impartiality, for if there is even the appearance of being partisan, the presiding officer is apt to lose control of members of opposite views.

# ***SPECIAL FEDERATION ACTIVITIES***

## **INSTALLATION CEREMONY – [General]**

NOTE: Clubs may differ in the positions held – especially in Vice Presidents or having a President Elect instead of a Vice President. Adjust the script to fit your situation.

Installation is an opportunity for elected officers to publicly affirm their acceptance of their responsibilities, and for those who voted to confirm their selections and pledge their support to those elected.

First, will the officers who have served this past year please stand so that we may express our thanks for your efforts on our behalf. [APPLAUSE]

Now will the officers to be installed please come forward.

Your fellow members have given you their votes of confidence that you will fulfill the goals of this organization, and guide and direct this organization in the coming year. You will be our guides.

However, the officers do not CONTROL – they execute their duties and provide leadership. Working together in harmony will provide great success for each of you and for the \_\_\_\_\_ Business Women’s Club.

PLEASE STEP FORWARD as I call your name and position:

\_\_\_\_\_, elected Treasurer

You are the keeper of the financial activities and records. You must receive and disburse funds, and keep accurate records of all transactions. You must report the organization’s financial activities regularly and honestly. IF YOU ACCEPT THIS RESPONSIBILITY, SAY “I WILL.”

\_\_\_\_\_, elected Secretary

You keep the official record of the activities of this organization. You must keep accurate minutes of the business of the meetings and provide those minutes for approval/acceptance in a timely manner. You must also have available the past minutes for review of previous business conducted by this organization. You prepare the official record of the actions of this organization. IF YOU ACCEPT THIS RESPONSIBILITY, SAY “I WILL.”

\_\_\_\_\_, elected 2<sup>nd</sup> Vice President and Membership Chair

You guide the growth of our membership and awareness of value **in** each member and **to** each member in our organization. You must work with others to continue the growth and awareness of our membership in numbers and value. You must keep accurate records of our membership, provide information to prospective members, and keep current members informed and inspired to offer membership to others. IF YOU ACCEPT THIS RESPONSIBILITY, SAY “I WILL.”

\_\_\_\_\_, elected 1<sup>st</sup> Vice President and Program Chair

You will provide the vision and alertness to support the President and be prepared to step in for her when needed. You will also work with others to plan a year of programs to support the goals and mission of our organization. You must provide speakers with information and inform them of our needs and requirements. As our representative, you present a professional image to our guest presenters, and preside during the monthly programs. IF YOU ACCEPT THIS RESPONSIBILITY, SAY "I WILL."

\_\_\_\_\_, elected PRESIDENT

You will provide dynamic leadership and visibility. As our leader you will preside neutrally at our meetings, guiding us through the necessary business. You must also provide leadership in preparing others appointed and elected to do their jobs well. As our visible representative, you will contact others and attend state BPW meetings to promote our best interests. You are the leader in this year's \_\_\_\_\_ Business and Professional Women's organization. IF YOU ACCEPT THIS RESPONSIBILITY, SAY "I WILL."

To you, the members, – this is your opportunity to pledge your whole-hearted support and earnest assistance to these officers. IF YOU ACCEPT YOUR RESPONSIBILITIES, SAY "I WILL."

Thank you all for your efforts and support of the \_\_\_\_\_ Business Women's Club.

As your installing officer, I now declare these officers duly installed.

## ***LEGISLATIVE CONFERENCE***

The purpose of the Legislative Conference is to meet with elected officials and to educate our members on the various issues, specifically related to the State Legislative Platform.

In the past, the Conference has been held in numerous ways: held on alternating years to coincide with the Legislature's session, on a separate weekend, on a single day, on the Sunday after a meeting and in conjunction with a meeting. The conference can be held under whichever format is appropriate at the time.

The State Legislation Appointee works with the host club and Meetings Planner in organizing the Conference as far as facilities and speakers. The Legislation Appointee works with the State President and Executive Committee for topics to be discussed.

## ***MINNESOTA WOMEN'S CONSORTIUM***

The Minnesota Women's Consortium is an association of organizations and individuals committed to feminist goals not in conflict with those set out in the Houston Plan of Action, U.N. Decade of Women 1977. The common purpose is to achieve full equality for women. The Consortium works toward this goal by providing an effective method for member organizations to conduct outreach and cooperative activities with other member organizations; by serving as a clearinghouse for information about legislative, executive, judicial, media, and other activities relevant to women; and by providing a coordinated network for women and women's organizations in the state. The Consortium as an entity does not endorse specific legislation or individual candidates for public office, but that member organizations may undertake these activities according to their own priorities.

Business is conducted at regular meetings held the second Tuesday of each month and by a steering committee between meetings.

The Consortium sends out each week *The Capitol Bulletin* and *The Legislative Reporter*. The Greater Minnesota Edition is sent out each month containing information on events throughout Greater Minnesota. Each year the Consortium publishes the *Minnesota Women's Economic Action Plan*. This Plan is made up of individuals representing various groups through their weekly brown-bag lunches.

The State President and First Vice President shall serve as our delegate and alternate, respectively, or those persons appointed by the State President.

## ***WOMEN CANDIDATE DEVELOPMENT COALITION***

WCDC is a non-profit 501(c)(3) corporation formed for the purpose of educating pro-choice women to mount a successful candidacy for elective office. It was formed in 1986 by pro-choice women's groups in Minnesota: BPW, AAUW, NOW, League of Women Voters (State, Minneapolis, and St Paul organizations), DFL and IR Feminist Caucuses, MN Women's Political Caucus, MN Women's Campaign Fund and NARAL. Each founding member organization has a seat on the Board of Directors.

These founding organizations contribute annually to the operation of the Coalition according to their ability to pay. Additional funding comes from grants, contributions, and the annual Birthday Party fund-raising event. In addition, the member organizations serve as "talent scouts," identifying potential women candidates and publicizing the work of the Coalition. Business is conducted on the 3<sup>rd</sup> Thursday of the month (September to June).

The WCDC funds educational workshops and programs led by Executive Director Shirley Nelson that are presented in all areas of the state. Emphasis is placed on assisting women in local elections for school board, park department, city council, and county commissioner as well as state representative, state senator, and state-wide elected office.

The State President and First Vice President shall serve as our delegate and alternate, respectively, or a person appointed by the State President

## **EXHIBIT**

### ***CLUB RESPONSIBILITIES AND TIMELINE*** [adjust to meet your club's requirements]

*Purpose: Coordinate club activities with state programs.*

#### **RESPONSIBILITIES:**

##### State level

- Represent the club at state meetings and community events
  - If unable to attend, appoint a representative
- Report on club activities at state meetings and/or sent report for the magazine or packet
- Update club officer and meeting information to the state by June 1
- Forward relevant news items to the state magazine editor
- Submit awards applications to MBW for state convention
- Coordinate with the club treasurer to assure state insurance bond and fees are paid

##### Local level

- Conduct monthly meeting
  - Lead executive committee
  - Develop agendas for executive committee and monthly club meetings
  - Appoint Standing Committee chairs
  - Ensure a plan for club programs for the year (via Program Chair)
  - Appoint task forces or special committees as needed
  - Write a monthly message for the club newsletter
  - Forward state information to club members
- \*\*Additional areas to realize
- Review and understand club bylaws, then follow them
  - Ensure updates to club bylaws when needed (via Bylaws Chair)
  - Use appropriate parliamentary procedure for meetings (appoint parliamentarian?)
  - Serve as ex-officio member on all committees
  - Provide guidance to committee chairs as needed
  - Promote local members attendance at state meetings
  - Solicit nominations from membership for state positions
  - Seek community support for club programs and projects
  - Develop relationships with other women's organizations
  - Coordinate efforts with other local organizations
  - Seek guidance from MBW past state president mentor

## **EXHIBIT**

### **TIMELINES:**

#### Monthly

- Conduct monthly program meeting
- Conduct monthly executive committee meeting (as required in bylaws)
- Verify monthly meeting information is updated on the MBW website
- Write a message for the club newsletter

#### Annually

- Coordinate with the finance committee to create an annual budget (for member approval)
- Set goals for the new year
- Coordinate with the program chair to establish the monthly programs

#### As needed

- Submit to MBW as required club information, reports, and articles
- Send (Membership chair) thank you letters to meeting guests and speakers
- Send new member welcome letters
- Distribute state materials to appropriate club chairs as soon as received
- Send (Sunshine chair) birthday, sympathy, and congratulatory cards

#### Specific/special activities by month

##### JUNE: (or before)

- Review MBW Leadership Resources (share with club officers and chairs)
- Set goals for the new year
- Appoint committee chairs
- Submit to MBW club officers and committee chair information
- Ensure state dues and fees are submitted to MBW (club treasurer)
- Clarify responsibilities for club officers and chairs as needed
- Coordinate with officers and chairs on budget and on program plan

[For most months, conduct monthly program meeting and executive committee meeting.  
Note as needed: special events for your club such as fundraisers, recognitions dinners, holiday parties.  
Provide articles of your events to the state editor as appropriate.]

##### FEBRUARY

- Solicit nominations from the membership for state officer positions (MBW Nominations Chair)

##### MARCH

- Submit MBW awards application forms
- Coordinate with club nominations chair to solicit from members for club officer positions
- Plan for annual member recognition and induction program

##### APRIL

- Submit annual report to state First Vice President for State Convention packet
- Conduct election of club officers
- Ask new president for her choice of person to conduct the installation of officers
- Prepare for annual member recognition and induction program
- Set date for Transition Team meeting (outgoing officers and chairs pass on materials and information to their successors)

##### MAY

- Attend MBW state convention
- Distribute applicable state information to members (Report on Convention)
- Conduct member recognition and induction program
- Coordinate with new club president on Officer Installation Ceremony
- Conduct Transition Team meeting (passing on materials)
- Schedule annual program planning meeting
- Encourage timely dues payments from members (for June – May) for immediate submission to state treasurer.

## EXHIBIT

### Sample

## MINUTES

(See detailed format in Roberts Rules of Order, Newly Revised)

A meeting of the \_\_\_\_ Business Women's Club was held at the \_\_\_\_\_ on January 15, 20\_\_ at 7:00 p.m.

Jane Doe, President presided; Mae Roe, Secretary, recorded the minutes (*if the President is absent, then it should be noted that "Ellen Moe, Vice President, presided in the absence of the President," or if the Secretary is absent, then "in the absence of the Secretary, June Brown was appointed Secretary pro-tem"*).

*(Roll call may or may not be taken. If it is taken, the Secretary reads the roll.) The President inquires of the Parliamentarian if there is a quorum, then states to the assembly that a quorum is or is not present. (If roll call is taken, it is entered into the minutes by noting that "50 members responded to roll call"; or in the case of a small meeting, "all members but Miss Black responded to roll call," or "The president declared a quorum.")*

The Treasurer's report was read and filed for audit (See Exhibit A\*).

The Corresponding Secretary read the following letters: (1) Erma Brusso, Director of BPW/USA stressing the action taken at Convention to raise \$250,000 to ratify the ERA. These funds to be raised by \$2 per member contributions (Exhibit B\*).

Reports were given by the chair of Program, Membership, Legislation, Finance, and Bylaw's Committees (See Exhibits D through I\*).

A motion was made by Sue Green to sponsor a Women of Achievement Dinner in early spring. The motion was seconded. Debate followed. The motion was adopted.

or

A motion was made by Mae White to amend the motion by striking "in early spring" and inserting "May 1, 20\_\_." The motion was seconded. Debate followed. The motion to amend was adopted. The motion as amended was discussed and voted on. Motion adopted.

or

A motion was made by Grace Blue to contribute \$100 to the Heritage Homes, seconded. Debate followed. The motion was defeated.

or

It was moved, seconded and carried to participate in the Community Day Parade.

*(Note: No detail of discussion is noted unless requested by this organization; no opinion of the Secretary is entered.)*

The membership committee recommended having a membership drive in February, May Lee moved to accept the recommendation, seconded. Debate followed, motion was defeated.

Meeting adjourned at 9:15 p.m.

*If there is a program, the name of the speaker and/or topic of the program may be recorded. No effort should be made to summarize the remarks or the program.*

Mary Roe, Recording Secretary  
or June Brown, Secretary Pro-tem

*(Note: Minutes are not reports, therefore they are not signed "respectfully submitted." Minutes are signed with the name of the recorder and her office.)*

*\*Exhibits referred to above should be attached to the pertinent minutes.*

**EXHIBIT**

**SAMPLE TREASURER'S MONTHLY REPORT**

ABC Business Women  
Treasurer's Report  
September 15 – October 15, 2010

**CHECKING ACCOUNT**

<b>BALANCE ON HAND 9/15/2010</b>			<b>\$ 1450.00</b>
<b>INCOME</b>			
8/15	Deposit member dues (from state) (5@\$20)	\$ 100.00	
8/24	DEP Candy fundraiser	420.00	
9/3	DEP Book Fair	<u>265.00</u>	
	TOTAL	\$ 785.00	
<b>TOTAL INCOME</b>			<b>\$ 2235.00</b>
<b>EXPENSES</b>			
Ck # 1215	Book Fair Company	\$ 120.00	
Ck # 1216	Jan Cedar for office supplies	28.40	
Ck # 1217	Mary Birch for hospitality	18.60	
Ck # 1218	Candy Company, balance due	140.00	
Ck # 1219	VOID	0.00	
10/10	Transfer to Savings	<u>500.00</u>	
	TOTAL	\$ 807.00	
<b>TOTAL EXPENSE</b>			<b>\$ 807.00</b>
<b>BALANCE ON HAND 10/15/2010</b>			<b>\$ 1428.00</b>

**SAVINGS ACCOUNT** [or CD, if you have one]

<b>BALANCE ON HAND 9/15/2010</b>			<b>\$ 828.34</b>
9/30	DEP Interest		4.14
10/10	DEP Transfer from checking	500.00	
	Withdrawals	<u>0.00</u>	
<b>BALANCE ON HAND 10/15/2010</b>			<b>\$ 1332.48</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT**

SAMPLE BUDGET PROGRESS REPORT (usually done quarterly)

**ABC Business Women  
Budget Progress Report  
September 15, 2010**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>
Club Dues (@ \$20/member)	400.00	240.00	160.00
Candy Fundraiser	500.00	90.00	410.00
Book Fair Fundraiser	500.00	135.00	365.00
Silent Auction	300.00	0.00	300.00
<b>TOTAL INCOME:</b>	<b>1700.00</b>	<b>465.00</b>	<b>1235.00</b>
<b>EXPENSES</b>			
Administrative			
Supplies	50.00	62.00	(28.00)
Treasurer's Bond	20.00	20.00	0.00
State Convention dues	12.00	12.00	0.00
Website	30.00	30.00	0.00
Officers/Committees			
State Meetings attendance	150.00	0.00	150.00
Membership	50.00	10.00	40.00
Membership Drive Event	100.00	20.00	80.00
Speaker meals and gifts	150.00	48.00	102.00
Community Memberships			
Chamber of Commerce, Anytown	30.00	30.00	0.00
Business Association of Anytown, USA	50.00	50.00	0.00
Scholarships (2 @ \$500) {NHCC and Herzing last year}	1000.00	0.00	1000.00
*Contingency (OR Miscellaneous OR Discretionary) Fund	58.00	0.00	58.00
<b>TOTAL EXPENSES:</b>	<b>1700.00</b>	<b>282.00</b>	<b>1418.00</b>

Submitted by \_\_\_\_\_, Treasurer (or Finance Chair) Date \_\_\_\_\_

**NOTES:**

\*Contingency is used to balance the budget; it may be used if a budgeted amount is insufficient a new expense item unexpectedly occurs. For example, this would allow for covering the expense over the budgeted amount in supplies above.

This report may be done by a Finance Chair if you have one, or by the treasurer.

Budgets may be changed if the membership approves the changes.

Budgets are best estimates based on expectations, history, and logic.

Calculate anticipated Expenses, then determine how you will fund (Income) them.

The grid lines are not required.

**EXHIBIT**

MOTION FORM FOR MINNESOTA BUSINESS WOMEN

Meeting of \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_

I move that:

Passed \_\_\_\_\_ Signed by \_\_\_\_\_  
\_\_\_\_\_

Lost \_\_\_\_\_ Club \_\_\_\_\_

Tabled \_\_\_\_\_ Seconded by \_\_\_\_\_

Amended (See No. ) \_\_\_\_\_ Club \_\_\_\_\_

In Triplicate ... White - Recording Secretary, Yellow - President, Pink - Maker of the Motion

**EXHIBIT**

**REPORT OF DECEASED MEMBERS**

Name of Deceased \_\_\_\_\_

Club belonged to: \_\_\_\_\_

MBW Offices held: \_\_\_\_\_

Number of Years in MBW: \_\_\_\_\_ Date of Death \_\_\_\_\_

Occupation \_\_\_\_\_

Community and civic involvement \_\_\_\_\_

Awards received \_\_\_\_\_

\_\_\_\_\_

Additional Comments:

Please file reports on a timely basis so this important member does not get missed during the annual Memorial Service. File with the Current State President.

**EXHIBIT**

**CLUB HISTORIAN ANNUAL REPORT** (2 pages) DUE: May 1, \_\_\_\_\_

Club \_\_\_\_\_ Annual Dues \_\_\_\_\_

Total # Members \_\_\_\_\_ New Members \_\_\_\_\_ Transfers \_\_\_\_\_ Students \_\_\_\_\_

LIST YOUR 20\_\_ - 20\_\_ Officers and Committee Chairs

President	1st VP/PE
2nd VP	Recording Secretary
Treasurer	Corresponding Secretary
Auditor	Bylaws
Finance	Historian
Legislation	Membership
Parliamentarian	Program
Public Relations	Scholarship
Other	

Tell about your NEWSLETTER: type, frequency mailed, editor, name of, distribution #, how financed, etc. Attach a Sample

Did your Club make a SCRAPBOOK of this MBW year? \_\_\_\_\_ Who was responsible for this project?

\_\_\_\_\_

PROGRAMS: List this year's Programs: type, subjects covered, presenter, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEETINGS: frequency, schedule/day, meals/cost, speaker's fees, location, displays, handouts, etc.

\_\_\_\_\_

\_\_\_\_\_

CONTRIBUTIONS other than scholarships: What purpose/event; Show amounts/How raised: Fund raisers, etc.

\_\_\_\_\_

\_\_\_\_\_

SCHOLARSHIP: Amount, Recipient, Screening process, Criteria \_\_\_\_\_

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NUMBER OF MEMBERS ATTENDING THE FOLLOWING MBW STATE MEETINGS

20\_\_ State Annual Meeting \_\_\_\_\_ 20\_\_ State Special Event  
\_\_\_\_\_

LIST NAME AND TITLE of members who hold State Office and/or Chair Positions.

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AWARDS GIVEN BY YOUR CLUB -- Woman of the Year/Achievement; Employer of the Year, etc.  
Give brief details. Names, monetary awards, plaques, location.

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Please use extra pages, if needed, and tell about your NEWS & MEDIA PUBLICITY, your average attendance at meetings, guests, state officer visits, co-sponsorship activities, special membership drives, holiday functions, career days, parades, etc.

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DUE: May 1, 20\_\_ Mail to: State Historian

**EXHIBIT**

**EXPENSE VOUCHER**

SEND TO: \_\_\_\_\_, MBW 20\_\_-20\_\_ State Finance Chair

Address: \_\_\_\_\_, \_\_\_\_\_, MN \_\_\_\_\_

For Meeting of \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

**TRAVEL EXPENSE** (actual cost):

Transportation: # miles \_\_\_\_\_ X \$0.14\*\* = \$ \_\_\_\_\_

Lodging: attach receipt (1/2 of regular sleeping room per approved night) \$ \_\_\_\_\_

Official meals: attach copy of registration form \$ \_\_\_\_\_

**TOTAL TRAVEL EXPENSE** \$ \_\_\_\_\_

**OTHER BUDGETED EXPENSE:** (Itemize & Describe)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL OTHER EXPENSE** \$ \_\_\_\_\_

**NET TOTAL** \$ \_\_\_\_\_

Dated \_\_\_\_\_ Signed \_\_\_\_\_

Please fill in above, attach paid bills, and send to the State Finance Chair within two weeks after attending a meeting or NO reimbursement will be approved.

\*\* Mileage will be paid at the current charitable rate as set by the federal government per mile on a shared basis, if possible

**APPROVAL AND DISBURSEMENT:**

Account Name	Account Number	Amount
_____	_____	_____
_____	_____	_____
_____	_____	TOTAL \$ _____

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_

PAID BY TREASURER: Check Number \_\_\_\_\_ Date \_\_\_\_\_

# EXHIBIT

SAMPLE

## SUMMARY MINUTES from the Minnesota Business Women, Inc. Executive Committee Meeting

\_\_\_\_\_, \_\_\_\_\_, Minnesota  
Saturday, February \_\_, 20\_\_

- The meeting was called to order by President \_\_\_\_\_ at 9:32 AM.

Present were President Paula Paulson, First Vice President Sally Smith, Second Vice President Stella Olson, Secretary Joan Johnson, Treasurer Cindy Carlson, Administrative Assistant Hilda Hall, Parliamentarian Rose Randal. Also attending: Auditor Mary Mason and Bylaws Chair TillyThomas.

A quorum was declared.

- Members of the Executive Committee reported on relevant activities since the last meeting. PE Sally identified her 2011/2012 appointees for Bylaws and Finance. Approved. Treasurer's report was presented and submitted for audit.
- State Auditor Mary presented the audit reports for the MBW Meetings checking account and the MBW state checking account which were approved for presentation at the annual meeting.
- Updated copies of the MBW state bylaws/handbook binders were distributed with instructions that they be brought to the Annual Meeting to be passed to successors; otherwise, there will be a \$10.00 replacement fee levied. The 20\_\_/20\_\_ Membership Directory was for sale at \$5.00 per copy.
- Nominating Chair Laura Lane sent the slate of officers for 2011/12 which were read by Secretary Joan.
- Bylaws appointee \_\_\_\_\_ presented three proposed Bylaws Amendments which will be presented to the Annual Meeting voting body. The Articles involved were: Article VII, Officers, Section 2; Article IX, Elections, Section 1; Article XIII, Annual Meeting, Section 3.
- President \_\_\_\_\_ adjourned the meeting at 8:58 PM.

[NOTE: These Summary Minutes will be posted on the state website.]

## **EXHIBIT**

### **MINNESOTA BUSINESS WOMEN, INC. ANNUAL MEETING STANDING RULES**

#### **VOTING BODY**

The voting body shall consist of the executive committee and all individuals who have paid a full convention registration fee and are members in good standing based on state membership records as of March 31 of the current year.

#### **ADMITTANCE TO ASSEMBLY HALL**

Official convention badges SHALL BE VISIBLE AT ALL TIMES. The Presiding Officer shall appoint doorkeepers whose duty shall be to admit to the business meetings only those wearing badges. This shall not apply to representatives of the News Media who shall have full access to the convention floor. Visitor seating shall be provided at the back of the room.

#### **ATTENDANCE**

The Recording Secretary shall take roll call each morning and a final registration count shall be given at the end of the convention by the Meetings Chair.

#### **MOTIONS**

All motions, except on matters of procedure, shall be written and signed by the maker and the seconder. The written motion shall be transmitted to the Presiding Officer by a page before action is taken on the motion. A motion may not be seconded by a member from the same local organization as the maker of the motion.

#### **DEBATE**

To ask for recognition from the Presiding Officer, a member must proceed to the nearest microphone and give her/his name and title or local organization. In debate, the speaker shall state whether speaking in the affirmative or negative. No member shall speak in debate more than twice on the same question, on the same day, or longer than two minutes per speech, without permission of the convention body, granted by a two-thirds vote without debate.

#### **TIMEKEEPER**

A timekeeper shall be appointed by the Presiding Officer to serve at each meeting. It shall be the timekeeper's duty to indicate to each speaker a 30 second warning before the expiration of time allowed.

#### **FLOORTELLERS**

Appointed floortellers shall, when requested, count, tabulate and report rising votes. A record of the tabulated vote shall be entered in the minutes.

#### **NOMINATIONS**

Nominating speeches from the floor shall be limited to two minutes. There shall be no seconding speeches for nominations. After nominations are closed, each candidate shall be allowed to address the convention for TWO MINUTES.

#### **ELECTIONS**

Elections shall be by ballot unless there is but one candidate for an office and then election for that office may be viva voce (voice). The time for voting shall be Saturday, May 5, 2007, at 11:30 a.m.

A credentials report at 11:00 a.m. on Saturday, May 5, 2007, for election purposes, must be accepted by the convention body before the chairman of the Credentials Committee releases to the chairman of the Elections Committee, the complete list of those entitled to vote.

#### **NEW BUSINESS**

All new business that requires action by the convention body must be presented in writing to the Recording Secretary by 10:30 a.m. on Saturday, May 5, 2007, to be read to the convention body.

#### **APPROVAL OF MINUTES**

The minutes of the 2007 State Convention shall be approved by the 2007-2008 Executive Committee.

#### **PARLIAMENTARY PROCEDURE**

Robert's Rules of Order Newly Revised shall be the parliamentary authority. A two-thirds vote of the delegates voting is required to suspend, amend or add to these conventions rules.

Parliamentarian

## EXHIBIT

### STATE FILE OF BYLAWS AS OF \_\_\_\_\_

CLUB	DATE APPROVED	ACTION NEEDED
Benson	8/04	none
Detroit Lakes	Reviewing 9/05	Updates needed
Franklin	2/06	none
Glencoe	1/06	none
Marshall	Reviewing 9/05	Updates needed
Northfield	8/04	none
Ottertail	4/01	Send bylaws to bylaws chair
Soudan	8/04	none
Southview	1/06	none
Tower	Reviewing 2/06	Updates needed
Two Harbors	1/06	none
Worthington	4/05	none

**\*\*All bylaws dated prior to 20\_\_ must be submitted for review\*\***

Please submit two copies of your bylaws for review: one for the permanent state file, the other to be returned for your records.

"Review in process" indicates that final approval is not given to pending changes. Until the final copy is received and signed by the Bylaws Chair, your bylaws are not current.

**SEND 2 COPIES OF YOUR BYLAWS-NO MATTER HOW OLD-AND I WILL BE HAPPY TO MAKE SUGGESTED CHANGES AND RETURN THEM TO YOU.  
IF YOU CAN'T FIND A COPY, LET ME KNOW, I CAN HELP!!**

Bylaws Chair

## **EXHIBIT**

### **MBW State Packet Report Checklist Annual Meeting 20\_\_**

#### Executive Committee Reports:

- President
  - Agenda
  - Convention Evaluation Form
  - Acronyms / Collect
- First Vice President
- Second Vice President
- Recording Secretary
  - Summary Minutes –Executive Committee meetings
  - Action Items & Recommendations
- Treasurer
- Parliamentarian
  - Special Rules of Order
- Administrative Assistant (20\_\_-20\_\_)
- Administrative Assistant (20\_\_-20\_\_)
- Calendar of Events for next fiscal year
- Directory for next fiscal year

#### Committee Reports:

- Audit
- Bylaws
- Editor
- Finance
- Historian
- Legislation
  
- Meetings Planner
  - Special Event Finance Report
  - Annual Meeting Registration, Hotel/City Info & Tentative Agenda
- Membership
- Nominations
- and any other Special Committee reports

#### Immediate Past President's Report

#### Local Organization Reports:

**EXHIBIT**

**ROLL CALL 20\_\_ - 20\_\_**

	Special Meeting	Annual Meeting
<b>EXECUTIVE COMMITTEE</b>		
President	_____	_____
First Vice President	_____	_____
Second Vice President	_____	_____
Recording Secretary	_____	_____
Treasurer	_____	_____
Parliamentarian	_____	_____
Administrative Assistant	_____	_____
<b>STANDING APPOINTEES</b>		
Auditor	_____	_____
Bylaws	_____	_____
Finance	_____	_____
Legislation	_____	_____
Membership Development	_____	_____
<b>IMMEDIATE PAST STATE PRESIDENT</b>		
<b>SPECIAL APPOINTEES &amp; ELECTED</b>		
Editor	_____	_____
Historian	_____	_____
Meetings Planner	_____	_____
Webmaster	_____	_____
Women’s Candidate Dev. Coalition Rep.	_____	_____
Minnesota Women’s Consortium Rep.	_____	_____
<b>CLUB PRESIDENT OR REPRESENTATIVE</b>		
Bemidji	_____	_____
Dala of Mora	_____	_____
Fergus Falls	_____	_____
Grand Rapids	_____	_____
Mankato	_____	_____
North Hennepin	_____	_____
Owatonna	_____	_____
St. Cloud	_____	_____
St. Paul	_____	_____
Skyway of Minneapolis	_____	_____
Three Rivers	_____	_____
Willmar	_____	_____
<b>TOTAL</b>	_____	_____

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*The voting body shall consist of all individuals who have paid a full meeting registration fee and are a member in good standing.*

**EXHIBIT**

MINNESOTA BUSINESS WOMEN ANNUAL MEETING 20\_\_

**OFFICIAL BALLOT**

VOTE FOR ONE ONLY

PRESIDENT

Jane Olson \_\_\_\_\_  
\_\_\_\_\_

RECORDING SECRETARY:

Kelly Johnson \_\_\_\_\_  
\_\_\_\_\_

FIRST VICE PRESIDENT:

Sue Nelson \_\_\_\_\_  
\_\_\_\_\_

TREASURER:

Joan Larson \_\_\_\_\_  
\_\_\_\_\_

SECOND VICE PRESIDENT:

Gail Jacobson \_\_\_\_\_  
\_\_\_\_\_

STATE NOMINATING CHAIR:

Nancy Peterson \_\_\_\_\_  
\_\_\_\_\_

**CONVENTION ELECTION TALLY**

DATE \_\_\_\_\_

Final or Team No. \_\_\_\_\_

President  
{or any office where there is only 1 candidate)

# Accredited Voters \_\_\_\_\_

# Votes Cast \_\_\_\_\_

(Do Not Count Blanks)

# Invalid Votes \_\_\_\_\_

(Illegible)

Signed: \_\_\_\_\_

**EXHIBIT**

**CREDENTIALS REPORT**

Club Representation Registered 5/4/07

Bemidji Area	_____
Dala of Mora	_____
Fergus Falls	_____
Grand Rapids	_____
Mankato	_____
North Hennepin	_____
Owatonna	_____
St. Cloud	_____
St. Paul	_____
Skyway of Minneapolis	_____
Three Rivers	_____
Willmar Area	_____
<b>Total Voting Strength</b>	_____

STATE VOTING STRENGTH	Registered First Report
State Officers	_____
Appointments / Committee Chairs / Special Elected	_____
Past State Presidents	_____
Club Presidents/Representatives	_____
Other members in good standing attending	_____
<b>TOTAL VOTING STRENGTH</b>	_____

The voting body shall consist of: the executive committee and all individuals who have paid a full convention registration fee and are members in good standing based on state membership records as of March 31st of the current year.

The quorum shall consist of one fourth of the voting members including: at least two members of the executive committee and representatives from at least one-third of the local organizations in the federation.

**EXHIBIT**  
**Sample**

**MEETING BUDGET**

Below is the meetings budget for the \_\_\_\_\_ meeting at \_\_\_\_\_.  
 The registration form for this meeting will be printed for inclusion in the \_\_\_\_\_ packet.

**The executive committee needs to vote on the following information underlined:**

Registration fee	<b>\$35</b>
Late fee	<b>\$10</b>
<b><u>Packet Only fee</u></b>	<b><u>\$15</u></b>
<b><u>Display Table rental fee [member]</u></b>	<b><u>\$35</u></b>
<b><u>Display Table rental fee [non-member]</u></b>	<b><u>\$50</u></b>

**Budget for \_\_\_\_\_ Meeting of MBW**

**Host:** \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_

	Estimated
Income:	
Registration (47/8 @ 35.00/.00)	1,645.00
Table Rental (11 @ 35 / 1 @ 50)	435.00
Meals	2,700.00
Total Income	<u>\$ 4,780.00</u>
Expenses:	
Meals	2,700.00
Room Rental	350.00
Vendor Table Rentals	200.00
Presidents Room for 2 nights	320.00
Packets/Envelopes/Mailing	300.00
Badges, etc.	50.00
Meetings Planner Expense	400.00
Speaker Expense	300.00
Equipment	100.00
Miscellaneous	60.00
Total Expenses	<u>\$ 4,780.00</u>

**If you have other expenses that you need to consider at this time, we would need to raise the registration fee to cover that amount prior to printing the registration forms.**

**EXHIBIT**

**MEETING REGISTRATION FORM**

**Minnesota Business Women Fall Meeting — September 25, 2010 — Grand Casino Hinckley  
Registration Form Due By Thursday, September 9, 2010**

**MAKE YOUR ROOM RESERVATIONS WITH:  
Grand Casino Hinckley**  
777 Lady Luck Drive • Hinckley, MN 55037  
PHONE: **1-800-468-3517** [press 2 for Hinckley Hotel]  
Standard [2 queen beds] – \$71.10 + tax  
"Minnesota Business Women block."  
**HOTEL DEADLINE: Friday, September 3, 2010**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Club \_\_\_\_\_

*Please check one or more of the following if you are attending the State Convention:*  
 Member . . . is this your 1st state meeting? \_\_\_\_\_  
 State Officer: \_\_\_\_\_  
 State Administrative Assistant (Year \_\_\_\_ / \_\_\_\_)  
 State Parliamentarian  
 Club President or \_\_\_\_\_ Club Representative  
 State Committee Chair: \_\_\_\_\_  
 Past State President (Year \_\_\_\_ / \_\_\_\_)  
 Guest or Speaker \_\_\_\_\_

REGISTRATION FEE: . . . . . \$ 35 \$ \_\_\_\_\_  
 I CANNOT ATTEND, SEND PACKET ONLY . . . . . \$ 15 \$ \_\_\_\_\_

**SATURDAY:**  
 Plated Country Style Breakfast - two freshly scrambled eggs, smoked bacon, and breakfast potatoes served with assorted breakfast breads, freshly brewed regular and decaffeinated coffee, and assorted teas. . . . \$ 13 \$ \_\_\_\_\_

Lunch Executive Deli Buffet - Fresh spinach with toasted sesame dressing, pasta salad, soup, sliced roast beef, breast of turkey, and hickory-smoked ham, assorted domestic cheeses, selection of breads, deli rolls, and condiments, relish tray, potato chips, assorted cookies and bars, freshly brewed regular and decaffeinated coffee and iced tea. . . . . \$ 20 \$ \_\_\_\_\_

LATE Registration Fee (AFTER THURSDAY SEPT. 9, 2010). \$ 10 \$ \_\_\_\_\_

*(PLEASE NOTE: Late registrations are not guaranteed availability of meals as count must be given early to the hotel.)*

**TOTAL ENCLOSED . . . . . \$ \_\_\_\_\_**

Check # \_\_\_\_\_

**MAIL CHECKS PAYABLE TO: MBW-Meetings • 57280 222nd St Austin, MN 55912-9172**  
 Contact: Days - 507-538-1663 oscarson.deborah@mayo.edu & Evenings - 507-433-6260 (Debbie Oscarson)

**EXHIBITOR REGISTRATION – MBW Fall Meeting — Form Due By September 9, 2010**

**INVITATION TO EXHIBITORS** — An opportunity to market products and/or services to professional and business women in Minnesota.

**EXHIBIT HOURS:** Saturday, September 25, 2010, 8:00 a.m. to 3:00 p.m. [hours subject to change]  
**EXHIBIT TABLE:** (one table and two chairs) **RATE: \$30.00 (MBW Members: \$27.00)**

Name \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_  
 Company \_\_\_\_\_ Check # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_

Description of Product or Display \_\_\_\_\_  
*Note: Room reservations are to be made directly with Grand Casino Hinckley 1-800-468-3517*

**PLEASE NOTE:** Exhibitors must have valid MN Tax ID Number and collect appropriate sales tax or display a tax exempt certificate. *With my signature below, I assume responsibility and liability for losses, damages, and/or claims arising out of injury to individuals or property during this conference.*  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**VENDORS AT BPW/MN MEETINGS**  
 Vendors who wish to sell items at MBW meetings shall:  
 1. Request space for selling on appropriate form made available by Meetings Planner.  
 2. Provide certificate of insurance.  
 3. Collect and submit to the State of Minnesota the appropriate sales taxes.  
 4. Post their sales tax number in a visible spot on their table.

**POLICY STATEMENT ON EXHIBIT RENTAL REFUNDS AT BPW/MN MEETINGS**  
 Vendors who are registered for a meeting and not able to attend may:  
 1. Request refund from the meetings planner no later than 7 days prior to the 1st day of the meeting to receive full refund of exhibit rental cost.  
 2. All other requests for refund of exhibit rental cost will be at the discretion of the executive committee.

**EXHIBIT**

**MEETING REGISTRATION LIST**

**MBW Summer Meeting — Sheraton Mpls West — February 27-28, 2009**

Albert Lea  
0

Alexandria  
5 Lisa DeKrey .....VAYC candidate / First Timer  
Stacy James  
Lynn Grueneich .....Pay Equity  
Nancy Klepetka .....LOP  
Bev Stoeing

Bemidji  
3 Mindy Bowman .....Legislation  
Angela Bremer .....LOP  
E. Irene Theis .....LOP

Data of Mora  
1 Linda Laitala .....Parliamentarian

Fergus Falls  
5 Jane Geisinger .....Editor/Vice President  
Linda Hauge .....PSP / Membership  
Karen Howell .....PSP / Bylaws  
Mary Jo Igelstad .....Historian  
Erin Smith .....VAYC candidate / FIRST TIMER

Grand Rapids  
6 Faye Crane .....PSP/ Audit  
Paula Hritz-Ncbs .....PSP / Meetings Planner  
June Johnson .....PSP  
Barb Leining .....PSP  
Debbie Oscarson .....PSP  
Connie Swanson .....LOR

Mankato  
1 Diane Norland .....LOP

North Hennepin  
6 Judy Berry .....PSP  
Merton Home .....Treasurer  
Pattie Home  
Kate Malmon .....VAYC / AA 09-10  
Gina Smith .....LOP  
Patty Tanji .....President Elect

Owatonna  
1 Paula Rue

Plym-Zata  
4 Anne Andreasen .....PSP/Joint Dinner Representative  
Linda Chamley .....LOP  
Jan Klockmann  
Arlene Roehl .....PSP

St. Cloud  
3 Kimberly Giles .....JD  
Jaci Olson .....PRESIDENT  
Sharon Wilson .....LOP

St. Paul  
1 Connie Hill .....PSP / LOP

Skyway of Minneapolis  
5 Jan Anderson  
Beth Gibson Lilja .....PSP/Trng/Nom/Governance Taskforce  
Amy Glass .....First Timer  
Sue Kolar  
Nicole Knudtson .....VAYC candidate / First Timer

Stillwater  
1 Kathy DeLonais .....PSP

Three Rivers  
2 Shari Pikkaraine .....LOP  
Katherine Whelchel .....First Timer

Willmar  
1 Deb Solsrud .....LOP

45

**5 FIRST TIMERS**

30 Potential voting members of the BOD  
21 Registered voting members of the BOD  
the missing 9 are: RecSec, IPSP, Finance, PR, Albert Lea  
LOP, Fergus Falls LOP, Owatonna LOP, Skyway LOP &  
Stillwater LOP  
15 LO's with members registered

**GUESTS:**

Brianna Knudtson, Fergus Falls  
Lainne Knudtson, Fergus Falls

**Past State Presidents Registered: ✓**

13/232007-08 Holly Morey .....✓  
2006-07 Linda Hauge .....✓  
2005-06 Connie Hill .....✓  
2004-05 Anne Andreasen .....✓  
2003-04 Barb Leining .....✓  
2002-03 Beth Gibson Lilja .....✓  
2001-02 Kathy DeLonais .....✓  
2000-01 Sue Lehrer .....✓  
1998-99 Debbie Oscarson .....✓  
1997-98 Paula Hritz-Ncbs .....✓  
1996-97 Karen Howell .....✓  
1995-96 Arlene Roehl .....✓  
1994-95 Faye Crane .....✓  
1993-94 Pam DeMarce .....✓  
1992-93 E. Irene Theis .....✓  
1991-92 Linda Laitala .....✓  
1990-91 Joyce Humphreys .....✓  
1988-89 June Johnson .....✓  
1986-87 Judy Berry .....✓  
1982-83 Mary Reedy .....✓  
1977-78 Dorothy Hebert .....✓  
1972-73 Margaret Berg .....✓  
1969-70 Jule Ann Johnson .....✓

**PACKETS ONLY:**

Judy Mechura

**EXHIBITORS:**

Silpada Designs – Carol Dean  
Forward Thinking Woman – Jane Geisinger  
Lucille's Kitchen Garden – Amy Glass  
Blessings Unlimited – Lynn Gruenich  
Tastefully Simple – Pattie Home  
Self-published books – Mary Clare Lockman  
Whole Life Leadership – Diane Norland  
Youngevity - E. Irene Theis

**EXHIBIT**

**MEETING ON-SITE REGISTRATION LIST**

**Winter Meeting — Sheraton Minneapolis West — Feb. 27-28, 2009**

<u>Name / Club / State Position</u>	<u>Registration / Late Fee</u>	<u>Vendor</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>TOTAL</u>	
ANDERSON, Jan / Skyway of Minneapolis / Member	35		18	26		79	
ANDREASEN, Anne / Plym-Zata / PSP 04-05 / Joint Dinner Rep	35		18	26	40	119	
BERRY, Judy / North Hennepin / PSP 86-87	35			26		61	
BOWMAN, Mindy / Bemidji Area / Legislation	35			26		61	
BREMER, Angela / Bemidji / LO President	35			26		61	
CHARNLEY, Linda / Plym-Zata / LO President	35 / 10					45	
CRANE, Faye / Grand Rapids / PSP 94-95 / Audit	35		18	26		79	
DeKREY, Lisa / Alexandria / VAYC participant / First Timer	35		18	26	80	159	
DeLONAS, Kathy / Stillwater / PSP 01-02	35			26	40	101	
GEISINGER, Jane / Fergus Falls / MBW Editor / Vice President	N/A			26	40	66	
GIBSON LILJA / Beth / Skyway of Mpls / PSP 02-03 / Training/Task Force/Nom	35		18	26	40	119	
GILES, Kimberly / St. Cloud /ID	35		18	26		79	
GLASS, Amy / Skyway / First Timer	35					35	
GRUENEICH, Lynn / Alexandria / Equal Pay Day Coordinator	35 / 10					45	
HAUGE, Linda / Fergus Falls / PSP 06-07 / Membership	35		18	26	40	119	
HILL, Connie / St. Paul / PSP 05-06 / LO President / acting Rec. Sec.	N/A		18	26		44	
HRITZ-NOBS, Paula / Grand Rapids / PSP 97-98 / Meetings Planner	35		18			79	
HORNE, Merton / North Hennepin / Treasurer	N/A			52		52	
HORNE, Patricia / North Hennepin / Member	35			26		35	
HOWELL, Karen / Fergus Falls / PSP 96-97 / Bylaws	35		18	26	40	119	
IGELSTAD, Mary Jo / Fergus Falls / Historian	35		18	26	40	119	
JAMES, Stacy / Alexandria / First Timer	35			26	40	101	
JOHNSON, June / Grand Rapids / PSP 88-89	35		18	26		79	
KLEPETKA, Nancy / Alexandria / LO President	35			26	40	101	
KLOCKMANN, Jan / Plym-Zata / Member	35 / 10					70	
KNUDTSON, Nicole / Skyway / VAYC participant / First Timer	35			26	40	101	
KOLAR, Sue / Skyway of Mpls / Member	35			26		61	
LAITALA, Linda / Dala of Mora / PSP 91-92 / Parliamentarian	N/A		18	26	40	84	
LEINING, Barb / Grand Rapids / PSP 03-04	35		18	26		79	
LIESER, Gina / Willmar / Member	35 / 10		18	26		89	
MALMON, Kate / North Hennepin / VAYC / AA09/10	N/A			26	40	66	
MOREY, Holly / Stillwater / IPSP	35 / 10		18	26	40	129	
NORLAND, Diane / Mankato / Co-LO President	35 / 10		18	26		114	
OLSON, Jaci / St. Cloud / PRESIDENT	N/A		18	26	40	84	
OLSON, Katy / Fergus Falls / LO President	35 / 10			26		71	
OSCARSON, Debbie / Grand Rapids / PSP 98-99	35			26		61	
PASCUZZI, Gail / Skyway of Minneapolis / First Timer	35 / 10				45	61	
PIKKARAINEN, Shari / Three Rivers / LO President	35					35	
QUIMBY, Tauna / St. Cloud / YC Judge	N/A					-	
ROEHL, Arlene / Plym-Zata / PSP 95-96	35			26	40	101	
RUE, Paula / Owatonna / Member	35 / 10			26		71	
SMITH, Erin / Fergus Falls / VAYC participant / First Timer	35		18	26	40	75	
SMITH, Gina / North Hennepin / LO President	35			26	40	101	
ASMUS, Jule / Willmar / LO Representative	35			26	40	101	
STROEING, Bev / Alexandria / Member	35			26	40	101	
SWANSON, Beth / Plym-Zata / Member	35 / 10				45	45	
SWANSON, Connie / Grand Rapids / LO Representative	35			26		61	
SYMONS, Janet / Plym-Zata / Member	35 / 10		18	26	40	129	
TANJI, Patty / North Hennepin / PRESIDENT ELECT	N/A			26	40	66	
TAUNTON, Nicole / Willmar / YC candidate / First Timer	35 / 10		18	26		89	
THEIS, E. Irene / Bemidji / PSP 92-93	35			26		61	
WHELCHER, Katherine / Three Rivers / First Timer	35			26		61	
WILSON, Sharon / St. Cloud / LO President	35			26	40	101	
<b>53</b>							
KNUDTSON, Brianna / Fergus Falls guest	35			26	40	101	
KNUDTSON, Laine / Fergus Falls guest	35			26	40	101	
<b>PACKETS ONLY: MECHURA, Judy / Bemidji / Member</b>	<b>15</b>					<b>15</b>	
<b>Exhibitors:</b>							
Carol Dean — Silpada Designs		35				35	
Jane Geisinger — Forward Thinking Woman		35				35	
Amy Glass — Lucille's Kitchen Garden		35				35	
Lynn Grueneich — Blessings Unlimited		35				35	
Patricia Horne — Tastefully Simple		35				35	
Mary Clare Lockman — Self-published Books		35				35	
Diane Norland — Whole Life Leadership		35				35	
E. Irene Theis — Youngevity		35				35	
	<b>15</b>	<b>1645 / 110</b>	<b>280</b>	<b>378</b>	<b>1222</b>	<b>1040</b>	<b>4690</b>

**EXHIBIT**

**MEETING FINAL EXPENSE REPORT**

**20\_\_ MBW Convention Report**

Host: \_\_\_\_\_ BW  
\_\_\_\_\_, 20\_\_ — (Location)

**Income:**

Registration .....	.41 @ 45 .....	1,845.00
Packets Only .....	1 @ 15 .....	15.00
Miscellaneous Contributions .....		15.00
Vendor Table Rentals .....		245.00
Meals .....		4,271.00
Convention Dues .....	.16 @ 12 .....	192.00
<b>TOTAL INCOME .....</b>		<b>6,583.00</b>

**Expenses:**

Meals .....		3,931.06
President's Room [3 nights] .....		467.07
Staging, vendor tables, microphones .....		101.01
Meeting Planner Expense .....		631.09
Convention Program, Packet Material/Envelopes, Award Certificates .....		646.72
Packet Mailing .....		26.83
New Officer Reception, Installation Programs, etc. ....		200.00
Employer of the Year Award Plaques .....		122.04
Miscellaneous .....		30.88
<b>NET EXPENSES .....</b>		<b>6,156.70</b>
<b>Overages sent to MBW .....</b>		<b>426.30</b>
<b>TOTAL EXPENSES .....</b>		<b>6,583.00</b>

## EXHIBIT

# Basic Parliamentary Procedure 6/02

**Parliamentary Procedure is used to provide fairness and efficiency in meetings.** It allows the minority view to be heard, though the majority view to prevail. It also helps maintain order so everyone knows what is happening and what is the issue to be voted upon.

### Some basic points

1. The presiding officer in a meeting should be neutral on issues.
2. In smaller meetings, more casual use of Robert’s Rules of Order may work well.
3. In larger meetings, more strict use of Robert’s Rules of Order may be needed.
4. Knowing Parliamentary Procedure can help members “run” a meeting more efficiently and effectively; members also are responsible for the meeting’s effectiveness.
5. Formal terminology such as “question” instead of “motion” or “issue” is more common in larger meetings.

**MOTIONS** [Many more motions are possible; these are the most common.]

Action	Requires Second	Can be Debated	Can be Amended	Vote Required	Function	You say
Main motion	Yes	Yes	Yes	Majority	Commits group to a specific action or position.	I move that...
Second	No	No	No	None	Assures that more than one group member wishes to see an idea considered.	I second the motion.
Amend a Motion	Yes	Yes	Yes	Majority	Allows group to modify and improve an existing motion.	I move to amend by ...
End or close debate (or discussion)	Yes	No	No	Two-thirds	Ends discussion and moves to vote on the motion (question) being discussed.	I move the previous question.
Table motion	Yes	No	No	Majority	Stops immediate consideration of a motion until a later time.	I move to table the question/motion.
Postpone consideration	Yes	Yes	Yes	Majority	Stops immediate discussion and allows group to obtain more information on the problem.	I move to postpone the question until...
Ask a question	No	No	No	None	Interrupt speaker to ask a question for clarification on the issue being discussed.	I rise to a point of information.
Adjourn	Yes	No	No	Majority	Formally ends the meeting.	I move that we adjourn.

### More points of information

1. **Adjournment** can also be done faster by having the presider say, “If there is no further business and if there is no objection, this meeting will be adjourned.” PAUSE “Hearing no objection, this meeting is adjourned.”
2. **Approval of minutes** can be done the same way, almost. “Are there any additions to the minutes?” PAUSE “Hearing none, the minutes will stand approved as [printed OR read].” If additions were offered, change to “... the minutes stand approved as corrected.”
3. The **gavel** should be rapped only once to open the meeting and once to close the meeting.
4. Speakers should be recognized/called on by the presider before speaking.
5. Discussion on an issue/motion should have alternating speakers “for” and “against” the issue with each speaker starting comments with that designation: “I speak in opposition to...”.

## **EXHIBIT**

### **Parliamentary Procedure Basic Tips**

**Parliamentary Procedure is used to provide fairness and efficiency in meetings.** It allows the minority view to be heard, though the majority view to prevail. It also helps maintain order so everyone knows what is happening and what is the issue to be voted upon.

Some points of information from registered/certified parliamentarians:

1. Meetings should be held for discussions and decisions, not simply to distribute information. Distribution can be done other ways.
2. We don't need motions for adjournment or acceptance of minutes. Both can be done with "If there is no objection [the minutes will be approved as presented OR the meeting will be adjourned]. [pause] Hearing no objection, [the minutes are approved as printed. OR the meeting is adjourned.]"
3. We can choose to set time limits for discussion on each issue [usually 5 to 10 minutes] and on discussion by each speaker [usually 2 minutes]. Either can be extended in special situations if approved by the members.
4. Properly, discussion on an issue should have alternating speakers "for" and "against" the motion. This decreases the need for a motion to end debate/discussion. If most speakers seem to be in favor of a motion, why continue discussing? The president may ask for the opposite view from the next speaker. If no opposing view is available, the vote may be taken.
5. Our minutes need not indicate the name of the person to second the motion, nor even the name of the maker of the motion. It is the motion that is the issue. If we wish to have those names in the official record [our minutes], we may have them. We should consider the NEED; are we unnecessarily asking too much of our record maker?
6. Minutes are the official record of the business conducted; normally minutes do not contain the discussion [nor who said what]. The official business would be the motion and the decision/disposition of that motion. Of course, we can choose to have that additional information in the official record.
7. Committee recommendations/motions require no second since more than one person has already expressed interest in that motion.

## EXHIBIT

### Parliamentary Procedure Notes 6/24/02

**When amending a motion**, say, “I move to amend by...

... adding the words \_\_\_\_\_ after \_\_\_\_\_.”

... substituting the words \_\_\_\_\_ for the words \_\_\_\_\_.”

... deleting the words \_\_\_\_\_.”

... inserting the words \_\_\_\_\_ after the words \_\_\_\_\_.”

“**Friendly amendments**” are not proper.

**When you believe more information is needed before a decision is made**, you may table a motion.

[SECOND. No discussion. Vote.] This can be done “to a specific time [such as “the next meeting”] or not to a specific time. If it is to a specific time, it would become part of “old” or unfinished business. If not to a specific time, someone would need to “take from the table” that motion by saying “I move to take from the table the motion to...” [SECOND. Vote.]

OR you may postpone consideration. This can be discussed. Again you can postpone to a specific time or not. This would again become part of unfinished business in the future.

OR you may refer to a committee. This requires a second, can be discussed, and can be amended. Say, “I move to refer the question to \_\_\_\_\_ committee.”

If you **write the motion** to give to the presider [sometimes called “the chair”] and to the secretary, the motion is more likely to be accurately presented for discussion and accurately recorded. [Secretaries usually appreciate that.]

**Secretaries** [sometimes called recorders] should **record the actual business**: the motions made, MAYBE who made them, SELDOM who seconded them, and the decision made. Discussion is not necessary to record. Some groups want that detail and may ask to have it included in the **official record** [minutes] of the meeting. [Since the minutes are the official record, they are “approved” by the members each time.]

**Bylaws** are the officially accepted “rules by which” a group functions. These are voted upon by the group. They can be changed by a two-thirds vote of the membership. Bylaws normally:

1. establish how many members constitute a **quorum** [number necessary to vote on issues – often a majority, but can be more or less].

2. who would/could be members of this group.

3. when and how many meetings will be required.

4. which positions [officers] will be required.

5. requirements for those positions [who may hold those offices].

6. requirements of those positions [job descriptions].

7. process for nominations and elections.

8. how the bylaws and be amended.

9. AND OTHER THINGS as necessary to this group.

**Standing committees** are those required in the bylaws. **Special committees** or **Task forces** are established for a specific purpose and are dissolved when that task is completed. Presiders may appoint special committees, but **MUST** appoint Standing Committees. Usually the presider appoints the chair [chairperson] of the committee and may appoint members or allow them to volunteer or allow them to be chosen by the chair.

**EXHIBIT**

**Script for ELECTION OF OFFICERS:**

You say, “We will now have the report from the Nominating Committee: Gina?”  
After her report, you say: “\_\_\_\_\_ has been nominated for **President**. Are there any other nominations for President? \*\* Are there any other nominations for President?” PAUSE.

*\*\* If you do have a nomination from the floor, you would say “\_\_\_\_\_ and \_\_\_\_\_ have been nominated for... Are there any other nominations for ....?” DO THE SAME if additional nominations come for other positions.*

THEN  
“\_\_\_\_\_ has been nominated for **Vice-President**. Are there any other nominations for Vice President? Are there any other nominations for Vice President?” PAUSE.

THEN  
“\_\_\_\_\_ has been nominated for **Secretary**. Are there any other nominations for Secretary? Are there any other nominations for Secretary? PAUSE.

THEN  
“\_\_\_\_\_ has been nominated for **Treasurer**. Are there any other nominations for Treasurer? Are there any other nominations for Treasurer?” PAUSE.

THEN  
“Are there any other nominations for any of these positions?”

*USUALLY someone will move to close nominations. This should be seconded. NO DISCUSSION. “All in favor of closing nominations say ‘Aye.’ All opposed say ‘Nay.’ Nominations are closed.”*

*WHEN you have a single slate of nominees THEN someone in the audience should move that the Secretary cast an elective ballot for the slate of officers presented. That should be seconded. NO DISCUSSION. {If this is done, you don’t need ballots.}*

THEN you say  
”All in favor of having the Secretary cast an elective ballot for \_\_\_\_\_ for President, \_\_\_\_\_ for Vice-President, \_\_\_\_\_ for Secretary, and \_\_\_\_\_ for Treasurer SAY ‘Aye’. All those opposed to the elective ballot say ‘Nay’. The AYES have it. The motion is passed. The Secretary will please cast an elective ballot.”

*The secretary then says, “I cast an elective ballot for \_\_\_\_\_ for President, \_\_\_\_\_ for Vice President, \_\_\_\_\_ for Secretary, and \_\_\_\_\_ for Treasurer.”*

THEN you say. “Congratulations to all of our newly elected officers!”

**NOTE: IF you have more than one nomination for any office, you will need to have**

## EXHIBIT

### MBW & BPW ACRONYMS EXPLAINED

**Bylaws** — The set of rules that the organization operates under. Each level (club and state) has its own set of bylaws.

**Chair** — Term used for the presiding person at a meeting when referring to themselves, as in “the chair declares that motion out of order.” Can also mean the committee head, as in “Audit Chair.”

**Leg. [ledge]** — Legislative Platform. Group of issues that MBW supports and uses to help inform members of the legislature in the state and members of congress in Washington, D.C. The platform is written and voted on each year at the Annual Meeting.

**MBW** — Minnesota Business Women [the name of the organization]  
Also, *Minnesota Business Woman* [the name of the state magazine]

**PSP** — Past State President. Someone who knows all these terms and would be happy to help you learn all about MBW and BPW.

**Robert’s Rules** — The reference for the official parliamentary rules source for any rules not specifically covered in the bylaws.

#### “Old Terms”

**BPW** — Business and Professional Women . . . any or all levels (national, state, local). Our former name.

**ID** — Individual Development program. A course focusing on the connection between effective communication, leadership skills and professional and personal growth.

**YC or VAYC** — Virginia Allan Young Careerist program. Club and state level program recognizing the political, professional & personal achievements of young professional women and men.

**Issues Management** — otherwise known as “program”, is the topic of a meeting.

**PR** — Public Relations. Good PR means getting your club’s name in the paper, on the radio, or in front of the public to gain recognition in the community.

**NBWW** — National Business Women’s Week is celebrated the third full week of October every year in recognition of the contributions of all working women.

**SBOD** — Summer Board of Director’s meeting.

**WBOD** — Winter Board of Director’s meeting.

## **EXHIBIT**

### ***THE EMBLEM***

The National Convention in 1920 named a committee with Fern Bauersfeld of Kansas as chair, to "select an emblem typifying the emergence of women in the business world, with vision and courage for unlimited possibilities and growth in an organization for business and professional women."

In 1921, the present Emblem with the Nike (Winged Goddess of Victory of Samothrace), was selected because of its symbolism of progress, to which the Federation is dedicated.

The Emblem was designed by Weyhing Brothers, which holds the copyright.

Further information on the history of the Emblem and policies concerning use of the Emblem are contained in the Policies and Procedures of the Handbook of the National Federation of Business and Professional Women's Clubs, Inc.



### ***EMBLEM BENEDICTION***

This Emblem binds us all  
In one great sisterhood.  
It bids us heed our conscience call  
For nobler womanhood.

God guide us when we wear  
This Emblem o'er our heart,  
And keep us true and always fair.  
God bless us as we part.

*(May be sung to tune of "Blest Be The Tie That Binds")*

## ***EXHIBIT***

### ***INDIVIDUAL DEVELOPMENT COURSE***

BPW's Individual Development program (ID) is a great way to learn negotiation, communication and leadership skills. The program is also designed to help conquer the fear of public speaking. Members critique one another's skills and offer supportive, constructive advice to help participants improve in these areas.

#### **STATE CHAIR/APPOINTEE RESPONSIBILITIES**

1. Promotes interest in and support of the Individual Development (ID) Course.
2. Encourages all Clubs to establish ID Chairs with an active committee to coordinate the program within the Club.
3. Encourages Club ID Chair to send progress reports of Club activities so that a full report can be made at state meetings.

4. Plans and implements Individual Development activities at State Meeting

Selects judges and notifies them of time and place of judging of ID during competition.

Prepares and distributes to ID candidates (with informational copies to the sponsoring ID Club Chair) specific plans for appearances and responsibilities of each candidate during the competition at state meeting.

Determines awards, if any.

5. Encourages Clubs and State Officers to invite the ID winner and candidates to speak at meetings, luncheons, and workshops.

## **EXHIBIT**

### ***NATIONAL BUSINESS WOMEN'S WEEK***

#### **HISTORY**

National Business Women's Week was first celebrated in 1928 with the announced purpose of dramatizing the contribution of women to the business and professional life of the country. From this early effort, National Business Women's Week has grown to be a nationwide salute to all career women. During the third full week in October each year, Clubs focus the attention of their communities on the tremendous contribution made by women in the world today and honor the outstanding achievements of women in all phases of economic, social, cultural, business and professional life.

#### **PROCLAMATION**

The President of the United States customarily opens the week with a proclamation, with similar proclamations being made by Governors and Mayors on state and local levels.

#### **OBJECTIVES**

These are two-fold: first, to publicize achievements of business and professional women everywhere, on the Club, State and National levels; second to publicize the objectives and program of the National Federation.

#### **PROGRAM**

National Business Women's Week is a time for cooperative programming with other organizations, when Clubs throughout the National Federation initiate and sponsor programs, inviting and encouraging all career women's groups in the community to participate in highlighting and expressing respect for the immense part played by all women towards the betterment of society.

#### **SUPPORTING PROGRAMS**

The MBW Club initiates a series of supporting programs throughout the week which may include "Woman of the Year" and/or "Woman of Achievement Award".

#### **STATE NATIONAL BUSINESS WOMEN'S WEEK CHAIR/APPOINTEE**

1. Promotes interest in and support of National Business Women's Week (NBWW) Program.
2. Encourages Clubs to appoint a Chair for NBWW.
3. Plans and implements recognition for Clubs having outstanding National Business Women's Week observances in their communities. This recognition is to be announced at the Annual Meeting.
4. Coordinates publicity and news releases.
5. Contacts the Minnesota Governor requesting a Proclamation for National Business Women's Week. Pictures of the signing of the Proclamation may appear in the State Publication and in the newspapers in the locations where Clubs are organized. Assists the Club NBWW Chairs in preparing a Proclamation for the signature of the City Mayor. This signing should be newsworthy in each organization area.
6. Prepares a suggested program of activity for the week to include recognition for all working women. Activities could include a breakfast; joint program meeting with other civic clubs and organizations; radio and TV interviews; tours of community industry, Business Appreciation Dinner, Employee/Employer Recognition Dinners, etc.

## **EXHIBIT**

### ***VIRGINIA ALLAN YOUNG CAREERIST PROGRAM***

For the young professional just starting her career, this program helps "rising stars" build the skills needed to advance their careers. From leadership skills to management techniques, BPW's Young Careerist program empowers young women between the ages of 21 and 35 to succeed in today's workplace.

#### **STATE CHAIR/APPOINTEE RESPONSIBILITIES**

1. Encourages all Clubs to participate in the Virginia Allan Young Careerist (YC) Program.
2. Adheres to the criteria for the Virginia Allan Young Careerist Program .
3. Verifies that each Club Virginia Allan Young Careerist Chair has application forms to be completed by their YC candidates.
4. Plans and implements Individual Development activities at State Meeting
  - Selects judges and notifies them of time and place of judging of ID during competition.
  - Prepares and distributes to ID candidates (with informational copies to the sponsoring ID Club Chair) specific plans for appearances and responsibilities of each candidate during the competition at state meeting.
  - Determines awards, if any.
5. Encourages Clubs to extend membership invitations to all VAYC candidates who have not joined MBW. Candidates participating at state level must be a MBW member.
6. Encourages Clubs and State officers to invite the VAYC and candidates to speak at meetings, luncheons, and workshops.