



Business and
Professional
Women/NC

Handbook
of the
North Carolina Federation
of
Business and Professional
Women's Clubs, Incorporated

Revised June 2013

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CHAPTER I – THE NORTH CAROLINA FEDERATION

ORGANIZATIONAL HISTORY

A small group of representative business and professional women from Asheville, Charlotte, Greensboro, Raleigh, Salisbury, and Winston-Salem met in Charlotte on June 24-25, 1919, with headquarters at the Selwyn Hotel, for the purpose of organizing the North Carolina Federation of Business and Professional Women's Clubs, Incorporated (BPW/NC) preparatory to the formation of a National Federation (BPW/USA). On the morning of June 25, delegates assembled at the Mint Building where BPW/NC was born, the eighth southern state to federate. Miss Nina Broderick Price, Southern Organizer, took an active part in the organization. Miss Julia Alexander, an attorney from Charlotte, was elected President. Miss Carrie McLean, also an attorney from Charlotte, was elected National Vice President from North Carolina. Other officers and directors were elected, a constitution and bylaws were adopted and annual dues were established, based upon a rate of ten cents per capita with no club paying more than \$5. Included among the resolutions adopted was one asking the next state legislature to ratify the Susan B. Anthony Amendment to the U.S. Constitution.

FIRST NATIONAL AND STATE CONVENTIONS

Miss Julia Alexander, BPW/NC President 1919-1920, attended the organization meeting of BPW/USA in St. Louis, Missouri, in July 1919. After her return, she set up the structure of BPW/NC and by the first board meeting in Salisbury on November 28, 1919, had named chairmen of the Standing Committees, which at the time consisted of Program, Publicity, Organization, Membership, Legislation, and Thrift.

When the first State Convention met in Greensboro in June 1920, fifty-six delegates were registered, representing clubs in Asheville, Charlotte, Chapel Hill, Durham, Goldsboro, Greensboro, High Point, Raleigh, Salisbury, and Winston-Salem. This convention endorsed censorship of movies, asked the General Assembly to appropriate money for a women's dormitory at the University of North Carolina, urged ratification of the 19th amendment to the U.S. Constitution, advocated for an educational loan fund, and protested against discrimination shown to unaccompanied women in hotels.

NOTABLE MEETINGS IN NORTH CAROLINA

BPW/NC has been hostess to several national gatherings. It entertained the First Biennial Conference of the Southeast Region at Blue Ridge in 1932. The second Regional Conference was also held at Blue Ridge with the Tennessee Federation as the official hostess. A BPW/USA meeting was held in Asheville in 1940. In 1964, Charlotte acted as hostess for a BPW/USA Leadership Conference with members attending from several states.

In 1950, BPW/NC sent an elaborate exhibit to the BPW/USA Biennial Convention in San Francisco consisting of products manufactured in North Carolina. This was also done at the BPW/USA Biennial Convention in Miami in 1956 and the BPW/USA Convention in Detroit in 1964.

BPW/NC hosted the BPW/USA Annual Convention in Charlotte in 1990.

NATIONAL OFFICERS AND COMMITTEE MEMBERS FROM NORTH CAROLINA

BPW/NC has given many national officers and chairmen to BPW/USA. Dr. Lois E. Frazier served as Treasurer of BPW/USA, 1961-63. Mrs. Ruth Easterling was BPW/USA Recording Secretary, 1966-1967; Second Vice President, 1967-1968; First Vice-President, 1968-1969; President-elect, 1969-1970; and President of BPW/USA, 1970-1971. While the regional structure of BPW/USA was in

effect, BPW/NC furnished three Chairmen of the Southeast Region: Miss Nettie Brogden, Greensboro, 1932-1934; Mrs. Dess M. Gurganus, Raleigh, 1940-1947; and Mrs. H. Pat Nixon, Sanford, 1955-1957.

Over the years, many members from BPW/NC have served on virtually every committee of BPW/USA, many times as Chair. (See Appendix A for other members having served in leadership roles on the national and international levels.)

LEADERSHIP CONFERENCE

A Leadership Institute conducted by a BPW/USA official was held at High Point College in 1943 and a similar institute at Meredith College in 1944. Thereafter, BPW/NC sponsored an annual Summer Leadership Institute at the University of North Carolina in Chapel Hill. This was discontinued in 1951 in favor of offering Leadership Training Workshops and other features at state conventions and district meetings. To these were later added area meetings. Annual "Spotlight on Women" Conferences were offered from 1956 until they were discontinued in 2004. In 1978, a Legislative Conference was conducted in Charlotte by several BPW/USA officers and committee members. The year 1981 brought BPW/USA President Dorine Chancellor to Chapel Hill to conduct a very successful Leadership Conference.

NATIONAL FEDERATION STATUS

Effective July 2009, BPW/USA was merged with the Business and Professional Women's Foundation (BPW Foundation) which continues to exist today. Its signature programs and public policy advocacy continue through the BPW Foundation.

STATE COUNCIL FOR SOCIAL LEGISLATION/ NC WOMEN UNITED

BPW/NC has done much to awaken its members to their privileges and responsibilities as citizens and to promote legislation favorable to women. It was instrumental in organizing the State Legislative Council in 1920 and retained membership in the Council for many years. The object of the Council was to coordinate the legislative efforts of member organizations which have legislative programs of their own. Since 1968, it has been known as the State Council for Social Legislation. BPW/NC members are also members of NC Women United, a coalition of progressive organizations focusing on issues for women and children.

ORGANIZATIONAL STRUCTURE

The District plan of organization was adopted in 1929. The state was divided into six Districts and a Chairman appointed for each District. Two later divisions resulted in twelve Districts, with each District electing its Director. After some experimentation, the Second Vice President was assigned the responsibility of coordinating the work of the Districts. With the change in organizational structure, the office of Second Vice President was eliminated and four Area Vice Presidents were elected, each responsible for coordinating the work of the three Districts in her area. Each District set its own dues and adopted its own budget.

BPW/NC's organizational structure was revised in 1962 when it began operating under the President-elect system with all Officers and District Directors elected for one-year terms. At the same time, the state was divided into Eastern, Central and Western Areas, with a Vice President for each Area elected at the Annual Convention. At the 1975 BPW/NC Annual Convention, the structure was modified again with the state being divided into Mountain, Northern, Southern and Coastal areas and consisting of three Districts in each area. Based on a recommendation from the Strategic Long Range Planning Committee, the 1990 BPW/NC Annual Convention body adopted a new organizational structure eliminating the Area Vice Presidents and establishing seven districts. Each District set its own dues and adopted its own budget.

The 1997 BPW/NC Annual Conference body adopted a revision of the District structure to maintain six districts. Due to the limited number of Clubs within some of the districts, the 2007 BPW/NC Annual Conference body adopted a revised organizational structure dividing the state into three regions. See Appendix B for a current listing of Clubs by Region. The organizational structure for officers and committee chairs may be found in Appendix C.

MEMBERSHIP

For many years, membership was by invitation only to gainfully employed women with sponsorship by a member in good standing. BPW/NC membership is now open to all persons, women and men as well as students and members at large, who support the objectives of BPW/NC and pay the appropriate dues. BPW/NC accepted its first male members in 1980 following action by BPW/USA at its Omaha, Nebraska National Convention. In 1981, by action of the BPW/NC Annual Convention, student membership was established in BPW/NC. The first student member, who joined the Gate City Club at that Convention, was Amy Kalmar, a junior at the University of North Carolina at Greensboro and the daughter of 1981-1982 BPW/NC President Verna Taylor. The at-large membership category was established by action of the 1983 BPW/USA National Convention. A person may join BPW/NC without affiliation with a local Club.

BPW/NC PUBLICATIONS

TAR HEEL WOMAN (THW)

Established in 1930, the *TAR HEEL WOMAN* is the official publication of BPW/NC. Every member receives the *TAR HEEL WOMAN* as one of the benefits of membership. The Executive Committee serves as the governing body and, with the assistance of the Editor, establishes policies to be observed in its publication.

For many years, the printing and distribution was handled by a printing company under an advertising contract. In 1981, BPW/NC adopted a tabloid newspaper format and began publishing and printing the *TAR HEEL WOMAN* and the Directory for distribution to the general membership. In conjunction with the state-wide distribution of these publications, the membership list of BPW/NC was computerized. In 1991, the format was again changed to speed the delivery of information and to reduce cost. Publication is now available on the website and hard copies are distributed to members who do not have access to the website.

Each issue of *TAR HEEL WOMAN* contains a message from the BPW/NC President who uses this as means of communicating with BPW members and informing them of what is happening in BPW/NC. Other BPW/NC Officers use the publication to make special reports and to communicate with the Clubs. BPW/NC Committee Chairs use the publication to advise the entire membership of plans and projects for committee activities and local and BPW/NC meetings. Clubs are encouraged to send the editor accounts of interesting meetings, activities, projects, and honors received by their members.

YEARBOOK/DIRECTORY

Publication of a Yearbook was begun in 1924. It was replaced in 1930 by the *TAR HEEL WOMAN*, the first issue appearing in August of that year. Initially a monthly publication, it was later reduced to eight issues a year. Fifty cents of each member's dues was applied to the cost of publication, and every member received a copy of the magazine. After a few years, the allocation was increased to one dollar. In 1962, when the offer of a printing firm to publish the magazine without charge to BPW/NC was accepted, publication was financed by advertising which the firm would solicit. For several years a BPW/NC Membership Directory was printed in the September issue of the *TAR HEEL WOMAN*. As a separate enterprise, it was decided in 1957 to publish a Directory which the members could

purchase. Due to technological advances, a membership directory is now published on the BPW/NC website.

GOLDEN KEY NOTES

The *GOLDEN KEY NOTES*, a supplemental newsletter to the *TAR HEEL WOMAN*, was begun in 1976 by Margaret Biesecker, the Public Relations Chairman and 1982-1983 BPW/NC President. This informative newsletter was circulated to all Club Presidents and Board members. The *GOLDEN KEY NOTES* was discontinued in 1981 when the new *TAR HEEL WOMAN* format was adopted.

HANDBOOK

The BPW/NC Handbook was first published in the years following the discontinuation of the Yearbook. Many revisions have been published subsequently as the need arose. The original format was a small purse size book and in 1978 the loose-leaf format was adopted. The purpose of the Handbook is to provide the officers, chairs and members of BPW/NC with a resource document with regard to the duties of state and local officers, official policies, and general operating procedures of BPW/NC, its committees, and the Clubs. The Handbook also contains an organizational chart of BPW/NC and historical information on the International, BPW/USA, and BPW/NC. It is a responsibility of the Executive Committee to consider and oversee a new revision of the Handbook every few years as needed. The word processing has been computerized so that future Handbooks may be updated and revised as needed without a complete rewrite. The Handbook is available to members on the BPW/NC website.

NATIONAL BUSINESS WOMEN'S WEEK®

National Business Women's Week was observed for the first time in North Carolina in 1928. In 1932, Governor O. Max Gardner gave it his endorsement, and the General Assembly passed House Bill No. 582 officially designating March 5-11, 1933, as Business Women's Week and calling upon all North Carolinians to assist in its observance. By prior action of BPW/USA, National Business Women's Week is now held in October of each year, usually in the third week of the month.

YOUNG CAREERIST PROGRAM

The Young Careerist Program is a project of BPW/USA. Initiated in 1964, it serves to introduce young careerists to the ideals and standards of BPW, to demonstrate the democratic means and methods by which BPW reaches its objectives, and to stress the necessity of adequate preparation in order to join the ranks of responsible business and professional women of tomorrow.

State Federations work within the framework of criteria which had been established by the BPW/USA Board of Directors. These have varied slightly through the years, but at the present time the Young Careerist must be between 25 and 35 years of age and have been gainfully employed for at least one year. A participant must be outstanding in all areas: her career and community service; and must support the BPW/NC legislative platform and does not have to be a member of BPW to participate at the Club level. Each year, Clubs are invited to nominate a candidate. The Club which supports and participates in the project builds goodwill in its community and makes the public aware of BPW and its program to help future business and professional women.

The winner in each of the Club attends the BPW/NC Annual Convention, where a program of information, entertainment, and participation in the convention program is planned for the Young Careerist. A "speak-off" during which each Young Careerist tells about her work and her aspirations is one of the highlights of the convention. The winner is selected by a panel of impartial judges and based on a candidate's application, a personal interview, and performance in the "speak-off." To

participate in the activities at the Annual Convention, the Young Careerist representing a Club must be a member of BPW/NC.

CAREER WOMAN OF THE YEAR

Career Woman of the Year honors are awarded locally and at the state level to women who exemplify the BPW objectives in action. These women are role models and leaders with significant contributions to employers, families, and communities across the state. This award is presented annually at a BPW/NC event designated by the BPW/NC President. Additional information about Career Woman of the Year can be found in Chapter VIII.

HEADQUARTERS BUILDING

In 1947, BPW/NC adopted as a state-wide project, the establishment of a home for retired business women. A fund for purchase of land and construction of facilities was started but increased so slowly over the years that the project, as such, was abandoned in 1956. Subsequently, a substitute project was adopted in 1957 for the erection of a centrally located headquarters building for BPW/NC. The major portion of the funds accumulated for the home project was transferred by individual and Club action to the headquarters project.

A tract of land consisting of some four acres, located near Chapel Hill, was donated to BPW/NC by Dr. Rachel D. Davis of the Kinston Club. Ground breaking ceremonies were held on May 15, 1960. Construction was completed in 1961 and on October 1, 1961, the building was dedicated. Miss Katherine Peden, BPW/USA President, and Governor Terry Sanford participated in the ceremonies, along with other notables. Approximately 700 members attended the festivities. All indebtedness on the building was paid off by 1966, when on another October day, a note burning ceremony and a picnic were held on the grounds with many BPW members in attendance.

For some years, a Headquarters Chair was appointed to serve on the Board each year and direct the matters arising out of the operation and maintenance of the Headquarters Building. This position was eliminated when the Board of Trustees was formed and assumed these responsibilities, along with the management of all of the BPW/NC assets.

BOARD OF TRUSTEES

The Board of Trustees consists of twelve members of BPW/NC. Six members are elected by the Board of Directors. The BPW/NC Executive Committee shall serve as ex-officio members with vote. The Parliamentarian may attend without vote.

At the winter board meeting, the Board of Directors elects a three-member nominating committee from its membership to nominate members to serve as trustees. Annually three members, one from each region, are elected for a term of two years.

The general purpose of the Board of Trustees shall be to serve as financial advisors to BPW/NC, to administer and safeguard the BPW/NC investments and properties, and to assure the proper use of all BPW/NC financial assets. For complete information relative to the powers and responsibilities of the Board of Trustees refer to the BPW/NC Bylaws.

HEADQUARTERS PROPERTY COORDINATOR

A Headquarters Property Coordinator may be appointed each year by the BPW/NC President. The responsibilities of the Headquarters Property Coordinator are to monitor the condition of the Headquarters Building and grounds to insure that they remain in good repair, to recommend to the Chair of the Board of Trustees any needed repairs or enhancements, to coordinate with any renters of the building the responsibilities for the upkeep of the building and grounds, to attend meetings of the

Board of Trustees, and submit a report on the condition of the property to the Board of Trustees, with a copy to the BPW/NC President.

It is required that the person serving in this position reside in close proximity to the Headquarters Building site. There are no limitations to successive terms by any one individual and the position continues to exist until the BPW/NC Executive Committee determines there is no need for the position.

CHAPTER II – DUTIES OF BPW/NC OFFICERS & PARLIAMENTARIAN

The Officers of BPW/NC are the President, President-elect, Vice President, Secretary, Treasurer and an Immediate Past President. These officers and a Parliamentarian (without vote), constitute the Executive Committee of BPW/NC.

The Executive Committee, Chairs of Standing Committees, Chairs of Special Committees, and the Chair of the Board of Trustees constitute the Board of Directors. Any member may attend meetings of the Executive Committee or Board of Directors without vote.

Meetings of the Executive Committee and Board of Directors are held immediately preceding the Annual Convention. The Executive Committee also meets immediately after the Annual Convention adjourns. At least two additional meetings of the Executive Committee and Board of Directors are held during the year, preferably in August/September and February/March. For each meeting, voting members should submit a written report not to exceed one typewritten page and a verbal report not to exceed two minutes in length.

Officers are elected for a one-year term at each Annual Convention. The BPW/NC Bylaws state their specific duties but the following paragraphs give additional details.

DUTIES OF PRESIDENT

BPW/NC Duties

1. Preside at all meetings of the Executive Committee and Board of Directors of BPW/NC and at the Annual Convention.
2. Attend meetings of the North Carolina Business and Professional Women's Foundation, Inc. Board of Directors.
3. Direct the Parliamentarian to read Standing Rules for BPW/NC meetings prior to any meeting of the Executive Committee, the Board of Directors, and the Annual Convention business sessions.
4. Plan the agenda for meetings of the Executive Committee and Board of Directors of BPW/NC and the Annual Convention. Delegate responsibilities to other Officers and Board members wherever desirable.
5. Advise Carrboro AA, according to lease terms, of BPW/NC meeting dates and times.
6. Ensure that packets for Executive Committee and Board of Directors for Annual Convention and Board Meetings are prepared.
7. Maintain a supply of stationery and envelopes.
8. Ensure that all correspondence for distribution by mail, email and/or fax is prepared.
9. Appoint Executive Committee members as liaisons to the Parliamentarian, Standing Committee Chairs, and the Special Committee Chairs (when applicable).
10. Request a vote of the Executive Committee or the Board of Directors by mail, phone, or email, whenever necessary.
11. Issue the call at least seven days in advance of any special meeting of the Executive Committee, Board of Directors, or BPW/NC, stating the business to be transacted.
12. Serve as ex-officio member of the Board of Trustees.

13. Appoint the Chairs of Standing and Special Committees, Task Forces, and a Parliamentarian, subject to the approval of the Executive Committee. Serve as an ex-officio member of all committees except the Nominating Committee.
14. Fill vacancies in elective office, except the President and President-elect, for any unexpired part of the term, with the approval of the Executive Committee.
15. Approve applications for charters for new Clubs and present these charters to new Clubs or designate an official representative to present the charters.
16. Review and approve Bylaws of new Clubs. Review and approve revisions to existing Club Bylaws after the BPW/NC Parliamentarian has reviewed and checked such revisions for correct content as related to BPW/NC policy and for grammatical accuracy.
17. Submit material to the Editor of the *Tar Heel Woman* by the deadline for each issue.
18. Sign all requisitions for the disbursement of BPW/NC funds in accordance with the budget and transmit them to the BPW/NC Treasurer (except expenses that have been approved for bank draft).
19. May appoint a Legal Counsel from the membership of BPW/NC with approval of the Executive Committee. The appointee must be licensed to practice law in the state of North Carolina and shall rule on: (1) questions arising out of possible conflict between Club and BPW/NC bylaws; (2) policies of BPW/NC; and (3) matters concerning ownership and disposal of BPW/NC property. Should it become necessary for the appointee to represent BPW/NC in litigation, any fees must be approved by the Executive Committee.
20. Designate a date for the submission of annual reports.
21. Represent BPW/NC at meetings of other organizations of which BPW/NC is a member or is invited, or send an official representative.
22. Furnish names and addresses of BPW/NC Officers or representatives to other organizations of which BPW/NC is a member as soon as they are appointed.
23. Deliver to successor all records, papers, and property belonging to BPW/NC within thirty days from the close of her term of office, unless it is to be filed at BPW/NC Headquarters.
24. Be bonded as BPW/NC President for a sum sufficient to cover the maximum amount of money likely to be under her supervision as directed by the Executive Committee.
25. Give and receive information concerning BPW/NC regarding meetings and other information as requested in person or by telephone. Specifically excluded herewith are the names and addresses of members and/or officers for any commercial purposes.

Annual Convention Duties

1. Appoint an Annual Convention Planning Chair, Elections Chair, and Credentials Chair and other necessary committees to serve during the Annual Convention.
2. Consider suggestions from the President-elect for appointment of one member per committee on all Annual Convention committees.
3. Issue the Call to the Annual Convention to each Club and BPW/NC official at least thirty days prior to the first day of the Annual Convention.

DUTIES OF IMMEDIATE PAST PRESIDENT

1. Attend meetings of the Executive Committee and Board of Directors of BPW/NC and the North Carolina Business and Professional Women's Foundation, Inc, and fulfill other duties as assigned by the President or Executive Committee.
2. Serve as liaison to the Nominations Chair and other Chairs as assigned by the President.
3. Order the Past President's pin and present to outgoing BPW/NC President at the Annual Convention . The pin is to be paid for from BPW/NC funds.
4. Coordinate contributions from the Clubs, Board members, Trustees, and Past BPW/NC Presidents toward outgoing President's gift and make appropriate selection of gift.
5. Render advice to any member of the Executive Committee, Board of Directors, or BPW/NC upon request.
6. Serve as advisor to the State Nominating Committee.
7. Maintain files for BPW/NC Headquarters.
8. Deliver to her successor all records, papers, and property belonging to BPW/NC at the close of her term of office, unless they are to be filed at BPW/NC Headquarters.
9. Serve as an ex-officio member of the Board of Trustees with vote.

DUTIES OF PRESIDENT-ELECT

1. Attend meetings of the Executive Committee and Board of Directors of BPW/NC and the North Carolina Business and Professional Women's Foundation, Inc.
2. Serve as Executive Committee liaison to the Chairs as assigned by the President.
3. Observe and study ways of improving BPW/NC policies and programs.
4. Cooperate with the President and other members of the Board of Directors.
5. Represent BPW/NC when authorized by the President and/or the Executive Committee.
6. Select Committee Chairs to serve during her term of office as President, subject to the approval of the Executive Committee. The Hospitality Chair should be approved no later than the winter board meeting. Suggest to the President possible appointees to each Annual Convention Committee keeping in mind those persons to serve on those committees for the next Annual Convention.
7. Prepare in advance the Post-Convention Executive Committee agenda.
8. Attend planning meetings as set forth in the budget or as designated by the President.
9. Submit annual written report on or before the date designated by the President.
10. Serve as an ex-officio member of the Board of Trustees with vote.
11. Deliver to her successor all records, papers, and property belonging to BPW/NC at the close of her term of office, unless they are to be filed at BPW/NC Headquarters.

DUTIES OF VICE PRESIDENT

1. Attend meetings of the Executive Committee and Board of Directors of BPW/NC.
2. Be thoroughly familiar with the duties of the President and President-elect. Be prepared to assume the duties of these officers during their absence or inability to serve.

3. Become President for the unexpired term in case of death, resignation or incapacity of the President.
4. Serve as the Executive Committee liaison to Chairs as assigned by the President.
5. Attend planning meetings as set forth in the bylaws or as designated by the President.
6. Be familiar with the program and objectives of BPW/NC.
7. Submit an annual written report on or before the date designated by the President.
8. Deliver to her successor all records, papers, and property belonging to BPW/NC at the close of her term of office, unless they are to be filed at BPW/NC Headquarters.
9. Serve as ex-officio member of all committees as required by the bylaws and Handbook.
10. Serve as an ex-officio member of the Board of Trustees with vote.

DUTIES OF SECRETARY

1. Attend meetings of the Executive Committee and Board of Directors of BPW/NC.
2. Serve as the Executive Committee liaison to Chairs as assigned by the President.
3. Take and record accurate minutes of the Executive Committee, Board of Directors, and Annual Convention.
4. Send typed copies of the minutes no later than two weeks following a meeting to the President and Parliamentarian for their approval.
5. Send copies of the approved minutes to all members of the Executive Committee and the Board of Directors within four weeks following a meeting of that body.
6. Record in the minutes an accurate record of any votes taken by email of the members of the Executive Committee and/or Board of Directors at the written request of the President.
7. Send requests by April 1 for annual reports to all BPW/NC Officers, Chairs of Standing and Special Committees, Task Forces and Club Presidents. Indicate their due dates which are designated by the BPW/NC President.
8. Ensure that the annual reports of BPW/NC Officers and Committee Chairs are reproduced for distribution at the BPW/NC Annual Convention to all members of the incoming and outgoing Board of Directors.
9. File at BPW/NC Headquarters and on the Yahoo Group or other communication vehicle in use by BPW/NC all reports and minutes of BPW/NC for immediate use.
10. Keep the presiding officer informed of attendance to insure the presence of a quorum at all business sessions of BPW/NC.
11. Provide the timekeeper of each business session of BPW/NC with a copy of the Standing Rules for BPW/NC Meetings.
12. Be responsible for use and safekeeping of the BPW/NC Corporate Seal.
13. Deliver to her successor all records, papers, and property belonging to the BPW/NC at the close of her term of office, unless they are to be filed at BPW/NC Headquarters.
14. Serve as a member of the Board of Trustees.

DUTIES OF TREASURER

1. Attend meetings of the Executive Committee and Board of Directors of BPW/NC.

2. Serve as the Executive Committee liaison to Chairs as assigned by the President.
3. Be responsible for all monies of BPW/NC.
4. Be familiar with accepted accounting procedures, including double entry bookkeeping through general ledger, handling of bank accounts, voucher systems, and requisition systems and keep a suitable record of all monies, whatever their nature, receipts and disbursements.
5. Instruct Club Treasurers in procedures for remitting dues.
6. Be responsible for BPW/NC expenditures in accordance with the BPW/NC budget adopted at the Annual Convention.
7. Disburse funds only upon original bills and properly executed requisitions signed by the President.
8. At BPW/NC meetings, be prepared to disburse meeting expense funds to members as allotted in the budget.
9. Be bonded as Treasurer for a sum sufficient to cover the maximum amount of money likely to be under her supervision as directed by the Executive Committee.
10. Serve as an ex-officio member of the Board of Trustees with vote.
11. Serve as ex-officio member of the Finance Committee.
12. Present a written financial report at the Annual Convention, copies of which are to be distributed to each member.
13. Cause all accounts to be audited at the end of the fiscal year by a duly authorized Certified Public Accountant approved by the Executive Committee. Deliver all accounts and records to the auditor by July 31 following adjournment of the Annual Convention.
14. Present monthly financial reports to the Executive Committee, Finance Chair, and Chair of the Board of Trustees.
15. Prepare an itemized listing of all records transferred to successor. Itemized list is to be signed by both parties with each retaining a copy of receipt. A file copy should be placed in permanent file at BPW/NC Headquarters along with the Treasurer's records for the fiscal year.
16. Ensure that necessary Internal Revenue Service tax forms (990N or 990EZ) are filed on or before the fifteenth (15th) of the fifth (5th) month following fiscal year end of June 30 (i.e., November 15th).
17. Serve as Treasurer for the BPW/NC Annual Convention.

DUTIES OF PARLIAMENTARIAN

1. Read Standing Rules for BPW/NC Meetings prior to each meeting of the Executive Committee, the Board of Directors, and the BPW/NC Annual Convention business sessions.
2. Serve without vote on the Board of Directors, unless otherwise a member.
3. Review and offer corrections to the minutes of all business meetings.
4. Be thoroughly familiar with BPW/NC Bylaws and parliamentary procedure. Offer guidance/counsel when parliamentary law is in question.

CHAPTER III – DUTIES OF STANDING COMMITTEES

GENERAL DUTIES OF ALL STANDING COMMITTEES

The Standing Committees of BPW/NC are Finance, Foundation, Membership, Issues Management, Legislation, Public Relations, and Young Careerist.

General duties of the Chairs include the following:

1. Attend the Annual Convention, other BPW/NC meetings, and meetings of the Board of Directors.
2. Review duties as set forth in the BPW/NC Bylaws and the Handbook.
3. Secure records from predecessor. If possible, have a planned conference to discuss the work. Start a file of Committee activities for reference and for successor.
4. Study and know the BPW/NC program suggestions for the current year, if applicable.
5. Keep up to date and well-informed on new ideas and suggestions which might be used for Club programs.
6. Become acquainted with Club Presidents and assist them in any way possible.
7. Be familiar with the BPW/NC Bylaws and the BPW/NC Handbook and use them as guides in planning.
8. Answer inquiries for information of the BPW/NC programs.
9. Make use of the *Tar Heel Woman* and Club newsletters and provide them with materials relating to their Committee.
10. Be cognizant of the amount budgeted for expenses and keep accurate records of expenses.
11. Submit records of expenditures at regular intervals to the President for presentation to the BPW/NC Treasurer for payment. Final expenditure requests must be submitted by the date of completion of the Annual Convention.
12. Administer awards established by the Committee, if approved by the Executive Committee.
13. Submit to the BPW/NC President by May 31st a confidential report of the names of all award winners. If the Chair is to appear on the platform to present the award, be prepared by having the presentation in writing. A copy of the remarks should be furnished in advance to the BPW/NC President along with the winner's report.
14. Work cooperatively with BPW/NC Officers and other Committee Chairs.
15. Participate in and/or conduct workshops at BPW/NC meetings and events as requested by the various program planning committees.
16. Request annual reports from Club Chairs by a date suitable to the President for preparation of an annual report to BPW/NC.
17. Submit written annual report to the BPW/NC President and others in accordance with directions received from the BPW/NC Secretary.
18. For each Board meeting, Standing Committee Chairs should provide a verbal report not to exceed two minutes in length and should submit a written report to the person designated by the President or post it to the Yahoo Group or other communications vehicle in use by BPW/NC as requested by the President.

19. Tentatively outline the work of the Committee for the coming year before the Annual Convention, make suggestions to the new Chair, and furnish records for the current year and any previous years.
20. Review the criteria for any awards related to their committee and make recommendations to the Awards Chair of revisions for consideration.

FINANCE COMMITTEE

The Finance Committee is composed of a Chair and six ex-officio members: the President, President-elect, Vice President, Immediate Past President, Treasurer, and Chair of the Board of Trustees. The Chair serves as an ex-officio member without vote on all committees whose programs require the expenditure of money.

Duties of the Finance Chair include the following:

1. Call a meeting for the purpose of reviewing the cost of operation for the current year and preparing a budget for the next year.
2. Present the proposed budget to the Board of Directors no later than the Pre-Convention Board Meeting for approval and subsequent presentation to the annual convention body. Have copies of budget available for annual convention attendees. Be prepared to provide rationale for questionable line items.
3. Assist Club members in realizing the importance of adequate and realistic financing to ensure achievement of the Club's plans, including at least partial expenses for representation at BPW/NC sponsored meetings.
4. Emphasize the importance of Clubs operating by a budget and offer assistance in preparing budgets.
5. Assist the BPW/NC Treasurer, if called upon, to help insure the financial soundness of BPW/NC.
6. Review all financial reports as soon as possible after receipt and review the supporting documents as deemed necessary.
7. Offer recommendations to the Treasurer and the Executive Committee for improving the accounting and reporting procedures.

FOUNDATION COMMITTEE

The Foundation Committee is composed of a Chair and the Club Foundation Committee Chairs. It is their responsibility to promote interest in and support of the BPW/USA Foundation.

Duties of the Foundation Chair include the following:

1. Be familiar with and promote the BPW/USA Foundation story.
2. Promote attendance at seminars and other learning experiences sponsored by the BPW/USA Foundation.
3. Urge Clubs to make known the availability of Career Advancement Scholarships and other educational assistance offered by the BPW/USA Foundation.
4. Encourage Clubs and individuals to make financial contributions to the BPW/USA Foundation.

ISSUES MANAGEMENT COMMITTEE

The Issues Management Committee is composed of a Chair and the Club Issues Management Committee Chairs. It is the duty of the Committee to implement the BPW/NC programs for the

current year. They plan a coordinated program, projects, and activities in accordance with the objectives of the BPW/NC Board of Directors.

Duties of the Issues Management Chair include the following:

1. Plan and present programs at BPW/NC Meetings to help Clubs understand the BPW/NC programs.
2. Meet with the BPW/NC President-Elect in early spring to formulate program plans for the coming year.
3. Set deadline dates for program awards, secure judges, and present awards at the BPW/NC Annual Convention.

MEMBERSHIP COMMITTEE

The Membership Committee is composed of a Chair and the Club Membership Committee Chairs. It is their responsibility to promote, expand, stabilize, and orient the membership.

Duties of the Membership Chair include the following:

1. Study membership fluctuations in BPW/NC and reasons therefor.
2. Work with Club Membership Chairs to encourage timely remittance of dues.
3. Encourage orientation courses for new members.
4. Originate and assist in plans for organization of new Clubs.
5. Explain membership and related citations and awards to Clubs and individual members. Present awards at the BPW/NC Annual Convention
6. Emphasize to Clubs the importance of attention to communications from the BPW/NC Treasurer and Membership Chair.
7. Serve on the BPW/NC Annual Convention Credentials Committee.
8. Maintain current membership listing, working closely with the BPW/NC Treasurer, to include recording all renewals, address changes, moneys, due dates, and expirations.
9. Keep records current and prepare a membership report monthly, sending copies to the Executive Committee and Club Membership Chairs.
10. Correspond with President and Treasurer regarding BPW/NC membership.
11. Maintain supply of materials for membership recruitment and retention for distribution.
12. Keep leadership records current and prepare Leadership Lists (including Club Presidents) for distribution as needed.

LEGISLATION COMMITTEE

The Legislation Committee is composed of a Chair and the Club Legislation Committee Chairs. The Chair represents BPW/NC to the BPW/USA Foundation on public policy/advocacy issues. The Legislation Chair serves as a representative to state affiliate organizations.

Duties of the Legislation Chair include the following:

1. Promote legislative measures adopted by BPW/NC and the BPW/USA Foundation.
2. Act as liaison between the Clubs and BPW/NC.

3. Distribute current information on legislative items to the Club Presidents and Young Careerist Chair, including current copies of the BPW/NC legislative platform.
4. Cooperate with other groups working for legislation which BPW/NC supports.
5. Prepare a BPW/NC legislative platform for presentation to the Pre-Convention Board Meeting for approval and subsequent presentation to the Annual Convention body.
6. Coordinate distribution of copies of the BPW/NC legislative platform to the General Assembly of the State of North Carolina and members of Council of State.
7. Receive proposed changes to the BPW/NC legislative platform and make recommendations on proposed changes.
8. Encourage Clubs to study local, state, and national government, and the proceedings of the North Carolina General Assembly and the United States Congress.
9. Promote studies of community problems and legislation needed for improvements in North Carolina.
10. Encourage Clubs to seek qualified women who will accept the responsibility of serving in policy making posts and/or seeking elective public office, and to encourage women to exercise their right to vote.
11. Present public policy awards at the BPW/NC Annual Convention.
12. Encourage Clubs to communicate with their legislators.
13. Plan and/or participate in a Public Policy event to be held in odd numbered years when the North Carolina Legislature is in regular session.
14. Encourage BPW/NC members to be active citizen advocates for economic, business, and traditional women's issues.
15. Forge new bonds with other women's organizations in North Carolina for the purpose of giving BPW/NC a more powerful voice in the NC General Assembly.
16. Communicate regularly with Club Legislation Chairs.
17. Submit articles of interest to the *TAR HEEL WOMAN*, as appropriate.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee is composed of a Chair and the Club Public Relations Committee Chairs. It is the responsibility of this Committee to educate and familiarize the membership and general public regarding BPW matters.

Duties of the Public Relations Chair include the following:

1. Establish good working relationship with news and communications media and encourage Clubs to learn the techniques necessary for each medium.
2. Keep in touch with the BPW/NC President, the BPW/NC Issues Management Chair, and the Tar Heel Woman Editor to maintain an awareness of planned activities and accomplishments that may be newsworthy.
3. Send releases of interest about BPW/NC activities to the appropriate news and communications media.
4. Be responsible for coverage of BPW/NC meetings from a publicity standpoint, including releases in advance of the meetings. The Club Public Relations Chair may serve as liaison between the BPW/NC Chair and local news and communications media.

5. Establish criteria for Public Relations Awards, set deadline dates, publicize to the Clubs, and present awards at the BPW/NC Annual Convention.
6. It shall be the responsibility of the outgoing Public Relations Chair to submit to the Tar Heel Woman Editor written articles on installation, the BPW/NC award presentations, the memorial service and other articles deemed pertinent to the Annual Convention immediately following the BPW/NC Annual Convention.
7. Supervise the work of the Historian if the position is filled.

YOUNG CAREERIST COMMITTEE

The Young Careerist Committee is composed of a Chair and the Club Young Careerist Committee Chairs.

Duties of the Young Careerist Chair include the following:

1. Encourage recruitment of young people into membership.
2. Organize and coordinate the Young Careerist program.
3. Promote activities that involve the participation of young people.
4. Plan and conduct the judging process at the Annual Convention.
5. Review the criteria for participation in the Young Careerist program and make recommendations for changes to the Board of Directors.

CHAPTER IV – DUTIES OF SPECIAL COMMITTEES/TASK FORCES

GENERAL DUTIES OF SPECIAL COMMITTEES/TASK FORCES

A number of Special Committees are necessary to handle the work of the BPW/NC. The BPW/NC President appoints all Special Committee Chairs and members and Task Force members, except those of the State Nominating Committee. All appointments are subject to the approval of the Executive Committee.

All continuing Special Committee Chairs, as listed hereafter in this section, are voting members of the BPW/NC Board of Directors. Those Special Committee Chairs and Committees which are appointed for a one-time (or temporary) special project are not voting members of the Board of Directors, but should attend Board meetings without vote for the purpose of entering into discussion when appropriate and giving reports and recommendations to the Board.

All Special Committee Chairs and Task Force members, whether continuing or temporary, are required to submit an annual written report to the BPW/NC President on or before the date designated and shall furnish records and suggestions for future activities to their successors. All Special Committee Chairs and Task Force members should submit a written report for each Board of Directors meeting not to exceed one typewritten page to the person designated by the President and a verbal report not to exceed two minutes in length.

All Special Committee Chairs should review the criteria for any awards related to their committee and make recommendations to the Awards Chair of revisions for consideration.

AWARDS

The Awards Chair shall coordinate the awards process with committees sponsoring awards; ensure all awards criteria is updated annually; maintain award trophies; host the awards ceremony at the Annual Convention; and administer the awards process, including judging, for the Career Woman of the Year, Leadership Award, Club Alignment Award, and StarBright Award.

Duties of the Awards Chair include the following:

1. Publicize award criteria and encourage Clubs to submit entries.
2. Select and coordinate the judging for awards.
3. Purchase and engraving of trophies and certificates of award.
4. Ensure delivery of trophies to the BPW/NC Annual Convention, arrange for their display at the Annual Convention, and ensure return of trophies back to BPW/NC Headquarters.
5. Submit an article to *Tar Heel Woman* announcing award recipients.

COMMUNICATIONS

The Communications Chair shall oversee and coordinate the communications of BPW/NC.

Duties of the Communications Chair include the following:

1. Work closely with the Membership and Public Relations Committees;
2. Moderate discussion forums,
3. Supervise work of the Tar Heel Woman Editor and the Webmaster.

TAR HEEL WOMAN EDITOR

Duties of the *Tar Heel Woman* (THW) editor include the following:

1. Establish deadlines and publishing schedules for the bi-monthly *Tar Heel Woman*.
2. Receive materials for the publication, edit them, complete layout, proofread and send to the BPW/NC President for approval, and submit to Webmaster on the prescribed dates.
3. Attend the Annual Convention, Board of Directors meetings, and meetings with the Executive Committee during discussions of the *Tar Heel Woman*.
4. Solicit articles from BPW/NC Officers and Chairs and news items of general interest from the Clubs.
5. Keep an accurate record of expenses and submit at regular intervals to the BPW/NC President.

WEBMASTER

The Webmaster shall maintain the BPW/NC website and post any changes in a timely manner.

GOVERNANCE

The Governance Chair shall be responsible for preparing and presenting to the Executive Committee for approval any necessary revisions to the BPW/NC governing documents – Bylaws and BPW/NC Handbook, These revisions are to include any changes in procedures approved by the Board of Directors, recommendations from Committee Chairs, suggested enhancements from any appropriate source, and editorial corrections discovered in reviewing the Handbook.

Duties of the Governance Chair include the following:

1. Receive study and present proposed revisions in any governing document or resolution to the Winter Board meeting of the Executive Committee for actions it deems suitable in order that they may be published in time for distribution at the BPW/NC Annual Convention.
2. Review the work of the Strategic Long Range Planning Committee.
3. Have available and be familiar with the BPW/NC and Model Club Bylaws. Any recommended proposed amendments to the BPW/NC Bylaws should be submitted to the Governance Chair in sufficient time prior to the Winter Board meeting. The Chair should document the proposed amendments (showing present and proposed wording) along with the rationale for presentation to the Executive Committee and Board of Directors at the Winter Board meeting.
4. Effect publication of the revised sheets and shall verify the accuracy of the revisions.
5. Submit all updated governing documents to the Webmaster for posting to the BPW/NC website.
6. Be responsible for the handling of resolutions. Resolutions direct specific action or state the position of BPW/NC on matters of current importance or may encompass recommended measures to provide approval and support of, or opposition to, current issues and proposals for the improvement of the status of women.
7. Ensure that the following procedures are followed for presentation of resolutions:
 - (a) Club, individual, or other group proposing a resolution for consideration by BPW/NC shall present it to the Governance Chair at least thirty days prior to the Annual Convention.
 - (b) The proposed resolution shall have the approval of the proponent's Club and the signature (but not necessarily the approval) of the BPW/NC Chair who would be charged with the duty of executing it, if adopted.

- (c) Any resolution proposed by an organization other than a member of BPW/NC shall have the signature of at least two BPW/NC Officers and/or State Committee Chairs prior to presentation to the Governance Chair.
- (d) Emergency resolutions should be presented to the Executive Committee for action at the Pre-Convention Executive Committee Meeting.
- (e) The BPW/NC President should provide adequate time at the first business session of the BPW/NC Annual Convention for presentation of resolutions and report all resolutions and action taken thereon by the Executive Committee.
- (f) The Secretary should transmit each resolution adopted by BPW/NC to the BPW/NC Chair or Officer who is responsible for executing it and transmitting to others where appropriate, such as bodies and/or elected public officials.

HOSPITALITY

The Hospitality Chair is usually appointed by the President-elect for the ensuing year no later than the Winter Board Meeting since much of the planning for the upcoming year must be done months in advance.

Duties of the Hospitality Chair include the following:

1. Coordinate with the President the duties to be performed at BPW/NC Headquarters for all Board of Directors' Meetings and other meetings at Headquarters which require a hostess.
2. Plan, serve and/or cater meals to Committees and Board Members at Headquarters.
3. Prepare and send out in advance reservation forms to members attending Board Meetings at Headquarters.
4. Arrange with local (Chapel Hill) hotel/motel a block of rooms and accommodations for those Board Members attending meetings at Headquarters and staying overnight.
5. See that the Headquarters Building is left in proper condition after each meeting.
6. Make recommendations to Executive Committee and Board of Trustees regarding the replacement or addition of kitchen equipment, serving pieces, utensils and other appointments in the building.
7. Prepare an annual written report and furnish records, suggestions, etc. to BPW/NC President with copy to the Chair's successor.

INFORMATION TECHNOLOGY

Duties of the Information Technology Chair include the following:

1. Pursue e-business enhancements to add value to membership.
2. Coordinate the monitoring and judging of the Club websites for the Website Design Award.

LEADERSHIP DEVELOPMENT

The Leadership Development Chair shall provide opportunities for members to develop leadership skills.

Duties of the Leadership Development Chair include the following:

1. Identify and groom potential BPW/NC leaders.
2. Supervise the work of the Individual Development Program Chair and the Training and Development Committee.

INDIVIDUAL DEVELOPMENT PROGRAM

The Individual Development Program is a program designed to help individuals develop personal and professional skills. Active participation in the course will help the participant communicate more effectively, increase poise and self-confidence, and provide education about issues important to working women. In addition to providing speaking experience, the program offers the opportunity to discover the meaning of BPW: its accomplishments, its goals, and its issues.

Duties of the Individual Development Program Chair include the following:

1. Be responsible for organizing, promoting, and conducting the Individual Development Program at the state level if it is provided at the state level.
2. Prepare a budget for the program if it is provided at the state level for presentation to the BPW/NC President for approval
3. If the program is provided at the Club level, provide access to program materials to the Clubs and provide assistance to the Club Individual Development Chair or other Club member responsible for conducting the program.

TRAINING AND DEVELOPMENT

The Training & Development Committee (also referred to as the WEE Event Committee) shall be responsible for assisting a Club in a region in which the Annual Convention is not being held in planning, coordinating and executing one or two events each year, each composed of a training element, a social element, and a personal, professional and/or political element.

MARKETING

The Marketing Chair shall create, communicate, and deliver value to members and potential members.

NOMINATIONS

The State Nominating Committee is composed of an elected Chair, the Immediate Past President (ex-officio), and one member from each region. Regional members shall be elected by her Club no later than October 31st annually. The Chair does not recommend any person for office, but works closely with the Committee in an effort to obtain the best possible slate of nominees for BPW/NC.

Duties of the State Nominating Committee Chair include the following:

1. Prepare an appropriate candidate data form for nominees for BPW/NC office.
2. Email/mail candidate data forms to each Club President by October 1. Urge Clubs to sponsor candidates. Establish deadline date to return data forms.
3. Serve as collector of candidate data and ensure that only pertinent information regarding candidates' capabilities is published.
4. Notify members of the Committee of meetings to be held at the Winter Board Meeting and prior to the Annual Convention, and at such other times as may be deemed necessary.
5. Publish in the *Tar Heel Woman*, at least thirty days prior to the Annual Convention, a list of nominees for Officers and Chair of the State Nominating Committee together with a photograph and brief statement of the qualifications of each nominee.
6. Prepare a written copy of the slate and furnish it to each State Nominating Committee member in each region and instruct that representative (or alternate) to furnish the report of the State Nominating Committee to their respective Clubs in their region.

7. Present the report of the Committee at a business session before the close of the first day of the Annual Convention.
8. Furnish the Elections Chair the slate of nominees in order that ballots may be prepared.
9. Plan and conduct a meeting prior to the Opening Business Session at the Annual Convention of all candidates to instruct them in the procedures and guidelines of conducting their campaigns at the Annual Convention, and inform them of the election process and planned Convention activities.
10. Plan candidates' forum, assign duties to members of the Committee, and make necessary arrangements with Annual Convention Planning Chair.

ANNUAL CONVENTION PLANNING

The Annual Convention Planning Chair should have executive ability and a thorough knowledge of BPW/NC including attendance at several BPW/NC Annual Conventions. She is an ex-officio member of all BPW/NC Annual Convention Committees and acts as the liaison officer between Annual Convention Committees, the Executive Committee, and the hotel/conference facility. (See Chapter IX for additional information.)

STRATEGIC LONG RANGE PLANNING (SLRP)

The Strategic Long Range Planning Committee (SLRP) was created during the term of President Hazel Andrews (1983-84) for the purpose of developing a strategy for the future and projecting a five year plan of action for BPW/NC.

The Chair is appointed by the President and may serve two one-year terms, if acceptable to the following President. Other members of the Committee are the President, President-elect, Vice President and Immediate Past President who serve as ex-officio members with voting privileges.

The Committee meets at least twice each year for the purpose of updating the five year plan of action and making any needed recommendations for action to the Executive Committee. The Chair shall present an annual report to the Annual Convention body each year.

HISTORIAN

The Historian is responsible for compiling a narrative record of events important to the BPW/NC during the year and answers requests for historical data. The Historian updates the Memorial Book at BPW/NC Headquarters by entering the names of members who have died each year and assists the Secretary in filing and preserving historical records of BPW/NC. About every three years, the Historian should arrange for the publications to be bound. Other duties include updating and maintenance of the Records Library at BPW/NC Headquarters to contain the following:

1. Directory for each year.
2. All issues of the Tar Heel Woman.
3. All revisions of the BPW/NC Handbook.
4. All Annual Convention programs and minutes.
5. Annual written record of the history of BPW/NC for each year.
6. Copies of the annual report of all Officers, Committee Chairs, and the Board of Trustees Chair.
7. Framed photograph of current BPW/NC President.

CHAPTER V – REGIONAL STRUCTURE AND OPERATION

REGIONAL ORGANIZATION

BPW/NC is divided into regions as established by the Board of Directors for various purposes including, but not limited to promoting BPW/NC programs, organizing events, and organizing new Clubs. The region in which the Annual Convention is held is considered the event for that region for that year. In one or each of the two regions in which the Annual Convention will not be held, an event can be scheduled annually. An event can be held in the fall and one in the spring. BPW Clubs may bid for the opportunity to host an event.

The Club hosting the event shall be responsible for all aspects of planning and executing the event with the guidance and approval of the Special Committee Chair appointed for such purpose (if any), the Executive Committee liaison (if any) and other BPW/NC committees as required.

Budgets for the event(s) shall be prepared by the hosting Club with the approval of the BPW/NC Executive Committee. This budget shall be separate from the BPW/NC operating budget. This budget shall include as an expenditure a \$100 expenditure to be made to each Club who hosts an event.

Each member in good standing of a Club who hosts an event shall receive a \$25 discount on the cost of their registration for that year's Annual Convention.

The BPW/NC dues paid by each member shall include an amount to be set aside to fund the events. The current amount is \$3 per member.

CHAPTER VI – THE CLUB

CLUB

The Club is the basic unit of BPW/NC. The BPW/NC Bylaws amended in 2010 changed the term “Local Organization” to “Club”. Model Bylaws for local units were amended July 2010 to allow the use of either term at the local unit level.

Each Club must have at least five active members or student members. Membership is in accordance with the BPW/NC Bylaws. A Club whose membership falls below five shall be dropped at the end of the second fiscal year. Any member of a Club who does not pay their dues by the fifteenth day of the third month after the due date of their dues shall be removed from the Club roster. A person who has been removed from the Club roster for nonpayment of dues may be reinstated upon payment of all delinquent dues for the Club and BPW/NC.

Each Club belongs to a region of BPW/NC. The Club participates in BPW/NC meetings, events, programs, and other activities some of which may be held in a region. To facilitate the attendance at these meetings, provision should be made in the budget of the Club for at least a portion of the expenses of the attendees to attend.

Officers are elected in accordance with the Club Bylaws. Normally, these officers, the Immediate Past President, and Parliamentarian (without vote) constitute the Executive Committee. The Executive Committee and Standing and Special Committee Chairs comprise the Board of Directors which should meet at least four times a year. Some Boards meet monthly. Club bylaws define the specific duties of each Officer and committee chair.

MEMBER RIGHTS AND RESPONSIBILITIES

It is the right of the member to:

- Have a voice in the general administration and affairs of the Club.
- Be kept informed of the status of the Club's overall program, financial condition, and general progress.
- Express their opinion, make relevant suggestions, and offer constructive criticism.
- Be represented by competent and courteous leaders using orderly and democratic processes.
- Grow as an individual.
- Expand horizons.

It is the responsibility of the member to:

- Accept the purposes and organization of the group.
- Become informed and support the approved program.
- Be loyal to the objectives of the Club and to its elected leaders.
- Abide by its established rules.
- Participate and become more knowledgeable in the activities of the Club.
- Attend meetings as regularly as possible.
- Promote membership.

BPW/NC FOCUS

The goal of BPW/NC is to achieve its vision. Guided by the BPW/NC program, Clubs should plan meetings and special events geared to improving the status of working women. Within this scope of activity, programs are varied to meet the needs of the Club. Legislative activity is another medium through which Clubs fulfill the objectives. All of these programs, meetings, and activities put BPW/NC's focus on the individual member.

OFFICER INSTALLATION CEREMONIES

Several officer installation ceremonies are available on the BPW/NC website (www.bpw-nc.org).

DUTIES AND RESPONSIBILITIES OF OFFICERS

CLUB PRESIDENT

It is essential the President understand Club and BPW/NC Bylaws, and the BPW/NC program. The President directs the work with the help of other officers, and by example and enthusiasm encourages participation and attendance of members at all Club meetings and all BPW/NC meetings and events. The President should be familiar with how to access and use the BPW/NC website and encourage members to use this valuable tool. The President represents the Club in the community and should be a person who commands the respect of the community.

Specific duties include the following:

1. Preside at all meetings of the Club, the Executive Committee, and the Board of Directors.
2. Appoint Standing and Special Committee Chairs with the approval of the Executive Committee.
3. Serve as ex-officio member of all committees except the Nominating Committee.
4. Read or have read all communications from BPW/NC which the Board of Directors deems of interest to the members. Announcements bearing a date effective between meetings may be given to the Newsletter Editor for more timely publicizing.
5. Sign all requests from the Treasurer for disbursement of funds, as directed by the budget.
6. Attend BPW/NC meetings and events. Participate in BPW/NC planning as needed.
7. Respond to all correspondence promptly.
8. To facilitate the transfer of a member, furnish the name and address of any member who is transferring to the Club President, BPW/NC President, and BPW/NC Treasurer.
9. Inform the State Nominating Committee Chair of the names and qualifications of members endorsed for BPW/NC Office. Utilize the forms provided by the Chairs.
10. Send to the person designated by the BPW/NC President the names and addresses of all Officers immediately following their election, and the names and addresses of all Standing Committee and Special Committee Chairs as soon as they are appointed.
11. Submit a written annual report of the accomplishments of the Club to the BPW/NC President upon her request.
12. File all pertinent material received and release to her successor upon completion of her term of office.

DUTIES AS PRESIDING OFFICER

1. Prepare an agenda well in advance of the meeting.

2. Send copy of the agenda to the Secretary prior to the meeting.
3. Call the meeting to order on time.
4. Maintain order at meeting.
5. State each motion clearly after it has been made and seconded, call for discussion, put motion to vote, and announce the result of the vote taken. If the motion is lengthy or involved, ask the Secretary to read the motion before putting it to a vote.
6. Take no part in the discussion and refrain from expressing personal opinion unless the Chair is relinquished for that purpose. Questions may be answered or points of information may be given.
7. Vote only under the following circumstances: a tie vote, a ballot vote, and a roll call vote.
8. Be familiar with parliamentary procedure.
9. Be courteous, fair, calm, and tactful.
10. Refrain from using the term "at this time."
11. Never say "I." Refer to self as "the Chair" or "your President."

SUGGESTED CALENDAR FOR CLUB PRESIDENTS

This calendar is suggested as a guide to help the Club President perform her duties. Modifications and adaptations in timing may be required to fit the schedule of the Club. As new policies are adopted or amendments are made to the BPW/NC Bylaws, the activities listed herein should be changed accordingly.

JUNE

1. Attend the BPW/NC Annual Convention.
2. Assign Chairs to attend appropriate workshops if they are provided at the Annual Convention if they are in attendance. If they are not, then be sure to pick up the packet of information for that Chair from each workshop leader and see that it is given to the proper person as soon as possible.
3. Schedule a report of the Annual Convention by attendees at the next meeting following the Annual Convention.
4. Ensure the new Treasurer is familiar with the procedure for remitting dues and other monies to the BPW/NC Treasurer.
5. Ensure that the Treasurer or Membership Chair personally contacts every member who has not paid dues.
6. Ensure the Issues Management Committee meets immediately following the Annual Convention to make preliminary plans for the year.
7. Suggest that the Committee Chairs review BPW/NC publications and the materials received at the Annual Convention and ensure each Committee Chair knows the duties of her Committee.
8. Begin working with Chairs on planning for entries for BPW/NC Awards.

JULY

1. Check with Treasurer to see that dues are being paid promptly. Members who have not paid dues by the 15th day of the third month after their renewal date should be dropped from the roll and notified of such action and encouraged to re-join.

2. Meet privately once each month with your Treasurer to go over any outstanding bills to be paid, any membership dues not paid, checkbook and financial records and the like, making sure that all previous month's transactions have been taken care of so that an up-to-date Treasurer's report can be presented at each Club meeting and meeting of the Board of Directors.
3. The Finance Committee or other person assigned this responsibility should prepare a budget for approval. The budget should include provisions for program materials and part or all expenses of President and members to attend BPW/NC meetings and events.
4. Consider planning process for bidding to host a BPW/NC event.

AUGUST

1. Check to see that plans for the fiscal year are beginning to materialize. Change where necessary.
2. Request the Membership Chair and her Committee report their plans to promote growth.
3. Review Bylaws with Board of Directors. Is there a need for complete or partial revisions? Utilize the model bylaws prepared by BPW/NC and follow directions carefully. Be sure to include any changes effected by the most recent BPW/NC Annual Convention to the BPW/NC Bylaws. Submit proposed revisions to the BPW/NC Parliamentarian for examination and approval by the BPW/NC President.

SEPTEMBER

1. Remind Standing Committee Chairs to use materials received from BPW/NC Chairs and that they will be required to prepare a written annual report. Suggest a notebook for keeping records which can be passed along to their successors.
2. Set a date for the BPW/NC President or other BPW/NC Officer to visit the Club. Advise her if she is to participate in the program.

OCTOBER

1. Attend the BPW/NC event and encourage other members to attend. Much information can be gained through the workshops and programs.
2. Observe National Business Women's Week (usually the third full week in October).
3. Re-emphasize growth in membership. Spur the membership to new efforts in recruiting new members.

NOVEMBER

1. Check with Committee Chairs to determine if they are holding meetings and keeping their Committee members active.
2. Send names of members qualified for BPW/NC Office and State Nominations Chair to the State Nominating Committee Chair by the date designated.
3. Ensure Issues Management Committee has a second planning meeting.

JANUARY

1. Overcome the "after holiday" lag with an outstanding program.

FEBRUARY

1. Review Club Bylaws to become acquainted with election procedures, how and when the Nominating Committee is selected, how many to be elected, etc.

MARCH

1. Arrange for a BPW/NC Officer, BPW/NC Chair, or a past Club President to install the new officers in May.

APRIL

1. Hold election of Club officers.
2. Have you and the Standing Committee Chairs received a request for annual reports? Send the President's report to the BPW/NC President. Be objective in the reports. This is a means of evaluating the strengths and weaknesses of BPW/NC's program. Include in the report the amount of the Club's budget, the amount of money raised, and the amount of scholarships given, if any.
3. Request Standing Committee Chairs to submit a copy of their reports to the Club Secretary for retention.

MAY

1. Urge incoming President to immediately appoint her Committee Chairs so they can be approved by the Executive Committee and announced at the May installation.
2. Encourage pre-registration for the BPW/NC Annual Convention. Officers and Standing Committee Chairs should be urged to attend.
3. Designate an Audit Committee in accordance with the Bylaws to audit financial accounting records.

CLUB PRESIDENT-ELECT OR VICE PRESIDENT(S)

1. Serve as Issues Management Chair if Club Bylaws so specify. Outline program for the year immediately after the BPW/NC Annual Convention.
2. Serve as Finance Chair if Club Bylaws so specify.
3. Be prepared at all times to take over the functions and duties of the President.
4. Act in any advisory capacity to the President.
5. Perform specific duties assigned by the President or as provided in the Club Bylaws.
6. Be familiar with parliamentary procedure.
7. Represent the Club at community or BPW/NC meetings upon request of the President.
8. The Club President-elect should arrange for her installation and the installation of the officers for her year as president to be held in May.

CLUB SECRETARY

1. Keep an accurate record of the proceedings of all meetings of the Club, the Executive Committee, and the Board of Directors. Record exact wording of motions, who made them and whether carried or lost. Minutes should be as brief as possible and contain only the actual business transacted. No personal opinions of the Secretary should be included. Minutes are not reports; therefore they are not "respectfully submitted." The President does not sign the minutes as such. If desired, there may be added on the left side of the page: "Approved" and a line for the President's signature.
2. Minutes should be written immediately following a meeting in order to record the actions and events while the information is still "fresh." It is a good idea to tape record each meeting and

then transcribe from the tape and notes taken during the meeting. This will insure that you do not omit an important point that may need to be recorded in the minutes.

3. Keep a permanent file of all records and letters of value.
4. Turn over all records to successor upon completion of term of office.
5. Conduct the correspondence of the Club as directed by the President.
6. Read the correspondence as submitted by the President before presenting it to members in summary form. Be sure to identify the originator(s) of the communication first and read clearly to arouse interest.

CLUB TREASURER

1. Be responsible for all monies and the payment of obligations of the Club.
2. Keep an accurate record of all monies and receipts, disbursements, and dues and membership records.
3. Forward BPW/NC dues to the BPW/NC Treasurer promptly.
4. Inform the Membership Committee as to the status of Club membership.
5. Furnish the Editor of the Club newsletter the names and addresses of new members.
6. Be familiar with all references to dues and finances in Club and BPW/NC Bylaws.
7. Be familiar with the transmittal forms which accompany BPW/NC membership dues. Make the correct number of copies and give all information requested, making sure that all copies are legible. Remember the BPW/NC Treasurer will answer any questions or clarify any procedure. When in doubt about what to do, ask.
8. Send promptly all member demographic changes to the BPW/NC Membership Chair to insure prompt delivery of the *Tar Heel Woman*.
9. Send two copies of the latest membership list, including names and addresses, when requested by the BPW/NC Treasurer prior to the BPW/NC Annual Convention.
10. As soon as the incoming President appoints Standing Committee Chairs, prepare the Club's directory listing. Work closely with the incoming President to see that these forms and the membership transmittal forms are in the proper order to be submitted at the BPW/NC Annual Convention.
11. Serve as ex-officio member of all Committees which disburse money.
12. Furnish successor all books, records, and papers within ten days after completion of term of office or after the audit. Be available to assist the new Treasurer in setting up records for the ensuing year if requested.

PARLIAMENTARIAN

The President may appoint, with the approval of the Executive Committee, a Parliamentarian who will serve at all meetings of the Club, Executive Committee and Board of Directors. If the Parliamentarian is a Club member, she has the right to make motions and vote in a general meeting. However, she refrains from entering into discussion in which parliamentary opinion may be asked. Unless otherwise a member of the Executive Committee and/or Board of Directors, she serves without vote.

STANDING COMMITTEES

The Club shall have Standing Committees which duplicate in name and function those of BPW/NC. The President may appoint other special committees considered necessary to carry out the Club's programs and activities. The Standing Committee Chairs, appointed by the President with the approval of the Executive Committee, assist the President in selecting their own Committee Members. Standing Committee Chairs will be requested to prepare an annual report of their activities for the Club files and their respective BPW/NC Chairs. These reports are requested by a date suitable to the preparation of the BPW/NC Chairs annual reports. Standing Committee Chairs are members of the Club's Board of Directors.

ISSUES MANAGEMENT

1. Initiate and implement a well-coordinated Club program in agreement with BPW/NC objectives and pertaining to current social, economic, and political needs of the community.
2. Balance and vary the Club programs. Present recommendations for the programs to the members for their approval.
3. Encourage membership participation in the programs.
4. Present programs that will be attractive to membership expansion.
5. The Standing Committee Chairs usually comprise the Issues Management Committee. Regular meetings should be held throughout the year.
6. Promote the interest of business and professional women in the area of career attitudes and opportunities. Provide opportunities for growth in effective and creative leadership. Promote the elevation of career standards.
7. Urge members to attend the BPW/NC events.
8. Participate locally in expanding work opportunities. Aid the individual member in learning about jobs and their requirements and in attaining the necessary knowledge and skills to remain employable and to be considered for promotions.
9. Work for the improvement of local education, counseling, training, and placement facilities.
10. Encourage members to participate in BPW/NC studies.
11. Report to BPW/NC Chairs activities and progress of the Club Committees as requested.
12. Prepare Issues Management Award entries to be awarded at the BPW/NC Annual Convention.

FINANCE

1. Review cost of operations for the previous year and prepare an annual budget for approval and adoption by the membership at the first meeting of the fiscal year June 1 - May 31.
2. Develop a sound financial policy for the Club and supervise all expenditures.
3. Serve as business advisor to the Club. Review the Club's financial statement closely to ensure that expenditures are kept within allocated amount.
4. Recommend to the Club Executive Committee, Board of Directors, or general body of the Club the allocating of funds for unusual requests not included in the budget.
5. Ensure the budget is adequate to achieve the Club's planning, including expenses for full representation at BPW/NC meetings and events.
6. Suggest fund raising plans if such is necessary. It is suggested that funds be increased by promoting membership rather than by fund raising projects.

7. Serve as an ex-officio member of all committees that disburse money.
8. Attend pertinent workshops at the BPW/NC Annual Convention if any are provided.

BPW/USA FOUNDATION

1. Know the BPW/USA Foundation, its history, its organization, and what it offers to working women.
2. Publicize it in the Club and elsewhere. Much material is available from the Executive Offices in Washington. In cooperation with the Public Relations Chair prepare a newspaper article built around the BPW/USA Foundation's program to serve working women. This is particularly good if you can insert some local interest.
3. As a member of the Club's Issues Management Committee, be prepared at its planning sessions to suggest an interesting and lively presentation of the BPW/USA Foundation and its education and research facilities.
4. Encourage donations to the BPW/USA Foundation, either from individual members or from the Club.
5. Inform Clubs and the public of scholarships available through the BPW/USA Foundation.

MEMBERSHIP

1. Promote interest among business and professional women in the progressive program of BPW/NC and be able to interpret policies, goals, objectives, and achievements.
2. Maintain and increase Club membership through a coordinated plan.
3. Confer with the outgoing Membership Chair and Treasurer to secure necessary information and dates.
4. Assume joint responsibility with the Club Treasurer for submission of new members' transmittals and dues to BPW/NC immediately upon collection of same.
5. Plan an orientation course to assist members in Club activities and BPW knowledge.
6. Prepare lists of prospective members in the community showing names, qualifications, occupation, and employers. Keep an index file of prospective members.
7. Participate in program planning meetings. Attend BPW/NC meetings and events.
8. Become familiar with the requirements for membership citations and awards and remind the membership of them frequently. Be enthusiastic about the BPW/NC program.

LEGISLATION

1. Cooperate with Club Committees whose programs may be implemented by legislative action.
2. Stimulate interest and activity in local legislation.
3. Review and discuss the BPW/NC Legislative Platform and items which they specifically stress. Report all aspects of such measures and prepare to answer the opposition.
4. Report to the Clubs regularly while the North Carolina Legislature is in session on action that has been taken and upcoming legislation to monitor.
5. Maintain close liaison with the BPW/NC Legislation Chair and inform the Club on the current status of measures in the North Carolina Legislature and the U. S. Congress.

6. Become familiar with new laws as passed by the North Carolina Legislature and the U. S. Congress and keep informed on legislative techniques.
7. Encourage members to write their elected representatives for or against certain measures when requested by the State Chair.
8. Inform members of the North Carolina Legislature of items on the BPW/NC Legislative Platform, so they are fully aware of the objectives which members of BPW/NC are seeking to achieve.
9. Keep abreast of the changing role of working women and how it is affected by the labor market, by legislation, etc. Keep informed about the changing state laws in professional licensing.
10. Promote a better understanding among the members of the machinery and processes of government, including public offices and commissions, their requirements, term of office, salaries, etc.
11. Select and promote eligible qualified women as candidates for public office and/or appointment to policy-making posts.
12. Stimulate action on local, state, and national levels in the exercise of citizenship privileges and responsibility in the security of the nation.
13. Stimulate interest in foreign policy issues, international affairs, and the United Nations.
14. Prepare a brief summary of a current issue of foreign policy or short resume of new developments in the United Nations for presentation at each Club meeting.
15. Promote activities that will increase international understanding in the Club and in the community.

PUBLIC RELATIONS

1. Increase the use of publicity media in the community as a means of informing the public of the activities and achievements of the Club and of BPW/NC.
2. Establish contact with local newspapers and radio and television stations. Explain the Club and BPW/NC programs and ask for cooperation in securing space and time as newsworthy happenings occur.
3. Arrange programs with the Program Directors of radio and television stations and other communications media.
4. Select Club members for radio and television programs and newspaper articles who have interesting business or professional backgrounds, human interest stories to relate, and other attributes which would be good material.
5. Prepare scripts for use in the community following radio or television format directives from the BPW/NC Public Relations Chair.
6. Read carefully all materials sent from the BPW/NC Public Relations Chairs and send them suggestions or inform them of problems that have arisen through the news or other communications media.
7. Initiate or cooperate in the continuance of a periodic newsletter for members. Good public relations begin within the Club.
8. Submit entries for BPW/NC Public Relations awards.

YOUNG CAREERIST

1. Be familiar with the aims and objectives of the program, and the rules and regulations governing the selection of candidates from the Club for BPW/NC participation.
2. Start looking for potential candidates early in the year. Enlist the help of all members.
3. Plan to have an outside selection committee to select your winner.
4. Thoroughly orient your candidates and selection committee to No. 1 above. Additionally, be sure that each local candidate receives and studies the BPW/NC Legislative Platform.
5. Provide the information requested by the BPW/NC YC Chair on forms which will be needed from you or your Club President. Cooperate with the BPW/NC YC Chair in every way possible.
6. Act as Hostess to your Club candidate at the BPW/NC Annual Convention during competition with other Clubs' candidates. Some Clubs may offer a one-year membership to their Young Careerist candidate if she is not already a member and wishes to join.
7. Whether a candidate wins or loses in Club or BPW/NC competition, stay in touch with her. The participant can be a vital young prospective member in the community. Extend an invitation to subsequent meetings of the Club, if not already a BPW member. Use the participant in Club programs. Please note that to be eligible to participate in the BPW/NC competition, the candidate must be a member of BPW/NC.

CLUB MEETINGS

Regular meetings should be held at least once each month. Each meeting should include Club business and at least one phase of the BPW/NC program. However, the members decide for themselves on the frequency and nature of their meetings. If the members are interested, they may have special groups for study of topics in the BPW/NC program. Recreation, social, and cultural units may also be organized to meet the needs of interested persons.

DUES

A Club member pays dues directly to the Club Treasurer based on the member's annual renewal date. The total amount paid in dues to the Club Treasurer includes the BPW/NC dues.

MEMBER PROTOCOL

Protocol demands that members arrive on time for a meeting and that they do not leave until the meeting is adjourned, unless for a special reason and they have so advised their President.

Always address the Chair before you speak. Be prompt in seconding motions to bring business to point of discussion. Address the Vice President or any person serving temporarily as "Madam Chair." Never walk between the Chair and the assembly.

Develop the art of listening. Members should be well mannered, courteous and attentive always. A rap of the gavel from your President should bring you to instant attention. Do not stand waiting for recognition when another person already has the floor.

Do not fail to be seated at once if someone rises to a point of order while you have the floor. Never interrupt another speaker unless the rules of order give you the right. Do not try to compete with the speaker by chitchat with your neighbor. In speaking, avoid personalities and be brief. Be courteous, as well as correct.

Do not call a "Question." Let silence indicate that the assembly is ready to vote. Avoid cliques-they break up clubs. Do not sleep in meetings; do not doodle, and do not whisper. Do not sit on your

hands when applause is in order. Be a contributing member and serve on committees. Be prompt in paying dues as well as prompt at meetings. If you accept an assignment, complete the work as quickly and capably as you can.

Cooperate with the elected officers of your Club whether they are your personal choice or not. Discuss organization business in the meeting; do not wait until after the meeting.

AT BPW/NC MEETINGS

Always rise upon introduction of the BPW/NC President or her designated appointee serving in her stead at the meeting such as another member of the Executive Committee. Always rise upon the entry of the head table (processional) to the platform. Be seated when the Chair has indicated to do so. In business meetings such as the BPW/NC Annual Convention, remember the above rules regarding protocol and parliamentary procedure.

Remember, your presiding officer is depending on each of you to participate in an orderly, democratic fashion. She will always be courteous and fair. You will have your opportunity to enter into the discussion. Your comments, motions, etc. should always be germane, concise, and to the point. If time is called on you, relinquish the floor immediately.

Always remember that you are attending the meeting to participate. Be sure to vote on all issues in the business sessions and in the elections, including any run-off election. You must be patient if you find it necessary to stand in line to vote. The process usually moves rather quickly if everyone will cooperate and vote at the designated time.

INDUCTION GUIDELINES FOR CLUB MEMBERSHIP CHAIR

These guidelines are intended for a single or group induction of new members in conjunction with presentation of a membership certificate and other membership material, which may consist of the following: membership pin (if budget allows), Club membership roster, bylaws, newsletter, and state publications (if available, such as Handbook and *Tar Heel Woman*).

SINGLE MEMBER INDUCTION

“It is with great pleasure that we welcome _____, as a new member, to the _____ Club of BPW/NC. _____, will you please come forward...”

You have joined the only organization in the United States focused on working women. Membership in BPW/NC can open the door to a more significant future. To many of us, it means individual development in leadership techniques, community involvement, and legislative activity.”

[Introduction of new member to be given by either the Membership Chair or the sponsor of the new member.]

“Our President will present a membership certificate and other membership material.

_____, we look forward to your participation in BPW/NC through our Club.”

GROUP INDUCTION

“One of the greatest joys of Club activity is the induction of new members. At this meeting, we have the honor of welcoming #_____ members into the fellowship of BPW/NC through the _____ Club.

Will the new members come forward as their names are called.

Membership in BPW/NC brings these new members to the largest organization in the United States devoted entirely and actively to interests and needs of career women. Through coordinated

programs, opportunities are provided for self-improvement and leadership experience, legislative knowledge, and community awareness.”

[Introduction of new members by name, occupation and employer. After each introduction, the President presents a membership certificate and other member materials.]

“And now, will all the members stand as our new members join in the BPW/NC Pledge.”

(The BPW/NC Pledge is included in its entirety in Chapter XIII – Miscellaneous in this Handbook.)

CHAPTER VII – AWARDS

GENERAL INFORMATION

Several awards in various categories are presented Clubs and individuals each year by BPW/NC. BPW/NC Clubs and members are eligible for all of these awards and are strongly encouraged to participate in the awards programs and projects. The BPW/NC Awards Programs are BPW's way of recognizing outstanding achievements and activities of members and Clubs. All of the awards are categorized by the Standing or Special Committee. The current awards being presented can be found at the BPW/NC website.

RESPONSIBILITIES

The Standing Committee Chairs shall be responsible for the following duties as they relate to awards presented in their respective all categories:

1. Distribution of criteria for awards.
2. Selection and instruction of judges wherever appropriate.
3. Receiving award entries and delivering to judges whenever judges are used.
4. Notification of names of award recipients to the Awards Chair by such date as determined by the BPW/NC Awards Chair.
5. Presentation of awards at the BPW/NC Annual Convention.

The Awards Chair shall be responsible for:

1. Purchase and engraving of trophies and certificates of awards.
2. Reporting any needed repairs or replacements to Executive Committee for approval.
3. Delivering trophies to the BPW/NC Annual Convention and arranging for display of trophies.
4. Returning trophies to BPW/NC Headquarters.

DEADLINES

All BPW/NC award entries shall be submitted to the appropriate BPWNC Standing or Special Committee Chair prior to the date provided by the BPW/NC Awards Chair. Please refer to the BPW/NC website for the current award entry submission dates. Names of award winners shall be submitted to the President and the Annual Convention Planning Chair by the Standing or Special Committee Chair on or before the date determined by the BPW/NC President.

EXPENSES

Expenses of trophies and certificates shall be included in the Annual Convention budget. An estimate of expenses shall be submitted to the Annual Convention Planning Chair, with a copy to the BPW/NC President.

NEW AWARDS

The establishment of any new award shall require the approval of the Executive Committee and the Board of Directors. The criteria for established awards are presented on the following pages.

ESTABLISHED AWARDS

ISSUES MANAGEMENT AWARD

STATE NIKE AWARD

Description: Presented by the Issues Management Chair at the BPW/NC Annual Convention to a Club for the best overall coordinated programming through the entire year. Entries must meet the following criteria:

- 1) Focus programming or themes on issues important or relevant to the members of the local Club.
- 2) Special programs, activities, or continuing programs may be used or included.
- 3) Entries should be submitted on standard 8½ x 11 inch three-hole punched plain white paper and enclosed in a report cover. Cover should be simple and professional in appearance. The binder style will not be a consideration in the judging. Lettering on the cover can be typed on a label, simply stating the name of the Club and the fiscal year for which the entry is being submitted.

Submissions should include the following:

(a) Title page should include the following:

- Theme or focus;
- Club name;
- Fiscal year;
- Name, address, and phone number of Club President and Issues Management Chair.

(b) A table of contents should be included and pages numbered.

5. Creativity and relevance in overall programming is the key.

(c) Each monthly program or special activity presented at a Club meeting should be described on one page. The information should be typed and double spaced with the following format:

- Topic (title and/or brief description);
- Date, place and time presented;
- Total number of participants (note whether members, guests or guest speakers); Props used (programs, power point, handouts, etc.);
- Program techniques used (lecture, group discussion, etc.)

(d) Photos may be included, but are not required. They must be clearly identified and related to a specific program or event. They should be mounted on the page immediately following the program or event to which they pertain.

4) Other: The following should be included as the last page of the entry:

- (a) Membership: As of May 1st prior year and as of April 30th of the current fiscal year; whether or not the Club equalized its membership during the current fiscal year; the number of members winning BPW/NC membership awards during the most recent Annual Convention.
 - (b) Attendance at meetings: BPW/NC Annual Convention, BPW/NC events, and/or Women's Advocacy Day in Raleigh as well as the average number of attendees at all regular meetings of the Club.
- 5) Entries will be judged on the following:
- (a) Relevance to the implementation of BPW/NC mission and objectives.
 - (b) Effect of programs on individual development of the Club members and the internal growth of the Club, its membership expansion, and quality of goals.
 - (c) Projection of BPW image in the community.
 - (d) Variety and creativity expressed in overall programming, format, techniques, and resources used.

Type of Award:	1 st Place:	Name of the Club will be engraved on the silver trophy to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winner. <u>NOTE</u> : In the event of a tie, both (or all) names will be engraved on the silver trophy.
	2 nd Place:	A Certificate of Award will be presented to the 2 nd place winner.
	3 rd Place	A Certificate of Award will be presented to the 3 rd place winner.

MEMBERSHIP AWARDS

STATE RIBBON AWARD

Description: A ribbon will be presented to all members who sponsor two new members during the previous fiscal year.

Procedures: The sponsoring member shall complete a certification form that has been supplied by the BPW/NC Membership Chair to the Club Membership Chair. After completion, it is to be signed by the Club Membership Chair and the Club President. The Club Membership Chair shall submit the form to the BPW/NC Membership Chair. If the sponsoring member is unable to attend the BPW/NC Annual Convention, the ribbon will be mailed to the Club President for presentation.

SHARE BPW BUTTON AWARD

Description: A "Share BPW" button will be presented to all members who sponsor three new members during the previous fiscal year.

Procedures: Same as described above in the State Ribbon Award.

VERNA TAYLOR MEMORIAL MEMBERSHIP AWARD

Description: This award was given by Verna Taylor, a past BPW/NC President and BPW/NC Membership Chair. It is presented at the BPW/NC Annual Convention to the individual member in BPW/NC who has sponsored the greatest number of new members during the previous fiscal year according to the BPW/NC Membership Chair's records.

Procedures: Entries are submitted to the BPW/NC Membership Chair on the forms used for the State Ribbon Award or by letter from the Club President stating the names and Club of the new members, plus the sponsoring member's name and Club. Sponsorship of members in any BPW Club in the State qualifies for entry.

Type of Award:	1 st Place:	Name of the individual will be engraved on the silver pitcher to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winner. <u>NOTE</u> : In the event of a tie, both (or all) names will be engraved on the silver pitcher.
	2 nd Place:	A Certificate of Award will be presented to the 2 nd place winner.
	3 rd Place	A Certificate of Award will be presented to the 3 rd place winner.

DORIS FOSTER MEMBERSHIP AWARD

Description: The award was given by Doris Foster, a past BPW/NC President and BPW/NC Membership Chair. It is presented at the BPW/NC Annual Convention to the Club with the greatest number of new members during the fiscal year based on the records of the BPW/NC Membership Chair.

Type of Award:	1 st Place:	Name of the Club will be engraved on a silver bowl to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winning club. <u>NOTE</u> : In the event of a tie, both (or all) club names will be engraved on the silver bowl.
	2 nd Place:	A Certificate of Award will be presented to the 2 nd place winner.
	3 rd Place	A Certificate of Award will be presented to the 3 rd Place winner.

PAT NIXON-BETTYE POWELL MEMBERSHIP AWARD

Description: This award was originally known as the Pat Nixon Award and was presented by Pat during her term of office as BPW/NC President. It was retired in 1976 because all of the space for engraving had been used. It was renewed and renamed by its presenters, Pat Nixon and Bettye Powell, in 1976 during Ms. Powell's term as BPW/NC President. It is presented at the BPW/NC Annual Convention to the first Club that meets the following criteria during the current fiscal year:

1. Renew 100% of continuing members based on the previous June 30th Club membership.
2. Exceptions will be allowed for the following:
 - (a) Deceased members;
 - (b) Members who have moved from the Club's community to a new community where there is no BPW Club;
 - (c) Members who have transferred to another BPW Club or resigned to join another BPW Club (such as joining a newly chartered BPW Club).
3. Clubs which wish to qualify under these exceptions must submit to the BPW/NC Treasurer the names of those excepted for any of the above reasons, on a separate paper listing the reason and/or the Club to which the membership transferred.
- 4) Qualifications for the award will be based on the records of the BPW/NC Membership Chair.

Type of Award: 1st Place: Name of the Club will be engraved on the silver trophy to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winning club. NOTE: In the event of a tie, both (or all) club names will be engraved on the silver trophy.

 2nd Place: A Certificate of Award will be presented to the 2nd place winner.

 3rd Place A Certificate of Award will be presented to the 3rd place winner.

MARLENE PLYLER AWARD

Description: Given by Elizabeth G. Walters in honor of Marlene Plyler, a past BPW/NC President. It is presented at the BPW/NC Annual Convention to the Club with the greatest percentage of increase in membership during the fiscal year. Percentage is based on the June 30th membership of previous year on the records to the current June 30th records of the BPW/NC Membership Chair.

Type of Award: 1st Place: Name of the Club will be engraved on the silver bowl to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winning club. NOTE: In the event of a tie, both (or all) club names will be engraved on the silver bowl.

 2nd Place: A Certificate of Award will be presented to the 2nd place winner.

 3rd Place A Certificate of Award will be presented to the 3rd place winner.

LEGISLATION AWARDS

EQUAL PAY CREATIVE COMMUNICATIONS AWARD

Description: This award was created to recognize Clubs and/or individuals who, using equal pay issues and themes, are able to produce creative materials that spark visibility, involvement, and promotion of equal pay for women. It seeks to stimulate the creativity of BPW members and non-BPW members to tackle these complex issues and find effective ways to break down barriers. It will be awarded at the BPW/NC Annual Convention. This award will highlight how different media can be used to get out messages about pay equity issues to both supporters and disbelievers. It will recognize group and individual projects that, by their creative and innovative visual/graphic and written/verbal materials, are able to enhance visibility, increase involvement and promote genuine communication about pay equity issues.

1. BPW Individual or group submissions are accepted. Entries of non-BPW members are accepted when sponsored by a Club.
2. Entries must be original works and not copies of already produced materials. Entries are expected to vary and cover a broad range of materials used in distinctive and creative ways. These include, but are not limited to:
 - a. visual/graphic – banners, buttons, cartoons, bookmarks, stickers, T-shirts, paintings, greeting cards, website designs, magnets, posters, etc. and
 - b. verbal/written – original songs (lyrics and music), original lyrics for published songs, poems, stories, essays, skits, plays, etc.

The entry form must be completed and the following items responded to on a separate page:

1. Describe what your entry was designed to communicate about pay equity.
2. Describe how the entry was used to promote awareness of pay equity issues.
3. Describe the responses from individuals and audiences to the entry.
4. Describe the media coverage and publicity your product received.
5. List support material included with the entry submission form.

Type of Award:	1 st Place:	A Certificate of Award will be presented to the winner.
	2 nd Place:	A Certificate of Award will be presented to the 2 nd place winner.
	3 rd Place:	A Certificate of Award will be presented to the 3 rd place winner.

EQUAL PAY CREATIVE PROGRAMMING AWARD

Description: This award encourages Clubs to put their creativity to work and raise awareness of equity in the workplace and show how it relates to women's ultimate success. It will be awarded at the BPW/NC Annual Convention. This award will take into consideration one-time Equal Pay Day events or a series of activities that by creative and innovative outreach enhance visibility, increase involvement and promote actions to help women achieve pay equity in the workplace. It will recognize innovative and "out of the box" programming targeted at different audiences.

1. Entries must be submitted by a Club. The entry can be solely a BPW event, the result of a coalition of organizations, or any other kind of organizational arrangement.
2. Entries can be one-time events or multiple coordinated events. It can be a targeted Equal Pay Day activity, or a series that keeps pay equity issues visible through a series of Club sponsored activities. Examples might include: forums, social events, demonstrations,

contests (in schools, community organizations, or youth groups) for the best song, poem, story or cartoon, etc. about the meaning of pay equity and inequity in the workplace.

The entry form must be completed and the following items responded to on a separate page

1. Describe the program(s) and explain what made it (them) innovative.
2. Describe the pay equity issues that were addressed.
3. Describe the responses from participants.
4. Describe the media coverage and publicity your program received.
5. List support material included with the entry submission form.

Type of Award: 1st Place: A Certificate of Award will be presented to the winner.
 2nd Place: A Certificate of Award will be presented to the 2nd place winner.
 3rd Place: A Certificate of Award will be presented to the 3rd place winner.

VERLIN DAVIS AWARD

Description: This award was given by Verlin Davis, a past BPW/NC Legislation Chair. It is presented at the BPW/NC Annual Convention to the Club that has had the most effective legislation program compatible with the BPW/NC objectives. The award is for legislative involvement, legislative education, and legislative awareness. The criteria are established on a year-to-year basis and will be communicated to the Clubs by the BPW/NC Legislation Chair.

Type of Award: 1st Place: Name of the Club will be engraved on the silver tray to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winner. NOTE: In the event of a tie, both (or all) names will be engraved on the silver tray.

 2nd Place: A Certificate of Award will be presented to the 2nd place winner.

 3rd Place A Certificate of Award will be presented to the 3rd place winner.

PUBLIC RELATIONS AWARDS

ELAINE MARTIN AWARD

Description: The Elaine Martin Award, established in 1975, was contributed by Elaine F. Martin, BPW/NC President 1971-1972. This is an annual award given for excellence in Club newsletters. Its purpose is to promote excellence in reporting news and enriching communication to members of the Club.

1. Entry will be accepted only in the form of a newsletter or a combination of a bulletin/newsletter.
2. Entry must include eight monthly newsletters, submitted in a bound format. The Club should select their eight best newsletters of the BPW/NC fiscal year (not more or less than eight) and must submit four identical bound sets, so that an identical entry can be sent to each judge. Entries of less than four sets will not qualify for judging.

3. Entry must be received by the BPW/NC Public Relations Chair no later than the date established by the BPW/NC Public Relations Chair.
4. Newsletter content should include:
5. Current activities of the Club;
6. Area activities (BPW and others) available and beneficial to Club members;
7. Activities and achievements of Club members within BPW and community;
8. Announcements and reports of BPW/NC meetings and events, so all members are kept informed of plans and events of the organization;
9. Current monthly Club program and relate how it promotes the BPW/NC program;
10. Information about membership, legislation, BPW/USA Foundation, finance, and the Young Careerist and Individual Development programs;
11. Some personal news of members such as illness, happy events, etc., but kept in proportion to other content.
12. Each newsletter should be labeled with:
13. Name of publication;
14. Date of publication;
15. Name of Club and Region;
16. Name of President and Editor;
17. Name and address of contact person.
18. Each monthly newsletter should be mailed/emailed to:
19. BPW/NC President and President-elect;
20. BPW/NC Public Relations Chair;
21. Tar Heel Woman Editor;
22. All Club members.

NOTES:

1. Due to the fact that in Public Relations there are both advantages and disadvantages relating to the Club's size and location, which could not be fairly weighed, these will not be a part of the scoring system.
2. Each entry must be accompanied by a completed copy of the official entry form.
3. To facilitate mailing and handling, it is suggested that covers be of a lightweight material.
4. To ensure uniformity in judging, the BPW/NC Public Relations Chair will inform all judges of the criteria, BPW objectives, focus issues, Standing Committees, and Young Careerist and Individual Development programs. Judges will be acknowledged at the BPW/NC Annual Conference..
5. Acceptable entries will be judged individually by a minimum of three judges who are familiar with the criteria and with BPW focus issues, Standing Committees, and Young Careerist and Individual Development programs, but are not BPW members. Each judge will score each acceptable entry, using the prescribed scoring system. All score sheets will be totaled to determine the winning entry. BPW/NC will pay for acceptable entries to be mailed to and returned by the judges.

6. All entries judged will be displayed at the BPW/NC Annual Convention. First, second and third place entries will be displayed with their score sheet totals and will be identified with ribbons. Each Club submitting an entry will receive a copy of their score totals.
7. Each Club will be responsible for picking up their entry after 5:00 p.m. on Saturday at the BPW/NC Annual Convention. BPW/NC will not take responsibility for returning them.

Type of Award: 1st Place: Name of Club will be engraved on a trophy to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winner. NOTE: In the event of a tie, both (or all) names will be engraved on the trophy.

 2nd Place: A Certificate of Award will be presented to the 2nd place winner.

 3rd Place A Certificate of Award will be presented to the 3rd place winner.

THE ELAINE MARTIN AWARD

SCORING SHEET

A. PRESENTATION AND FORMAT

1. Design and layout (10)
2. Professional presentation (5)

B. CONTENT COVERAGE

1. Current activities of the Club (10)
2. Area activities (BPW & others) available and beneficial to Club members (10)
3. Activities and achievements of Club members within the BPW and community (5)
4. Announcements and reports of BPW/NC meetings and events (10)
5. Current month Club program and how program promotes the focus issues (15)
6. Information about Membership, Public Policy, Foundation, Finance, and the Young Careerist and Individual Development programs (15)
7. Personal news of members (5)

C. OTHER CREDITS

1. Each newsletter is labeled with:
 - a. Name of publication (1)
 - b. Date of publication (1)
 - c. Name of Club and Region (1)
 - d. Name of Club President (1)
 - e. Name of Newsletter Editor (1)
 - f. Name and address of contact person (1)
2. Each monthly newsletter published was mailed to:
 - a. BPW/NC President & President-elect (1)
 - b. BPW/NC Public Relations Chair (1)
 - c. *Tar Heel Woman* Editor (1)
 - d. All Club members (1)
3. Discretionary credit (Judge must identify) (5)

TOTAL POINTS (100)

ELIZABETH WOODWARD AWARD

Description: Elizabeth Woodward was the Editor of our official BPW/NC publication, the *Tar Heel Woman*, for 19 years. Upon her death in 1969, BPW/NC President Marlene Plyler established this award in Public Relations to honor Ms. Woodward for outstanding work given to BPW/NC as long as

she was able. This award is given annually in the area of Public Relations to the Club that best conveys to the public the BPW/NC objectives and Club activities.

Entries will be judged on the following criteria:

1. Entry will be accepted only in a bound format, no larger than 14" X 17".
2. Entry must be received by the BPW/NC Public Relations Chair no later than the date specified by the BPW/NC Public Relations Chair.
3. Include all media coverage:
 - a. Newspaper and magazine coverage must include actual clippings or photocopy with dateline giving publication name and date.
 - b. Radio and TV coverage must include copy of script and must show name and station airing information and date aired.
 - c. Other printed items must include an actual copy or photocopy with publication name and date.
4. Other forms of community awareness of BPW may be shown by using photographs, write-ups, etc.
5. Keepsake items such as name badges, place cards, programs of all meetings attended and general photography of Club members are not to be included.
6. Photographs may be used if they are promoting the Club by showing a member giving or receiving an award, speaking to a group on BPW or related areas, etc.

NOTES:

1. Due to the fact that in Public Relations there are both advantages and disadvantages relating to the Club's size and location, these will not be a part of the scoring system.
2. Each entry must be accompanied by a completed copy of the official entry form.
3. To facilitate mailing and handling, it is suggested that cover and pages be of lightweight materials. If so desired, pages may be laminated or presented in clear plastic covers to insure durability.
4. To insure uniformity in judging, the BPW/NC Public Relations Chair will inform judges of the criteria, BPW objectives and focus issues as well as the scoring system. Judges will be acknowledged at the BPW/NC Annual Convention.
5. Acceptable entries will be judged individually by at least three judges who are familiar with public relations and with BPW/NC objectives and focus issues, but are not BPW members. Each judge will score each acceptable entry, using the prescribed scoring system. All score sheets will be totaled to determine the winning entries. Judging will take place at a meeting of the judges to be held at a time and place designated by the Public Relations Chair. BPW/NC will pay the judges for travel expense and lunch for this meeting, if necessary.
6. All entries judged will be displayed at the BPW/NC Annual Convention. First, second, and third place entries will be displayed with their score sheet totals and will be identified with ribbons. Each Club submitting an entry will receive a copy of their score sheet totals.
7. Each Club must pick up their entry after 5:00 p.m. on Saturday at the BPW/NC Annual Convention.

Type of Award: 1st Place: Name of Club will be engraved on the pitcher to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. NOTE: In the event of a tie, both (or all) names will be engraved on the pitcher.

2nd Place: A Certificate of Award will be presented to the 2nd place winner.

3rd Place: A Certificate of Award will be presented to the 3rd place winner.

THE ELIZABETH WOODWARD AWARD

SCORING SHEET

A. PRESENTATION AND FORMAT

- | | | |
|----|---------------------------------------|---|
| 1. | Originality of theme | 5 |
| 2. | Creativity and organization of layout | 5 |
| 3. | Relevance of cover design | 5 |

B. MEDIA COVERAGE

- | | | |
|----|---|----|
| 1. | Newspaper | |
| a. | Notices of Club and BPW/NC meetings, events and education seminars | 10 |
| b. | Coverage of programming, activities, and awards of the Club members | 10 |
| c. | Coverage of BPW/NC objectives and focus issues | 10 |
| d. | Coverage featuring members with BPW affiliation acknowledged in article | 10 |
| e. | Other newspaper coverage (for example, <i>Tar Heel Woman</i>) | 10 |
| 2. | Radio and TV | |
| a. | Amount and content of coverage | 10 |
| 3. | Local and special magazines, church bulletins, fliers, etc. | |
| a. | Amount and content of coverage | 10 |

C. OTHER CREDITS

- | | | |
|----|--|---|
| 1. | Other forms of community awareness of BPW | |
| a. | Amount and content of coverage | 5 |
| 2. | Index page and pages numbered | 5 |
| 3. | Discretionary credit (Judge must identify) | 5 |

TOTAL POINTS.....100

AWARDS

BPW/NC LEADERSHIP AWARD

Description: This award is designed to encourage members to grow and continue to be involved in their Clubs and BPW/NC at higher and higher levels. There are four achievement levels: Self-Starter, Leaders, Role Models, and Mentors.

Qualification rules for Leadership Award:

1. Only members in good standing are eligible for Awards.
2. Requirements for each achievement level may be completed in any order, but all requirements for each achievement level must be completed to earn that level.
3. Achievement levels must be earned in order.
4. Each achievement level is expected to take successively more time to accomplish.
5. Fill out form and secure signatures. A new form is required for each achievement level.
6. Completed, signed forms must be emailed to the BPW/NC Awards Chair by the date specified by the BPW/NC Awards Chair.
7. All entries are subject to verification of specific tasks. The award submission information on the BPW/NC website contains the signatures required for the various tasks at the various achievement levels.
8. Points do not accumulate to successive entries; set your goal for the points/tasks you want to achieve and submit your entry when you reach your goal.
9. Awards will be presented at the BPW/NC Annual Convention.

Achievement Levels:

All achievement levels will earn:

1. Recognition in the Tar Heel Woman,
2. Certificate of Achievement, and
3. Recognition in the BPW/NC Annual Convention Program.

In addition:

1. Self-Starters will earn the Leadership Pin.
2. Leaders, Role Models, and Mentors will earn a designation rocker to be worn with the Leadership Pin.

Requirements for earning Self-Starter status:

1. Complete all 14 modules of the Individual Development Program.
2. Secure and work with BPW/NC mentor.
3. Attend a Local Club leadership meeting (Executive Committee, Board of Directors) as an observer
4. Actively serve on a Local Club committee (excludes Committee Chair) for a year.
5. Attend a BPW/NC leadership meeting (Executive Committee, Board of Directors, or Board of Trustees) as an observer.
6. Write one 150-word (edited) articles for the Tar Heel Woman about some aspect of professional, personal, or political growth opportunity in BPW.

Requirements for earning Leader status:

1. Continue to work with your BPW/NC mentor.
2. Serve as a Local Club Committee Chair.
3. Write two 150-word (edited) articles for separate issues of the Tar Heel Woman about some aspect of professional, personal, or political growth opportunity in BPW.
4. Actively serve on a BPW/NC committee (excludes Committee Chair) for a year.

5. Attend two different BPW/NC leadership meetings (Executive Committee, Board of Directors, or Board of Trustees) as an observer.

Requirements for earning Role Model status:

1. Continue to work with your BPW/NC mentor.
2. Serve as a Local Club President.
3. Write three 150-word (edited) articles for separate issues of the *Tar Heel Woman* about some aspect of professional, personal, or political growth opportunity in BPW.
4. Serve as a BPW/NC Committee Chair.
5. Facilitate a professional, personal, or political workshop at a BPW/NC event.

Requirements for earning Mentor status:

1. Continue to work with your BPW/NC mentor.
2. Write six 150-word (edited) articles for separate issues of the *Tar Heel Woman* about some aspect of professional, personal, or political growth opportunity in BPW.
3. Serve as a BPW/NC Officer.
4. Submit application for BPW/NC Mentor designation.

BPW/NC STARBRIGHT AWARD

Qualification rules for the annual StarBright Award:

1. Only members in good standing are eligible for Awards.
2. Award year runs June 1st through May 31st.
3. Form indicates maximum earnable points for tasks.
4. Fill out form, including totaling all points earned.
5. Describe what you did to achieve those activity points marked with an asterisk (*).
6. Completed entries, including Member's and Club President's* signatures**, as well as BPW/USA Foundation receipt(s) (if claiming points for that activity) must be emailed to the BPW/NC Awards Chair by the date specified by the BPW/NC Awards Chair.
7. All entries are subject to verification of specific tasks.
8. Awards will be presented at the BPW/NC Annual Convention.

Award Categories:

1. Rising Star – 10,000 points
 - a. Recognition in the *Tar Heel Woman*
 - b. Special ribbon at Annual Convention
 - c. Recognition at Annual Convention
2. Shooting Star – 20,000 points
 - a. Recognition in the *Tar Heel Woman*
 - b. Special ribbon at Annual Convention
 - c. Recognition at Annual Convention
 - d. Certificate of Achievement
3. Super Nova – 30,000 points
 - a. Recognition in the *Tar Heel Woman*
 - b. Special ribbon at Annual Convention
 - c. Recognition at Annual Convention
 - d. Certificate of Achievement
 - e. \$50 BPW/NC Gift Certificate redeemable for BPW/NC sponsored events during the ensuing year

* Members-at-Large should secure BPW/NC President's signature.

**The Member emailing the form to the President, and then the President emailing the form to the Awards Chair constitutes a signature for the purpose of submitting this award entry.

Period: June 1, 20__ to May 31, 2012			Local Club:		Member name:	
Task			Points	Max	Total	Verified by:
Update personal information at www.bpwnc.org: by August 31 st by September 30 th after September 30 th			1,000 500 250	1,000 500 250		Member
Attend scheduled Club membership meetings. # of meetings attended:			20 per meeting attended	240		Club Secretary
Arrive on time for scheduled Club membership meetings. # of on-time arrivals:			20 per on-time arrival	240		Member
Renew dues: 2 months before due date - OR 1 month before due date - OR by due date			500 300 150	500		BPW/NC Membership Chair
Wear BPW membership pin to meeting/event. # of meetings/events where pin worn:			10 per meeting/event	180		Member
Contribute to BPW/NC Foundation:	by March 1 st		50 per \$10	10,000		BPW/NC Foundation Treasurer
Amount given \$	by May 31 st	20 per \$10				
Contribute to BPW/USA Foundation:	by February 1 st		40 per \$10	5,000		Member; submit receipt from BPW/USA Foundation
Amount given \$	by April 30 th	10 per \$10				
Actively serve on a Club Committee as a member (not as Chair).			100 per Committee	400	*	Member
Actively serve as a Club Committee Chair.			500 per Committee	500	*	Member
Secure a speaker for a Club program.			500 per speaker	2,000	*	Member
Write article(s) for Club newsletter.			100 per 50 words (edited)	5,000	*	Member
Participate in Club fundraiser(s). Gross receipts \$			50 per \$50 in gross receipts	500		Club Treasurer
Attend State-sponsored Regional event (other than Annual Convention).			1,000 per event	2,000	*	Member
Attend Annual Convention.			5,000	5,000		Convention Chair
Attend Policy Event(s).			1,000 per event	10,000	*	Member
Total points						
# points submitted						
# points verified						
Achievement level earned						
Also complete and email page 2						

--

Please describe how you achieved each of the following activities and points claimed.

Actively serve on a Club Committee as a member (not as Chair).

--

Actively serve as a Club Committee Chair.

--

Secure a speaker for a Club program.

--

Write article(s) for Club newsletter.

--

Attend State-sponsored Regional event (other than Annual Convention).

--

Attend Policy Event(s).

--

Member's signature	
---------------------------	--

President's signature	
------------------------------	--

BPW/NC STATE FOUNDATION AWARD

Description: This award is presented at the BPW/NC Annual Convention to the Club giving the highest amount per capita to the North Carolina Business and Professional Women's Foundation, Inc. during the current fiscal year. The membership of the Club is based upon the Club's membership as of May 31st of the previous fiscal year. The amount given is based upon the financial records held by the North Carolina Business and Professional Women's Foundation, Inc. Treasurer as of May 31st of the current fiscal year.

Type of Award: 1st Place: Name of Club will be engraved on a plaque to be displayed at the BPW/NC Annual Convention and then to remain at BPW/NC Headquarters. A Certificate of Award will be presented to the winner. NOTE: In the event of a tie, both (or all) names will be engraved on the plaque.

 2nd Place: A Certificate of Award will be presented to the 2nd place winner.

GOLDEN KEY AWARD

Description: The Golden Key Award is given annually, as warranted, by the Past Presidents' Golden Key Club of BPW/NC. It is a \$100.00 cash award presented at the BPW/NC Annual Convention to the Club that excels among all entries.

Method of Submitting Entries:

Entries should be submitted on standard 8- x 11-inch, three-hole punched plain white paper and enclosed in a report cover. Cover should be simple and professional in appearance. The binder style will not be a consideration in the judging. Lettering on the cover can be typed on a label stating the name of the Club and the fiscal year for which the entry is being submitted.

1. Title page should include the following:
 - a. Name of the Club
 - b. Fiscal Year
 - c. Name, address and phone number of Club President and the same information for the member submitting the entry.
2. A Table of Contents should be included and pages numbered.
3. Use one page for each category of the criteria. The information should be typed and double-spaced.
4. Photos may be included but must be clearly identified and related to the subject matter. They should be mounted on the same or next page immediately following the program or event being described.
5. A copy of the President's Annual Report should be included as a part of the entry.
6. Three copies should be submitted by May 15th to the person designated by the Golden Key Club.

GOLDEN KEY AWARD APPLICATION FORM

1. PROGRAM

- a. Was/will there be an entry submitted for the Issues Management Award?
___ Yes ___ No
- b. Describe the most outstanding program or event held.

2. MEMBERSHIP

- a. Paid membership as of May 31st previous year was ___ with ___ continuing members.
- b. Paid membership as of May 1st this year was ___.
- c. Specifically, what was done to promote membership?
- d. Did any members qualify for the StarBright Award?
- e. Was any attempt made to organize a new local organization?

3. PUBLIC RELATIONS

- a. Was/will there be an entry submitted for a Public Relations Award?
_____ Elaine Martin Award _____ Elizabeth Woodward Award
- b. If the Club has a newsletter, submit one copy of what was considered to be the best issue for the year.
- c. If the Club received media coverage, explain when, how often, etc., and what was done to attract and/or engage their services.
- d. What did the Club do in celebration of National Business Women's Week?

4. PUBLIC POLICY

- a. How has the Club been involved in supporting legislation relative to the BPW/NC Legislative Platform?
- b. Was/will there be an entry submitted for the Public Policy/Legislation Award?

5. FOUNDATION

- a. What percentage of the membership contributed to the Foundation?
_____ BPW/USA _____ BPW/NC
- b. If known, what was the per capital contribution? _____
- c. Describe activities engaged in to support the BPW/NC Foundation.
- d. OTHER CONSIDERATIONS
- e. If the Club awarded scholarships, how many _____, amount of each _____ and description.
- f. Was the Club/ Local Organization represented at:
_____ BPW/NC Events _____ Percentage of total membership
_____ State Conference (Previous Year) _____ Percentage of total membership
_____ State Career Woman

- g. Did the Club promote the Young Careerist Program? ____ Yes ____ No If yes, how many entered? _____ Did/will the candidate chosen represent the Club at the BPW/NC Annual Convention?__ Yes ____ No
- h. Did the Club sponsor or have members participate in the Individual Development Program? ____ Yes ____ No If yes, describe.
- i. Will the Club endorse a candidate for: _____BPW/NC Office?
- j. What fund-raising activities did the Club engage in? Describe exactly what was done, when and the amount raised.

WEBSITE DESIGN AWARDS

Description: These awards will honor BPW/NC Clubs that are using the World Wide Web as an effective marketing tool to promote benefits to BPW members and offer information to potential new members. The purpose is to reward those web masters or web site authors who strive to build a better internet connection between BPW members and the general public. This award was first designed by Rhonda Hunter when she served as BPW/NC Information Technology Chair.

Website Criteria Scoring:

Design	30 points
Aesthetics	10 points
Functionality	20 points
Content Coverage	20 points
Professionalism, BPW Purpose Driven & Effectiveness	20 points

The Website Design Award will be judged according to the following criteria:

Design (2 Points Each)

- smart, eye appealing design
- core design concepts
- typography & font styles
- alignment
- general layout & use of space
- use of tables
- use of borders or dividers
- unified feel
- attention to detail
- proof-read and re-proofread all text
- text is easy to read
- text size not too large or too small
- consistent in format (overall) design
- use of one menu which is the same on all web pages makes navigating much easier
- consistent justification of text and graphics

Aesthetics – Strength of Visual Design (2 Points Each)

- exceptional artistry, visual appeal
- professional appeal
- color harmonies
- no fuzzy images
- designed with a good color scheme avoiding clashing colors and too many colors, enough contrast between text color and background. Pages should complement each other not look

completely different,

Functionality – Ease of Use (2 Points Each)

- user friendly ~ ease of use
- aids, tools, help resources
- clarity, simplicity, attention to detail
- absence of mistakes &/or inaccuracy
- absence of outdated pages • organized in a clear way
- does the website load quickly and without errors?
- do you offer interactivity on your website? Explain your interactive features. Examples: (fill in form for membership, calendar that activities can be added, links to email addresses to allow easy contact, etc.,)
- should be no “Under Construction” pages
- website links are functioning properly, images load properly, no script errors

Content Coverage (4 Points Each)

Homepage showcase for BPW, Quality of content, pertinent information

- current activities of the Club
- activities and achievements of the BPW Club and/or BPW Members
- announcements and reports of BPW State meetings (WEE Events/State Conference)
- current month Club Program/ meeting announcement-reminder
- information about:
 - o Membership
 - o Public Policy
 - o Foundation
 - o Finance
 - o Young Careerist
 - o Individual Development Program

Professionalism, BPW Purpose Driven & Effectiveness (1 Point Each)

- specific mission or website goals
- message & its expression
- usefulness & quality of content
- a reason to return
- membership information, how to join BPW
- members information, email contacts
- uploaded newsletters
- ease of contact and responsiveness
- management of requests & complaints
- clarity of message delivery
- website traffic & statistics
- clarity of grammar & use of language
- spelling, punctuation etc.
- absence of duplication & repetition
- website creating a community to talk about BPW, how is it attracting women and fostering conversation and activity
- frequent updates • overall value for members
- have you gained new members from them finding you through the website
- marketing tool
- number of website hits annually

Discretionary Credit (Judges must identify) (5 Extra Points)

Creativity ~ Originality

- uniqueness
- advanced-unusual or clever solutions • originality of components
- elegance & sophistication
- creative use of resources
- forward thinking
- feedback or club survey from members generated how?

Awards:

Best of the Best ~ Truly exceptional in all areas of website achievement. This award will be given to the website that presents an excellent overall balance of design, layout, well-optimized graphics, download time, friendly and functional navigation and overall professional appearance, originality and maintenance. Only websites attaining the Gold Level are eligible for Best of the Best Award.

Gold

- Website must be considered as a true knowledge source and a reference to BPW, its content being original, informational and educational.
- Website must have at least twenty (20) web pages with excellent design, clever graphics and artwork, presented well and easy to access and navigate.
- Websites should contain up-to-date information, presented in an original way, asking for participation and provide access to resources.
- Website must receive a review score of at least 90 points on the 100-point rating system.

Silver

- Website must be considered as a true knowledge source and a reference to BPW, its content being original, informational and educational.
- Website must have at least ten (10) web pages with excellent design, clever graphics and artwork, presented well and easy to access and navigate.
- Websites should contain up-to-date information, presented in an original way, asking for participation and provide access to resources.
- Website must receive a review score of at least 80 points on the 100-point rating system.

Bronze

- Website must be considered as a true knowledge source and a reference to BPW, its content being original, informational and educational.
- Website must have at least five (5) web pages with excellent design, clever graphics and artwork, presented well and easy to access and navigate.
- Websites should contain up-to-date information, presented in an original way, asking for participation and provide access to resources.
- Website must receive a review score of at least 70 points on the 100-point rating system.

Intent to Apply for Website Design Award:

1. To be eligible for a website design award you must “email” your intentions providing the information below to the BPW/NC President, BPW/NC President-elect, BPW/NC Public Relations Chair, and the *Tar Heel Woman* Editor:
 - State your club is interested in applying for a website award

- Name of BPW Club
 - Website Address
 - President's Name
 - President's Email Address
 - Name of Web Master of Website
 - Web Master's Email Address
 - Applying for: Gold, Silver or Bronze (see details at bottom)
2. On a quarterly basis, beginning the first quarter following the BPW/NC Annual Convention (September 30) email the (4) email's listed above a direct link to your website as a "Reminder" to check out your website. This will allow the judges to become familiar with your website.
 3. The last quarterly link will need to be sent by the June 1st deadline for final judging.
 4. To increase and promote website usage remember to send quarterly messages with link to your Club Members who have an email. The intent is to drive your members to utilize the website for their BPW resources and information.

CHAPTER VIII – APPLICATIONS

Applications and guidelines for BPW/NC Office, BPW/NC State Career Woman of the Year nominees and Young Careerist candidates follow.

CANDIDATE AGREEMENT FORM

The criteria and process for candidates wishing to run for a BPWNC Office may be found in Article XI – Nominations and Article XII – Elections in the BPW/NC Bylaws. Each potential candidate is encouraged to be familiar with the nominations and elections processes. Only employed individuals who are members in good standing and who officially and publicly support the BPW/NC Legislative Platform shall be eligible for election to office. In addition, candidates for the offices of President-elect and Vice President must have served as a Club President and/or at least one term on the BPW/NC Board of Directors to be eligible. Candidates for the offices of Secretary and Treasurer must meet specific qualifications as outlined in Chapter II –Duties of BPW/NC Officers and Parliamentarian of this Handbook.

CANDIDATE AGREEMENT FORM

To: BPW/NC Nominations Chair

Address: _____

City, State, Zip code: _____

Phone: _____

Fax: _____

Email: _____

Date: _____

I do hereby agree to have my name placed in nomination for the office of _____, representing the North Carolina Federation of Business and Professional Women's Clubs, Incorporated. Should I be selected by the State Nominating Committee, I agree to have my name placed on the slate of candidates for office to be voted on at the BPW/NC Annual Convention.

I also agree to perform my duties diligently, to the best of my ability, at all times. If at any time during my term of office, I cannot perform my duties as required (excluding temporary illness), I will immediately render my resignation to the BPW/NC President.

In accordance with the BPW/NC Bylaws, Article XII, Sections 2-5, I will officially and publicly support the BPW/NC Legislative Platform and do solemnly pledge to uphold the objectives of BPW/NC. I have read and understand the criteria for candidates and the office for which I may be nominated and agree to abide by the rules as set forth.

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Mobile: _____

Email: _____

Endorsed by which Club: _____

Club President's Signature

Date

**North Carolina Federation of
Business and Professional Women's Clubs, Incorporated
CANDIDATE DATA FORM**

Nomination for Office of:

Name:

Address:

Occupation:

Experience:

BPW Experience:

Club:

BPW/NC:

PLATFORM STATEMENT

(one page in length)

BIOGRAPHICAL SKETCH

(one page in length)

STATE CAREER WOMAN OF THE YEAR

Guidelines for submission of applications and the State Career Woman of the Year application follow. Nominees of the Club should be submitted to the State Career Woman of the Year Chair by the published deadline. The winner will be announced at a BPW/NC event as determined by the BPW/NC President.

GUIDELINES

1. Only one nomination for State Career Woman may be sponsored by each Club. Nominees need not be a BPW member. Nominations may be made by selecting a local career woman, inviting nominations from BPW members, local civic clubs and organizations, using three impartial judges and the State Career Woman guidelines.
2. All nominees must be employed. Nominees should be women who have made a contribution to others, her community, her state, and/or her nation. Clubs should take careful consideration of the nominee's performance as a business or career woman as well as her community, humanitarian, and/or religious activities.
3. Criteria for judging nominees will be based on the objectives of BPW/NC. Each objective is scored on a scale of 1 to 25 points. They are as follows:
 - A. 25 points
ELEVATE THE STANDARDS FOR WOMEN IN BUSINESS AND THE PROFESSIONS. How does the nominee meet this objective in her personal and professional life? Is it done in groups, individually, or by example? Is the nominee actively involved in working for pay equity, equal educational and economic opportunities for all women? Is she involved?
 - B. 25 points
BRING ABOUT A SPIRIT OF COOPERATION AMONG BUSINESS AND PROFESSIONAL WOMEN. Personality and the ability to work with people are very important, although the nominee may be a "behind the scenes" worker. Is the nominee a person who brings people together successfully or who keeps them working together successfully?
 - C. 25 points
PROMOTE THE INTERESTS OF BUSINESS AND PROFESSIONAL WOMEN. How has the nominee accomplished this? Was it through social, career, community, and/or legislative activities?
 - D. 25 points
EXTEND OPPORTUNITIES TO WOMEN THROUGH EDUCATION ALONG THE LINES OF INDUSTRIAL, SCIENTIFIC, AND VOCATIONAL ACTIVITIES. How does the nominee work for opportunities for women? Does she work to break down barriers in stereotyped jobs? Has she helped to train others or is she willing to be trained for new job opportunities? How does the nominee show support for those re-entering the job market?
4. Applications must include:
 - A. A cover sheet to be completed by the Club with the following information:
 1. Date;
 2. Name of sponsoring Club;
 3. Name of nominee;
 4. Address of nominee;
 5. Whether candidates were solicited outside the Club;

6. Name, address and telephone number of the Club Career Woman of the Year Chair.
- B. Career Woman of the Year Biographical Information. A resume may be used if it covers all the points on the form as well as responses to the four questions.
- C. The sponsoring Club's rationale for why the nominee should be selected as the State Career Woman of the Year. Use the BPW objectives as guidelines and limit your response to no more than five, double-spaced, typed pages. It helps the judging process to present the nominee's accomplishments in relation to each objective.
- D. Supporting documentation such as newspaper articles and letters of recommendation may be included, but is limited to no more than five pages.
- E. A headshot photograph for publication.
5. ONE ORIGINAL AND THREE COPIES should be mailed to the State Career Woman Chair and MUST BE POSTMARKED BY AUGUST 1ST.
6. A panel of three impartial judges, selected by the State Career Woman Chair, will make the final selection.
7. The State Career Woman of the Year will be announced at the BPW/NC event designated by the BPW/NC President.

STATE CAREER WOMAN OF THE YEAR APPLICATION

STATE CAREER WOMAN BIOGRAPHICAL INFORMATION

Name of sponsoring Club:

Name:

Address:

City, State, Zip

Telephone: Business

Home

Mobile

Email:

Education:

High School:

High School Dates:

College:

College Dates:

Employment:

Present:

Employer:

Address:

City, State, Zip code

Responsibilities:

Previous Position:

Employer:

Address:

City, State, Zip code

Responsibilities:

Organization Memberships and Offices Held:

Reference:

Name

Title

Address

City, State, Zip Code

Telephone

STATE CAREER WOMAN QUESTIONS

**(Answers to the following questions may be double-space typed on a separate sheet.
Answers must be limited to no more than one page for each question.)**

- 1. List your contributions to the community:**
- 2. What do you see as a woman's place in the business world?**
- 3. What advice would you give to a young woman just starting out?**
- 4. In what ways can women contribute most to their communities?**

YOUNG CAREERIST

The Young Careerist Competition Guidelines, Biographical Information form, and Candidate Agreement form follow. The Young Careerist candidates compete at the Club and BPW/NC level. The competition at the BPW/NC level is held at the BPW/NC Annual Convention and the winner is announced at the banquet on Saturday evening.

BPW/NC Virginia Allan ~ Young Careerist Competition Guidelines

Annual Convention 2011-2012 YC Topics:

1. How do you think women are being impacted by today's economic standing? How can women ensure their jobs will remain?
2. You are speaking to a friend who is in the YC age group, 21-35, about BPW and she says she does not see the need to join the organization. Convince her to join by using BPW/NC's Legislative issues in your argument and/or benefits of BPW.
3. How has your involvement in BPW helped you personally and professionally? ...or otherwise?
4. Why is financial planning so important for a young careerist? Why is it important for women?

The idea of Superwoman is pervasive in our society and "having it all" is often viewed as the norm. As a mentor, what advice would you give to young women who must make conscious choices with lasting consequences?

1. Props
Young Careerist Representatives may not use props at the competition. Representatives will remain at the podium during the speech competition and will use a microphone if one is

available.

2. All Young Careerist Representatives must meet the following criteria to be eligible for the BPW/NC Competition:

- Be a member of BPW/NC
- Be between the ages of 21 and 35, inclusive, by July 31st following the first competition in which she/he participates;
- Be or have been employed in business or professions, with a minimum of one year of full-time work experience;
- Understand and support the BPW/NC mission, vision and legislative platform. A Young Careerist Representative must be familiar with the BPW-NC Legislative Platform and must pledge that she/he will not speak against the platform issues in her/his capacity as a Young Careerist Representative.
- Ensure that biographical information, YC Candidate Agreement Form, copy of four-minute speech and 5x7 photo are sent to the BPW/NC Young Careerist Chair by the postmarked or emailed date of May 15th.

3. Selection of Judges

A minimum of three impartial judges must be present at all competitive events. The judges may be divided into two separate judging teams in order to facilitate time commitments. Judges should be familiar with the legislative platform, the mission and the objectives of BPW/NC, and the importance of each in the selection process. At least one judge should be an experienced BPW member to adequately assess the Young Careerist Representative’s knowledge of BPW issues. To maintain impartiality, the experienced BPW Member should not be a member of the same Club as the Young Careerist Representative. Ideally, judges should be familiar with interviewing and presentation/public speaking. All judges should be briefed on all aspects of BPW in advance.

4. Four-Minute Prepared Speech --Maximum 35 points

Young Careerist Representatives will each give a four-minute prepared speech. Timing will begin when the Young Careerist Representative begins speaking. Speeches within +/- 15 seconds receive no deductions in points; 16 seconds or more over or less than 4 minutes will be a 5- point deduction. Judges will use the following criteria to score the speech:

SCORING	POINTS	EXAMPLES
Preparation & Content	1–10	Good opening, logical, knowledge of subject
Poise/Self-Confidence	1–10	Confident, relaxed manner, voice, posture
Clarity	1–5	Word choices, ease of understanding
Expression	1–5	Facial expression, gestures, eye contact--“talking” versus “reading” to audience
Adherence to Topic	1–5	Relevance, audience attention, creativity with subject

5. Interview-- Maximum 25 points

Each Young Careerist Representative will be interviewed for a minimum of ten to a maximum of fifteen minutes. The focus of the interview will be on the Young Careerist Representative: work life/family balance, her/his knowledge of BPW/NC and its programs, the Legislative Platform or other BPW/NC advocacy issues. The goal of the interview is to see how Young Careerist Representatives interact and respond to impromptu questions. Judges will use the following criteria to score the interview:

SCORING	POINTS
Ability to Communicate	1–5
Poise/Self-Confidence	1–5
Familiarity with and Knowledge about BPW Programs	1–5
Innovation and Creativity in Ideas	1–5
Sincerity/Genuineness	1–5

6. Biographical Information-- Maximum 15 points

Each Young Careerist Representative will complete and provide biographical information highlighting her/his personal and professional accomplishments, her/his goals, and responding to essay question(s). Judges will use the following criteria to score biographical information:

SCORING	POINTS
Personal and Professional Accomplishments	1-5
Ability to Express Thoughts and Beliefs	1-5
Career Goals	1-5

7. Impromptu or Group Interaction-- Maximum 15 points

Each Young Careerist Representative will participate in a group interaction opportunity.

Evaluation will be based, among other things, on the candidates' ability to participate, express her/his ideas and interact with others.

SCORING	POINTS
Interaction with Others	1-5
Participation	1-5
Organization of Thought/Expression of Ideas	1-5

8. Helping Others to Achieve-- Maximum 10 points

Judges will assess each candidate's potential mentoring ability and demonstrated efforts to help others succeed as well as obvious leadership skills.

SCORING	POINTS
Mentoring Skills	1-5
Leadership Skills	1-5

YOUNG CAREERIST BIOGRAPHICAL INFORMATION

This biographical information will be used as part of the judging process at all levels. You may attach additional sheets as necessary; the total number of pages for the biographical information is six, including any attached additional sheets.

PERSONAL DATA

Name: _____ Date of Birth _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: (____) _____ Work Phone: (____) _____ Mobile Phone: (____) _____
Email address: _____

EMPLOYMENT

Present Position: _____ From _____ To _____
(If not presently employed, please describe last employment)

Employer: _____
Address: _____
Job Title: _____
Job Description: _____

Second Position: _____ From _____ To _____ (If you are presently employed with two different employers, please list the second position in this space. If you have only one position, leave this area blank.)

Employer: _____
Address: _____
Job Title: _____
Job Description: _____

EDUCATION

Please note all educational degrees/diplomas and major areas of study after high school.

SCHOLASTIC HONORS/PROFESSIONAL OR PERSONAL AWARDS

PRESENTATIONS, PUBLICATIONS, PAPERS PRESENTED, SPEECHES GIVEN

COMMUNITY INVOLVEMENT

CAREER GOAL: Where do you see yourself 5-10 years from now?

MEMBERSHIPS

Name of your local BPW Club: _____

Membership in other
organizations: _____

ESSAY QUESTION Please answer the following task and attach your response to the completed Biographical Information Sheet. Take one issue from the BPW/NC legislative platform and lobby for that issue. Your audience is a U.S. senator whose voting record opposes the issue you have selected. You have only one typed page (Times Roman, 12pt) to convince the Senator to reconsider her/his position.

INFORMATION FOR PUBLICITY PURPOSES:

A news release announcing your participation in the Young Careerist Program may be sent out. For this purpose, please provide the names, addresses and telephone/fax numbers and e-mail addresses of your local newspapers, television and radio stations.

WEB SITE PERMISSION

You have my permission to use my name, profession, address, phone, fax contacts and email address on the bpw-nc.org web site. If I become the State Young Careerist, I also give permission to use my photo.

Check for "yes" or "no" and please "initial": _____ Yes _____ No _____ (initial)

Signature: _____ Date: _____

**North Carolina Federation of Business and Professional Women's Clubs,
Incorporated**

YOUNG CAREERIST CANDIDATE AGREEMENT FORM

Date: _____

I do hereby agree to have my name placed as a Young Careerist Candidate representing the North Carolina Federation of Business and Professional Women's Clubs, Incorporated (BPW/NC). Should I be selected, I agree to perform my duties diligently, to the best of my ability, at all times.

I will officially and publicly support the BPW/NC Legislative Platform and do solemnly pledge to uphold the objectives of BPW/NC. I have read and understand the criteria for Young Careerist candidates and agree to abide by the rules as set forth.

Name: _____

Address: _____

City, State, Zip code: _____

Telephone: Home: _____

Work: _____

Mobile: _____

Email: _____

Endorsed by: _____ Club

Club President's Signature

Date

**North Carolina Federation of Business and Professional Women's Clubs,
Incorporated
Legislative Platform**

Preamble

The Equal Rights Amendment, as authored by Alice Paul, shall stand first, foremost and above all other items which may appear on the state platform of BPW/NC until equal, legal rights for women and men become guaranteed in the United States Constitution, because all statutory law derives there from.

The Alice Paul Equal Rights Amendment

Equality of rights under the law shall not be denied or abridged by the United States or by any state on account of sex.

Platform Economic Equity

Ensure pay equity, equal educational and economic opportunities at all stages of life; and promote affordable quality dependent care to help ensure economic self-sufficiency for women.

Health

Ensure reproductive choice and full access to all reproductive health services and education; ensure funds for research into and protections for women's health care needs; and encourage the development of a national health care plan recognizing the special health care needs of women.

Civil Rights

Ensure equal rights and remedies for women in all phases of their lives; support affirmative action; eliminate sexual harassment and violence against women.

CHAPTER IX – ANNUAL CONVENTION

GENERAL INFORMATION

The BPW/NC Annual Convention is usually held in June at a time and place determined by the President-elect with the approval of the Executive Committee. A Club or Region may extend an invitation.

The Program for the Annual Convention is formulated at a planning meeting called by the Annual Convention Planning Committee Chair early in the BPW/NC year. The Annual Convention Planning Committee shall consist of the Annual Convention Planning Chair, the President, the President-elect, and the Vice President. It is the responsibility of this Annual Convention Planning Committee to prepare the Annual Convention budget.

The President may appoint the following Committees: Awards, Credentials, Elections, Registration, and any other Committees necessary to the successful execution of the Annual Convention program.

The voting body of the Annual Convention consists of all BPW/NC members in good standing based upon the BPW/NC Treasurer's records as of fifteen days prior to the opening day of the Annual Convention.

The purposes of the Annual Convention are to:

1. Receive reports of the Officers and Chairs for the preceding year.
2. Act on recommendations, resolutions, and other business presented.
3. Elect Officers and the Chair of the State Nominating Committee for the ensuing year.
4. Adopt an annual budget.
5. Adopt a BPW/NC legislative platform.
6. Consider and take action on proposed changes in BPW/NC Bylaws.
7. Present the BPW/NC program for the ensuing year.

Other activities during the Annual Convention include (but are not limited to) the installation of officers and the Young Careerist competition.

SITE SELECTION

The President-elect, along with whatever assistance she deems appropriate, shall select the convention site with the approval of the Executive Committee. Recommendations for the site selection process are as follows:

1. Bids must be received in time to obtain necessary approval at the Winter Board Meeting held one year prior to the Convention being scheduled.
2. Upon receipt of request for bid, with criteria, prospective hotels/venues should present bid their within three weeks.
3. At least one one-bedroom suite should be made available.
4. Guaranteed room rates must be available at least 12-months in advance of each convention. Current preferred convention rates will be used as a basis of comparison for bid purposes and must be stated in bid. A flat room rate is preferred.
5. Complimentary guest rooms should be provided based on paid guest room nights used.

6. Banquet facilities must be available to accommodate up to 150 persons.
7. A large meeting room must be available to accommodate up to 150 persons with head table. Classroom-style setup is preferred.
8. Small meeting rooms must be available to accommodate 3 workshops ranging in size from 20-50 persons. Classroom-style setup is preferred.
9. A BPW registration area and information area must be available.
10. Exhibitor space should be available to accommodate up to 10 vendors.
11. One locked room must be available to be used as an office.
12. Banquet facilities, meeting rooms, etc. must be available at no charge.
14. Public address system, North Carolina and United States flags, and at least 2 free-standing microphones must be available.

FINANCING THE ANNUAL CONVENTION

The expenses of the Annual Convention are paid from the registration fees. As provided in the Bylaws any person attending any portion of the Annual Convention must pay a registration fee. The officials (such as mayor or council member) giving the welcome, those non-members serving as Young Careerist judges, and family members of Young Careerist candidates and elected officers attending the Installation Banquet only shall be exempt from the registration fee.

The Annual Convention Planning Chair, working with the BPW/NC Treasurer, should compile the financial records, pay bills, make appropriate adjustments, clear all funds, and submit a written report to the BPW/NC President within forty-five days following the close of the BPW/NC Annual Convention.

ANNUAL CONVENTION PLANNING CHAIR

The Annual Convention Planning Chair, preferably from the Hostess Club or Region, is appointed by the BPW/NC President, with the approval of the Executive Committee. This appointee should have executive ability and a thorough knowledge of BPW/NC. The Annual Convention Planning Chair is a member of the Annual Convention Planning Committee, an ex-officio member of all Convention Committees, and acts as the Liaison Officer between all Convention Committees and the Executive Committee.

DUTIES OF THE ANNUAL CONVENTION PLANNING CHAIR

1. Prepare an Annual Convention Budget in order to ensure that the Annual Convention is self-supporting.
2. Suggest to the President the names of members available for appointment to the necessary committees for operating the Annual Convention.
3. Ensure that the Program Chair compiles and has printed the official Annual Convention program. Copies of the program information should be sent to the President, President-elect, and Immediate Past President.
4. Submit to the Editor of the *Tar Heel Woman* for publication in the Annual Convention issue all information relating to the Annual Convention, including the registration form.
5. After approval by the President, submit to the BPW/NC Webmaster all information relating to the Annual Convention.

6. Purchase identification badges for registrants and, if applicable, arrange for the printing of meal tickets to be sold at the time of pre-registration.
7. Prepare, pack, and coordinate transportation to/from the Annual Convention of Convention materials and supplies to open office at the Annual Convention.
8. Keep the hotel management informed of the approximate number of persons to be served at each meal and the approximate number expected to attend workshops and other meetings where seating facilities or audio-visual equipment are the responsibility of the hotel.
9. Ascertain from the BPW/NC President when she should give announcements relative to scheduled events and necessary changes in the Annual Convention program.
10. Ensure that the Annual Convention Publicity Chair compiles a file of news releases for the Historian if one has been appointed.
11. Send letters to those who have contributed to the success of the Annual Convention.
12. Prepare a report of her activities in duplicate. The original is furnished the BPW/NC President and duplicate is placed in the file to be transmitted to the next Annual Convention Planning Chair.
13. Deliver to the BPW/NC President, for eventual transmittal to the successor for the next Annual Convention, a file containing samples of printed materials (tickets, program, and menus) and other helpful material.
14. The Annual Convention Planning Chair is the overall coordinator of all other Special Annual Convention Committee Chairs and Chief Page and should schedule a meeting with those persons prior to the opening of the Annual Convention to orient them in their duties and familiarize them with the Convention facilities (this is usually done on Thursday).
15. Distribute copies of the Annual Convention financial report to the incoming and outgoing BPW/NC Presidents and the incoming Treasurer.
16. Deliver all records of the Annual Convention to successor.
17. Provide the required numbers of copies of pertinent Annual Convention information to the appropriate chairs for files at BPW/NC Headquarters.

ANNUAL CONVENTION DUTIES OF THE BPW/NC TREASURER

1. Assist the Annual Convention Planning Chair with the preparation of the Annual Convention Budget.
2. Keep an accurate record of all receipts.
3. Provide change for the registration desk.
4. Place all monies not yet deposited in the safe of the Convention hotel at night.
5. Work closely with the Registration Chair to keep money in balance.
6. Disburse no funds except as approved by the BPW/NC President and the Annual Convention Planning Chair.
7. Work closely with the Annual Convention Planning Chair in settling the financial affairs of the Annual Convention.
8. Coordinate with the Membership Chair the preparation of the credentials list for the Annual Convention before May 31st.

ANNUAL CONVENTION FUNCTIONS AND COMMITTEES

Officers and members charged with the planning and execution of a Annual Convention will find the following list of requirements and suggestions helpful:

REGISTRATION

The Registration Committee, appointed by the BPW/NC President, consists of five to eight members, some of whom are on duty until all attendees are registered. The Committee prepares badges and distributes Convention packets, each to include the Convention program, information regarding Convention business, candidates' information (if provided), a copy of the registration, name badge, meal tickets, or other appropriate identification. The Committee collects any on-site registration fees and compiles an alphabetical listing of all persons attending the Annual Convention. The Committee works closely with the Credentials Committee.

CREDENTIALS

The Credentials Committee, appointed by the BPW/NC President, consists of three to five members, with the Membership Chair serving as an ex-officio member. The Committee verifies the status of the attendees from a list of members provided by the Membership Chair, confirms the proper badges to be given the registrants, and makes periodic reports to the Convention body upon request of the BPW/NC President. The Chair presents a list of eligible voting members to the Elections Committee two hours prior to the opening of the polls.

ELECTIONS

The Election Committee, appointed by the BPW/NC President, shall consist of at least five members. This Committee shall, when applicable, prepare ballots from a slate provided by the Nominations Chair and nominations from the floor; secure voting boxes; approve the physical arrangements necessary for an orderly election; develop a systematic plan for the voting procedure; verify the votes and make an immediate report to the President; and post the results of the voting near the registration desk. The Committee shall extend to all Clubs endorsing candidates an opportunity to be represented when ballots are counted. A final report of the voting is furnished to the BPW/NC Secretary. All marked ballots and tally sheets will be retained in a sealed box at the BPW/NC Headquarters for one year.

AWARDS

The Awards Committee is responsible for the purchase and engraving of trophies and certificates of awards, delivering trophies to the Annual Convention and arranging for their display, and returning trophies to BPW/NC Headquarters.

HOSPITALITY

Members of this Committee are on duty to greet delegates and members as they arrive and extend courtesies throughout the Annual Convention to those in attendance. Ordinarily a hospitality suite is provided for use by the member during the Annual Convention. Members of this committee are responsible for the maintenance of the hospitality suite.

INFORMATION

An information desk should be located near the registration desk and should be attended during the entire Annual Convention.

PUBLICITY

This Committee may be the BPW/NC Public Relations Committee, be from the Hostess Club, or be a special Annual Convention Committee. This Committee serves as Hostess to the representatives of the press, radio, and TV and is responsible for news media releases.

TIMEKEEPER

The Timekeeper is responsible for keeping up with the bell, stopwatch, and time notice card. The President instructs the Timekeeper regarding timekeeping duties for each business session, the Young Careerist speeches and the Candidates' speeches. The Timekeeper should be prompt, courteous, accurate and fair, and should keep a written record of the time of Young Careerist and candidate speeches. The Timekeeper is also responsible for instructing someone to substitute in the event she is unable to be present at each business session and the speeches.

PAGES

Pages are appointed by the BPW/NC President and are provided a means of identification while on duty. Pages are available to serve all members during official business sessions. The President may appoint one or more personal pages to specifically assist her for the duration of the Annual Convention. Pages may serve as floor tellers and doorkeepers and also collect meal tickets when required for meal functions.

PRINTED PROGRAM

The Program Chair shall have the following responsibilities:

1. To obtain quotes from printers for the Annual Convention program.
2. To select after consultation with the BPW/NC President the printer for the Annual Convention program.
3. To prepare a budget and submit it to the Annual Convention Planning Chair.
4. To coordinate the advertising sales.
5. To prepare advertising sales instructions and forward same to each Club President.
6. To set deadline for receipt of ads and program copy.
7. To submit to printer copy either camera ready or per printer's instructions.
8. To proof all program copy and ads.
9. To arrange shipping of programs to BPW/NC Headquarters or location determined by the Annual Convention Planning Chair.
10. To send thank you letters to all advertisers along with a copy of the program.
11. To forward all payment for advertising to the BPW/NC Treasurer, keeping accurate records of payment, and to bill all advertisers who so request.

ALLOCATION OF ANNUAL CONVENTION EXPENSES

The following expenses may be authorized to be paid from registration fees:

1. Cost of printing the Annual Convention program, meal tickets, signs for registration and information desks, and expenses for special awards.
2. Costs of badges and ribbons for Officers, members, visitors, Past Presidents and pages.

3. Meal expenses for invited guests of BPW/NC, including the press.
4. Expenses of any function planned by BPW/NC.
5. Expenses of guest speakers.
6. Cost of authorized program, workshop, and special events costs.
7. Cost of engraving permanent trophies and printing certificates of award. **NOTE:** Costs incurred by Committees in the selection of winners are not Annual Convention expenses.
8. The following Young Careerist expenses: continental breakfast for contestants, judges and any Committee members working with them; cost of lunch for the judges; and gifts for the judges within budgeted funds. At the discretion of the BPW/NC President, Annual Convention registration fees may be waived for the Young Careerist contestants.
9. Priority of complimentary rooms given by the hotel shall be as follows: One room or a one-bedroom suite – BPW/NC President; Two rooms or a two-bedroom suite – BPW/NC President and Annual Convention Planning Chair. Additional rooms will be given in the following order: President-elect, and Vice President.

NOTE: Expenses for special entertainment by a Club are the financial responsibility of that group unless otherwise approved in advance by the Annual Convention Planning Committee and included in the Annual Convention budget.

SUGGESTIONS FOR CLUB SPONSORING MEALS

A Club may sponsor a meal when requested by the Annual Convention Planning Committee. The sponsoring group is responsible for the physical arrangements (decorations), the invocation, and any entertainment during the meal. A Club President presides. The Incoming BPW/NC President (President-elect) is normally given the privilege of selecting the Club to sponsor the Saturday evening installation banquet. The following guidelines should be helpful:

1. Confirm the date, time, and place for the meal.
2. Plan and provide decorations. These may be planned in cooperation with the Annual Convention Planning Chair.
3. Provide the Annual Convention Planning Chair with the names of persons who will preside, give the invocation, and provide any special entertainment.
4. Clear arrangements for music with the Annual Convention Planning Chair.

CAMPAIGN OF CANDIDATES

Any member of BPW/NC who is a candidate for a BPW/NC office should conduct her campaign in a dignified manner that is in keeping with the goals and objectives of BPW/NC. No elected officer shall actively campaign for or publicly endorse any candidate for office. On Friday of the Annual Convention, the candidates meet with the State Nominating Committee, the Immediate Past President, and the Elections Chair to review campaign etiquette and the election process. State Nominating Committee members are responsible for ensuring proper campaigning and conducting a Candidates' Forum, if included in the Agenda. No campaigning may begin prior to the report of the Nominating Committee.

GUIDELINES FOR CANDIDATES FOR BPW/NC OFFICE

1. Each candidate shall prepare and submit information and candidate's consent form to the Chair of the Nominating Committee as requested by the date determined by the Chair.

2. No campaign letters shall be released until after the State Nominating Committee has met and formally approved the candidate.
3. Campaign expenses at the Annual Convention shall not exceed \$300. This money may be spent in whatever manner deemed most effective in keeping with all guidelines for candidates.
4. Drawing for prizes, including door prizes, in promotion of any candidate shall be prohibited.
5. Biographical data published in the *Tar Heel Woman* shall include the candidate's platform, professional achievements, BPW accomplishments, and community involvement.
6. A Candidates' Forum may be included in the Annual Convention Agenda. A forum should include a timed presentation by each candidate (five minutes for President-elect and Vice President; two minutes for Secretary and Treasurer) and may include a question and answer session.
7. The Candidates' information may be included in the registration packet at the Annual Convention. The candidates should furnish the information to the Annual Convention Planning Chair by an established deadline.
8. Each candidate will be allowed one poster, not to exceed 24" x 36", to be displayed on an easel in an area designated by the Nominating Committee Chair. The easel is to be provided by the Candidate. No other pictures or posters may be displayed.
9. Campaign materials such as brochures and letters may be distributed. However, these materials may not be distributed during business meetings and not in the election room.
10. Campaigning will not be allowed within a fifty foot radius of the election area.
11. Election results shall not be sought from members of the Election Committee prior to the official announcement of winners.
12. All campaign materials and posters are to be removed from public display immediately following the announcement of final election results.
13. Each candidate shall conduct her entire campaign in a dignified manner that is in keeping with the goals and objectives of BPW/NC.

CHAPTER X – THE GOLDEN KEY CLUB

GENERAL INFORMATION

The Golden Key Club is an organization within BPW/NC. Its membership is comprised of all Past State Presidents. This club usually meets only once each year at the BPW/NC Annual Convention for a private breakfast. Its function is to enjoy fellowship among the Past State Presidents and to promote development of BPW/NC and provide advisory services, upon request, to the current leaders of BPW/NC. The members of the Golden Key Club usually serve as hostesses to the BPW/NC sponsored reception, if one is held, for newly installed officers at each Annual Convention with the Golden Key Club President in charge of arrangements for this event.

Upon induction into membership of the Golden Key Club, the Past President is presented a Golden Key Club plaque on which a gold key is mounted and it is engraved with her name and the year of induction. She is also presented a gold key guard, which signifies her membership, to wear with her Past President's Emblem pin. This guard is worn just below the Past President's Scroll Guard.

GOLDEN KEY CLUB BYLAWS

(Revised June 10, 2005)

ARTICLE I – NAME

The name of this organization shall be the Golden Key Club.

ARTICLE II – PURPOSES

The purposes of this organization shall be:

To support the mission statement, goals, and objectives of the North Carolina Federation of Business and Professional Women's Clubs, Inc. (BPW/NC);

To provide advice and assistance to the current BPW/NC leadership; and

To encourage fellowship among the members of the Golden Key Club.

ARTICLE III – MEMBERSHIP

Section 1. Regular Members

- (a) Membership shall be composed of Past State Presidents.
- (b) A Past State President becomes a member one year from the close of her term of office as President.
- (c) Once inducted, the member shall become a lifetime member.

Section 2. Affiliate Members

A Past State President of another State Federation who becomes a member of BPW/NC and desires to be a Golden Key Club member shall be eligible upon payment of dues to become an affiliate member. The affiliate member shall be recognized at the following BPW/NC State Conference and have the same rights and responsibilities as regular members.

ARTICLE IV – OFFICERS

Section 1. The officers of the Golden Key Club shall be a President, Vice President Secretary-Treasurer and Assistant Secretary-Treasurer.

Section 2. Officers shall be elected at the annual Saturday Breakfast Meeting held at the BPW/NC State Conference.

Section 3. The term of office shall be for one year, or until successors are elected.

Section 4. Upon the death, resignation, or inability to serve as President, the Vice President shall assume the duties and responsibilities of the President.

Section 5. Upon the death, resignation or inability to serve as Secretary-Treasurer, the Assistant Secretary-Treasurer shall assume the duties and responsibilities of the Secretary-Treasurer.

ARTICLE V- DUTIES OF OFFICERS

Section 1. The President shall:

- (a) Preside at all meetings;
- (b) Advise other members of concerns, as the need arises;
- (c) Oversee the Golden Key Award;
- (d) Appoint the member to be responsible for inducting a new member, if the newest member of the Golden Key Club is not available ; and
- (e) Schedule and advise members of meetings.

Section 2. The Vice President shall assist the President as requested.

Section 3. The Secretary-Treasurer shall:

- (a) Record proceedings, prepare and distribute minutes; and
- (b) Collect dues, pay bills and provide a Financial Treasurer's Report for Distribution at the Annual Meeting.

Section 4. The Assistant Secretary-Treasurer shall assist the Secretary-Treasurer as requested.

ARTICLE VI- DUES

Annual_dues shall be ten (\$10) dollars payable by July 1st of each year.

ARTICLE VII –MEETINGS

The annual meeting shall be held at a breakfast during the State Conference. Other meetings may be held when scheduled by the President.

ARTICLE VIII – PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Current Edition, shall govern in business sessions, when deemed applicable, and insofar as they are not inconsistent with these Bylaws.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any meeting of the Club by a two-thirds vote of those present, provided a copy of the amendment has been circulated to the members at least ten (10) days prior to the vote.

CHAPTER XI – BPW/NC HEADQUARTERS BUILDING

GENERAL INFORMATION

Members of BPW/NC can be proud of ownership in our BPW/NC Headquarters Building, located at 175 BPW Road in Carrboro. A brief history is given in Chapter I of this Handbook.

The Headquarters Building is "the home" for the general membership of BPW/NC functions as a meeting place for the Board of Directors, Board of Trustees, and other official meetings of BPW/NC, and is open to visitation by appointment. Clubs are encouraged to visit and hold special meetings there as approved by the BPW/NC President.

The architecture of the building is modern A-frame with brick veneer, dark wood trim and a low, sloping, wide overhanging roof. The large plate glass windows afford a sunny and pleasant interior. In 1983, a library wall of pine paneling was added in the assembly room and is now known as the Rachel McKay Library in honor of Miss McKay for her generous bequest to BPW/NC of funds to use for capital improvements to the building.

Upon entering the building, one steps into a spacious foyer. To the left is a large assembly room with a pine-paneled cathedral ceiling. To the right, off the foyer, is an office. Down a central hallway, an additional office is on the right and fully equipped kitchen on the left. Two restrooms and a utility room housing the heating and air conditioning systems are in back. A large storage closet is located off the foyer.

The Building is decorated with items of furniture, paintings, and many other appointments which have been given over the years by BPW members, Clubs, and friends. Traditionally each year, a gift to the BPW/NC Headquarters is given by the Club of the outgoing BPW/NC President in her honor. Gifts are usually furniture, paintings, office equipment, silver, kitchen equipment, books, and other items for the library to name a few. Flags of North Carolina and the United States are in place in the front of the assembly room in specially designed niches of the library wall. Some of the BPW/NC awards and trophies are also displayed. Portraits of all Past BPW/NC Presidents are hung in the Presidents' Office.

The grounds surrounding the building are, for the most part, left in their natural state because the woods are so beautiful. The area close to the building is planted and kept. Directly in front is the lovely Rachel Davis Garden planted in azaleas and other flowering shrubs surrounded by a low stone wall. The garden has pathways with a sundial and birdbath situated at the central intersection and stone benches where members and visitors may sit and enjoy its serenity.

Every member of BPW/NC should take the opportunity to visit the BPW/NC Headquarters Building. It is something that we can be most proud of because of its beauty and usefulness.

CHAPTER XII – POLICIES AND PROCEDURES

CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to foster public confidence in the integrity of BPW/NC and to protect its interests when it is contemplating entering a transaction (defined below) that might benefit the private interests of any of its members, any member of the BPW/NC Board of Directors (hereafter BPW/NC Board), or any person with substantial influence over any of these persons.

Definitions

For purposes of this policy, certain terms (in *italics*) shall be defined as follows:

Insider means a person with substantial influence over the BPW/NC. The following four categories of persons are deemed to have substantial influence over the BPW/NC and therefore are considered “insiders” for the purposes of this policy:

1. Each member of the BPW/NC Board.
2. Any other person whom the BPW/NC Board, based on the facts and circumstances, determines to have substantial influence over BPW/NC. Such persons may include a substantial contributor or a person with control over a significant portion of the BPW/NC budget.
3. Any person who met any of the above definitions at any time during the five years before the proposed transaction.

Interested person means any person described in any of the three categories above or the category below.

1. Spouses, ancestors, children, grandchildren, great-grandchildren, brothers, sisters, and the spouses of their children, grandchildren, great-grandchildren, brothers and sisters of any individual listed in categories 1-3 above.

Interest refers only to those financial commitments, investments, obligations, economic benefits, or other relationships between an interested person and BPW/NC.

Person means any individual or entity, including a trust, estate, partnership, limited liability company, association, company or corporation.

Transaction means any transaction, agreement, or arrangement between an interested person and BPW/NC, or between BPW/NC and any third party where an interested person has an interest in the transaction or any party to it. Transactions specifically identified as presenting no conflict of interest by applicable law, or under a policy adopted by the BPW/NC Board to govern certain similar transactions and impartially administered, are accepted from the term transaction for purposes of this policy. Nothing in this policy permits BPW/NC to engage in a transaction prohibited by law.

Procedures

1. **Duty to Disclose**—Each interested person shall disclose to the BPW/NC Board all material facts regarding his, her, or its interest (including relevant affiliations) in the transaction. The interested person shall make this disclosure promptly upon learning of the proposed transaction. Insiders shall make disclosures on behalf of interested persons related to them unless the related interested person does so.
2. **Determining Whether a Conflict of Interest Exists**—With regard to an interested person, the BPW/NC Board shall determine if a conflict of interest exists. The insider(s) and any other interested person(s) involved with the transaction shall not be present during the BPW/NC Board's discussion or determination of whether a conflict of interest exists.
3. **Procedures for Addressing a Conflict of Interest**—The BPW/NC Board shall follow the procedures set forth in the Review by the BPW/NC Board section below to decide what measures are needed to protect BPW/NC's interests in light of the nature and seriousness of the conflict, to decide whether to enter into the transaction, and if so, to ensure that the terms of the transaction are appropriate. In the case of an insider, that person shall not vote on any transaction in which the insider has an interest, and the remaining BPW/NC Board shall determine the matter.

Review by the BPW/NC Board

The BPW/NC Board may ask questions of and receive representations from the insider(s) and any other interested person(s), but shall deliberate and vote on the transaction in their absence. The BPW/NC Board shall ascertain that all material facts regarding the transaction and the interested person's conflict of interest have been disclosed to the BPW/NC Board, and shall compile appropriate data to ascertain whether the proposed transaction is fair and reasonable to BPW/NC.

After exercising due diligence, which may include investigating alternatives that present no conflict, the BPW/NC Board shall determine whether the transaction is in the best interest of BPW/NC, and whether it is fair and reasonable to the majority of disinterested members of the BPW/NC Board. The transaction may be approved by majority vote of those present at a meeting for which quorum requirements have been met.

Records of Proceedings

The minutes of any meeting of the BPW/NC Board pursuant to this policy shall contain the name of each interested person who disclosed or was otherwise determined to have an interest in a transaction; the nature of the interest and whether it was determined to constitute a conflict of interest; any alternative transactions considered; the members of the BPW/NC Board who were present during the debate on the transaction; those who voted on it; to what extent interested persons were excluded from the deliberations; any comparability data or other information obtained and relied upon by the BPW/NC Board and how the information was obtained; and the result of the vote, including, if applicable, the terms of the transaction that was approved and the date it was approved.

The minutes must be prepared within two weeks of the date of the BPW/NC Board meeting at which the transaction was discussed, and must be approved by the BPW/NC Board at the next scheduled board meeting.

Annual Disclosure and Compliance Statements

Each member of the BPW/NC Board shall annually sign a statement in the form attached to this policy that affirms that the person has:

- Received a copy of this Conflict of Interest Policy
- Has read and understood the policy
- Has agreed to comply with the policy
- Disclosed the person's financial interests and family relationships that could give rise to conflicts of interest.

All such statements shall be filed with the minutes of the BPW/NC Board meeting at which it was signed.

Past Transactions and Violations

If the BPW/NC Board has reasonable cause to believe that an insider has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such insider of the basis for this belief and afford the insider an opportunity to explain the alleged failure to disclose. If, after hearing the insider's response, and making further investigation as warranted by the circumstances, the BPW/NC Board determines that the insider has failed to disclose an actual or possible conflict of interest, the BPW/NC Board shall take appropriate disciplinary and corrective action.

In situations where a transaction involving a conflict of interest is discovered after it has already occurred or begun (because, for example, the interest was inadvertently not disclosed prior to the transaction, or the BPW/NC Board did not realize that a review was necessary or advantageous), the BPW/NC Board shall conduct a review and determine whether disciplinary or corrective action is possible or warranted. In appropriate cases, the BPW/NC Board may determine, upon completion of the review that the ratification of the transaction is in the best interest of BPW/NC.

Annual Review

To ensure that BPW/NC operates in a manner consistent with its purposes and the BPW/NC Board shall authorize and oversee an annual review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified, improved, or updated.

North Carolina Federation Business and Professional Women's Club, Incorporated

Conflict of Interest Statement

By signing below, I do hereby affirm the following (cross out any that do not apply):

- I have received a copy of the Conflict of Interest Policy
- I have read and understood this Conflict of Interest Policy
- I agree to comply with the terms and provisions of this Conflict of Interest Policy

Listed below are the financial interests and family relationships that could possibly give rise to a conflict of interest. If none exist, enter "None"

To the best of my knowledge, these facts are true, accurate, and correct.

Signature: _____

Printed Name: _____

Date: _____

DOCUMENT RETENTION AND PERIODIC DESTRUCTION POLICY

BOPW/NC will retain the documents listed below for the stated retention period and then shred the documents on an annual basis.

Type of Document	Retention Period in Years
Correspondence (General)	2
Bank Reconciliations	3
Bank Statements	3
Bank Deposit Slips	3
Insurance Policies (Expired)	3
Invoices (to Customers, from Vendors)	4
Accounts Payable and Receivable Ledgers (on QuickBooks)	7
Contracts, Mortgages, Notes and Leases (Expired)	7
Audit Reports	Permanently
Checks for the Purchase of Assets	Permanently
Contracts Still in Effect	Permanently
Correspondence on Legal Matters	Permanently
Deeds, Mortgages and Titles	Permanently
Depreciation Schedules	Permanently
Minute Books, Bylaws and Articles of Incorporation	Permanently
Tax Returns	Permanently
Year End Financial Statement	Permanently

Updated 11/19/2009

WHISTLEBLOWER POLICY

If any member of BPW/NC or any member of its Board of Directors (hereafter Board Member) believes that some policy, practice, or activity of BPW/NC is in violation of law, a written complaint may be filed by that person with the BPW/NC President.

It is the intent of BPW/NC to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members and Board Members is necessary to achieving compliance with various laws and regulations. A member or Board Member is protected from retaliation only if the member or Board Member brings the alleged unlawful activity, policy, or practice to the attention of the BPW/NC President and provides the Board of Directors with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members and Board Members that comply with this requirement.

BPW/NC will not retaliate against a member or Board Member who, in good faith, has made a protest or raised a complaint against some practice of BPW/NC, or of another individual or entity with whom BPW/NC had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

BPW/NC will not retaliate against a member or Board Member who discloses or threatens to disclose to a public body any activity, policy, or practice of BPW/NC that the member or Board Member believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

North Carolina Federation Business and Professional Women's Club, Incorporated

Whistleblower Policy Statement

By signing below, I do hereby affirm the following (cross out any that do not apply):

- I have received a copy of the Whistleblower Policy
- I have read and understood this Whistleblower Policy
- I have been provided with an opportunity to ask questions about the Policy

To the best of my knowledge, these statements are true, accurate, and correct.

Signature: _____

Printed Name: _____

Date: _____

BPW CLUB SUSPENSION PROCEDURE

Suspension of Non-Paying Clubs

Suspension of a Club will occur if a Club fails to maintain a membership of at least five active paid Club members and/or student members and fails to remit the BPW/NC dues for those members to the BPW/NC Treasurer. A thirty day notice of non-compliance will be sent by Certified Mail from the BPW/NC President to the Club President.

Reinstatements of Inactive Clubs

Members:

1. Dues renewal period shall be delinquent and the member shall be considered not in good standing so long as their dues remain unpaid and such condition may be considered cause for suspension.
2. If dues are not paid by the last day of the dues renewal date the member will be considered lapsed and membership is suspended and the member will be removed from the Membership Roster ninety days past renewal. A dues renewal reminder should be given to the member thirty days prior to their renewal date.

Clubs:

1. Dues renewal period shall be delinquent and the members shall be considered not in good standing with BPW/NC so long as the BPW/NC dues remain unpaid and such condition may be considered cause for suspension of the Club.
2. If dues are not paid by the last day of the dues renewal date and membership falls below five active members or student members the Club is considered in non-compliance and the Club will be put under BPW/NC advisory committee care.

Non-Compliant Clubs:

Clubs may regain good standing by one of the following methods:

1. Club can become a club in good standing by:
 - a. Agreeing to BPW/NC advisory committee help.
 - b. Submitting the following immediately upon suspension. This will allow the committee to help the Club become compliant.
 - i. Club meeting minutes for last six months
 - ii. Club financial reports for last six months
2. Clubs can become a Club in good standing by submitting payment in full for current renewal dues for a minimum of five member and/or student members.

PROCEDURES FOR CONFERENCE CALL MEETINGS AND E-MEETINGS OF THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Special meetings of the Executive Committee may be held

- a) When called by the BPW/NC President with seven days written notice
- b) When called by a majority of the Executive Committee with seven days written notice or

- c) By convention call of the President or by a majority of the members of the Executive Committee.

Special meetings of the Board of Directors may be held

- a) When called by the President with the approval of the Executive Committee with seven days written notice or
- b) When called by a majority of the Board with seven days written notice.

The written notice for a special meeting of either the Executive Committee or the Board of Directors must designate the time, place and purpose of the meeting.

In some cases, a conference call meeting or an e-meeting may be the most efficient means of conducting the special meeting. The following are the procedures for conducting these types of meetings.

CONFERENCE CALL MEETINGS

1. Once a request for a special meeting has been made in accordance with the BPW/NC bylaws, including the seven days written notice, the President may designate the meeting to be a conference call meeting.
2. A second notice of the conference call meeting shall be sent by the President a minimum of twenty-four hours prior to the opening of the meeting, telling the time and day the special meeting will be called to order, dial-in information, and the purpose of the special meeting, and if there is a motion, the fact that it has been seconded.
3. All members of the Executive Committee or the Board of Directors shall “reply” indicating their receipt of the meeting call.
4. The Chair shall initiate (host) the conference call meeting and call the meeting to order.
5. The meeting shall proceed in the same manner as a face-to-face meeting, with the exception of roll call vote in all instances.

E-MEETINGS

1. Once a request for a special meeting has been made in accordance with the BPW/NC bylaws, including the seven days written notice, the President may designate the meeting to be an E-meeting.
2. A second notice of the E-meeting shall be sent by the President a minimum of twenty-four hours prior to the opening of the meeting, telling the time and day the special meeting will be called to order, dial-in information, and the purpose of the special meeting, and if there is a motion, the fact that it has been seconded.
3. At the appointed time for the special meeting, all members of the Executive Committee or the Board of Directors shall “Reply All” indicating their presence at the E-meeting and offer any discussion.
4. When the majority of members of the Executive Committee or Board of Directors have indicated their presence and offered discussion, or when forty-eight hours have elapsed from the call to order (whichever is earlier), the Chair shall declare a quorum and call for a vote.
5. Members of the Executive Committee or Board of Directors shall “Reply All” with their vote within twenty-four hours of the call for a vote.

6. After twenty-two four hours from the call for a vote, the Chair shall declare the motion carried or failed and adjourn the meeting.
7. The BPW/NC Secretary shall preserve all emails stating presence, votes, and dispositions, and file the same with the original copy of the minutes of the special E-meeting.

BPW/NC COMPASSION POLICIES AND PROCEDURES

ILLNESS

EXECUTIVE COMMITTEE

Upon notification of the serious illness or hospitalization of a member of the Executive Committee, the President will advise other Executive Committee members via email or telephone. Should the President experience illness, she will advise the President-elect, who will advise other Executive Committee members. Discretion on the appropriate remembrance (i.e. flowers or gift) will be the decision of the proper authority. The cost will be divided equally among other members with reimbursement to be paid via mail or at the next meeting of this body.

MEMBERS OF THE BOARD OF DIRECTORS, BOARD OF TRUSTEES, AND PAST BPW/NC PRESIDENTS

When the President learns of the serious illness or hospitalization of any of these members, she will arrange for a card to be sent on behalf of the respective group involved. Advice to members via email, telephone, mail, or the *TAR HEEL WOMAN* will be at her discretion. The cost of cards and postage will be reimbursed by a collection at the next meeting of the BPW/NC Board.

DEATH

EXECUTIVE COMMITTEE

Upon the death of a member of the Executive Committee, the President (or other officer in the chain of command) will advise other members of the Executive Committee, Boards of Directors, and the contact person for the Past State Presidents as appropriate. A flower arrangement will be sent at a cost not to exceed \$100. Should the family request no flowers (only memorials), a contribution will be made to the BPW/NC Foundation or to another designated charity. The cost will be defrayed by other members via mail by check or by a collection taken at the next meeting of the Executive Committee or Board of Directors.

MEMBERS OF THE BOARD OF DIRECTORS, BOARD OF TRUSTEES, AND PAST BPW/NC PRESIDENTS

The President will advise other leaders as appropriate, send flowers or a memorial gift to the BPW/NC Foundation or other designated charity not to exceed \$50. The cost will be defrayed by other members by a collection taken at the next meeting of the respective bodies.

FAMILY MEMBERS OF THE EXECUTIVE MEMBERS, BOARD OF DIRECTORS, BOARD OF TRUSTEES, AND PAST STATE PRESIDENTS

The President will arrange for a card to be sent. NOTE: Family member is defined as spouse, parent, child, or a member of the household where the BPW member resides.

CHAPTER XIII - MISCELLANEOUS

HISTORY OF THE EMBLEM

In our emblem, we embody the symbols of light, health, peace, progress and achievement - our foundation stones.

At the first birthday of BPW/USA during the St. Paul Convention in 1920, BPW/USA President Gail Laughlin appointed a committee of three to work toward the selection of a design for a BPW/USA Emblem. This committee was comprised of Miss Fern Bauersfeld of Kansas, Chairman; Mrs. Nina B. Price of New York; and Miss Georgia Emery of Detroit. Following this, in February 1921, under the leadership of Lena Lake Forrest, second BPW/USA President, the Committee selected the one we now use from a number of designs submitted. The designer of our emblem was a sculptor named Nygaard. The Nike was selected because it is a symbol of progress.

The famous marble statue of Nike, the Goddess of Victory, was erected on the island of Samothrace in the northern part of the Aegean Sea to commemorate a naval victory in one of the wars between successors of Alexander the Great. She is represented as standing on a pedestal in the form of the prow of a trireme, blowing victorious strains on a trumpet which she held in her right hand. The statue found in 1863, and the marble prow discovered later, are now in The Louvre, Paris. R. B. Richardson, in his History of Greek Sculpture, says of the Nike: "She is without head or arms, but so grand is her attitude that we hardly miss them. The onward rush which she shares with the rushing trireme makes her one of the finest, one might almost say, the very finest, of all Greek Sculptures."

THE SYMBOLS

TORCH

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

WAND

WAND, winged staff of Mercury, herald of a new day for women and symbol of opportunity, equality, cooperation, healing harmony and power. In Greek Mythology, this staff was known as the Caduceus. It was a herald's staff of office, specifically, the staff of Hermes (or Mercury). A wand of wood or gold, twined with snakes and surmounted by wings. It possessed magical powers.

SHIP OF COMMERCE

SHIP OF COMMERCE, typifying the entrance of women into business and the expansion of opportunities until there now remains practically no door closed to the prepared woman. The Ship of Commerce is the symbol of activity and growth, economic independence, adventures in friendship abroad, makes it possible for us to know the women of other countries, and to work with them for our common interest. It promotes international understanding and encourages working together for peace.

SCROLL

SCROLL of achievement began in 1919 and is still unrolling. Here, we may record our efforts and accomplishments toward leadership in thinking on economic problems and the establishment of conditions which assure, to women and to men as well, the fullest possible opportunity and reward for the development of whatever capacities they may possess. It is a symbol of our faith, ideals and

achievements, and denoting our obligation to the future. Here, we are writing our BPW/NC history - recording our support of and participation in movements toward social, civic, and political betterment.

NIKE

NIKE, the Winged Victory of Samothrace serves as a symbol of strength, progress, freedom, triumph, facing squarely the winds and waves of prejudice and all other limitations. She is represented standing, poised on the prow of a ship, courageously breasting the elements. Even as women today are taking advantage of opportunities and creating others all over the world, they are coming into their own in business and the professions, overcoming all obstacles, slowly perhaps, but surely.

GOLDEN CIRCLE

The symbols, over the inscription NFBPWC, are found within the golden circle. The circle represents the globe and signifies unbroken harmony and endless friendship. The components of the completed circle are illumination, vigor, tranquility, development, and victory - Emblem of BPW/USA: The National Federation of Business and Professional Women's Clubs, Inc. The BPW/USA Federation merged with the BPW/USA Foundation effective July 2009.

PIN

The Emblem membership pin, modeled in a small coin shape, bears the BPW/USA Emblem in bas-relief. It is customary to wear the pin about six inches below the left shoulder. Nothing should be worn above the Emblem pin. Jewelry, decorations, name badges and flowers should be worn on the right shoulder.

The pin for presidents in office includes a gavel guard to be worn at the top level of the membership pin. The guard for Past Presidents is a bar with the inscription "Past President" to be worn at the lower level of the membership pin.

BPW/NC COLORS

The BPW/NC colors of green and gold were officially selected in 1927. GREEN is symbolic of victory, growth, activity, and strength. GOLD is symbolic of the sun, faith, and fruitfulness.

BPW/NC PLEDGE

I believe in the principles and purposes of the Federation of Business and Professional Women.

I will promote the interests of women and cooperate in perpetuating the activities of the Federation.

I will do my part to create a better understanding among the women of the world.

I will protect our Federation ideas and live up to its standards.

In fellowship, friendship, cooperation, I will strive always for a finer, stronger womanhood;

To serve ever to the best of my ability and strength;

To be true to myself, my fellow workers, and to my God.

APPENDIX A – BPW/NC MEMBERS WHO HAVE SERVED ON NATIONAL OR INTERNATIONAL FEDERATION COMMITTEES

Name	Club	Year	Area of Responsibility
Marlene Plyler	Salisbury	1969	Reception for National Candidates Chairman
Mary Rogers Watts	Charlotte	1970-1971	World Affairs Chairman
		1971-1972	Legislation Chairman
Mary Lou Bell	Gastonia	1972-1973	Nominations Chairman
Janet Blair	Charlotte	1974-1975	Membership Committee
Emma Padgett	High Point	1975-1976	Program Committee
Carolyn Williams	Concord	1976-1978	Finance Committee
		1978-1979	Finance Chairman
Helen Mahlum	New Bern	1980-1981	ERA Committee
Ruby Jones	Greensboro	1983-1985	Future of Women in the Workplace Council
Laura Williams	Lexington	1983-1984	Finance Committee
Frances Williams	Newport	1984-1985	National Foundation Committee
Carolyn Williams	Concord	1985-1986	Future of Women in Workplace Council
Verna Taylor	Duplin County	1985-1986	Membership Chairman
Marlene Plyler	Salisbury	1985-1986	Bylaws Chairman
Ruby Jones	Greensboro	1986-1987	Legislation Committee
Hilda Watson	Nashville	1988-1989	Finance Committee
Dr. Joyce Lawrence	Boone	1988-1989	Issues Management Committee
Frances Williams	Newport	1989-1991	International Employment Committee
Nancy Webster	Concord	1992-1993	National Nominating Chair
		1993-1994	Young Careerist Chair
Dr. Patrice Alexander	Greenville	1994-1995	Membership/Young Careerist Chair

Sarah "Kay" Jones	Concord/RTP	1999-2000	Mentoring Committee
Dr. Lyn Weaver	Whiteville	1999-2000	Legislation/Issues Management Committee

APPENDIX B – LISTING OF BPW/NC CLUBS BY REGION

BPW/NC listing of Clubs by region:

Western Region:	Asheville Charlotte Concord-Cabarrus Granite Falls Hendersonville Hickory Lincolnton Metropolitan Morganton Statesville
Central Region:	Fayetteville Harnett Area Pembroke Raleigh Sanford Triad
Eastern Region:	Henderson Nashville Rocky Mount Virginia Dare Wayne-Duplin Wilmington

APPENDIX C – BPW/NC ORGANIZATION CHART

BPW/NC FEDERATION Organization 2012-2013

