

GARNETT BUSINESS AND PROFESSIONAL WOMEN

BYLAWS



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ARTICLE I

Name

The name of this local organization shall be the Garnett Business and Professional Women's Club of Garnett, Kansas and affiliated with Kansas Business and Professional Women's Clubs, Inc.

ARTICLE II

Mission

The mission of this local organization shall be to achieve equity for all women in the workplace through advocacy, education and information.

ARTICLE III

Emblem

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

ARTICLE IV

Policies

Section 1. This local organization shall be nonsectarian, nonpartisan, and nonprofit.

Section 2. The policies and procedures of the state federation as applicable shall in every case also be the mission, objectives and policies and procedures of this local organization.

ARTICLE V

Membership

Section 1. Membership shall be held by individuals who support the mission and objectives of BPW/Kansas. Membership categories shall be:

- (a) Active
 - (1) Individuals who pay mandatory dues as stated in the appendix.
- (b) Student
 - (1) Individuals enrolled in a high school, a degree seeking or certificate program at a college, university, or any other accredited higher educational institution, dues as stated in the appendix.
- (c) Youth Affiliate
 - (1) Individuals who are age 10 through Middle/Junior High school age. Dues for youth are as specified in the appendix.

Section 2. Membership in this local organization shall be all inclusive for membership in BPW/Kansas.

Section 3. A member in good standing may request transfer from one local organization to another.

Section 4. A local organization may not refuse to accept the transfer from one local organization to another.

Section 5. The only criteria for membership shall be per Article V Section 1, and the payment of appropriate dues.

ARTICLE VI

Fiscal Responsibility

Section 1. The fiscal year shall commence on the first day of July and shall end on the 30th day of June.

Section 2. A financial review committee of two members shall be appointed at the May meeting. The committee shall review the treasurer's records within thirty (30 days) after the close of the treasurer's term of office and shall report to the local organization at the next regular meeting.

ARTICLE VII

Officers

Section 1. The officers shall be a president, a president elect, a vice president, a recording/corresponding secretary, treasurer, local organization representative.

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

Section 3. Officers shall assume their duties immediately following the June meeting and shall serve for one year or until their successors are duly elected.

ARTICLE VIII

Nominations and Elections

Section 1. Officers shall be elected at the local organization's meeting in May.

Section 2. Only individuals who are members in good standing shall be eligible for office. Candidates for President must have served at least one year as an elected officer of Garnett BPW.

Section 3. At a business meeting proceeding the May meeting a nominating committee of at least two members shall be appointed. The nominating committee shall present to the May meeting a slate of one or more nominees for each office. Nominations may also be made from the floor.

Section 4. Vacancies in office shall be handled as follows:

- (a) In the event of death, resignation, or incapacity of the president, the president elect shall become the president for the unexpired portion of the term;
- (b) Vacancies in offices other than president shall be filled for the unexpired term by the executive committee.

Section 5. No member shall hold the same office for more than two consecutive terms.

Section 6. Six months or more shall be considered a term of office in determining eligibility for re-election.

ARTICLE IX

Duties of Officers

Section 1. The president shall be the principal officer of the local organization and shall:

- (a) Preside at all meetings of the local organization, and the executive committee;
- (b) Appoint standing and special committee chairs and committees with the approval of the executive committee;
- (c) Serve as ex-officio member of all committees except the nominating committee;
- (d) Bring to the attention of the local organization all pertinent information from the state federation;
- (e) Authorize all expenditures in accordance with financial policies of the local organization and;
- (f) Be responsible for sending to the state executive secretary the names and addresses of all officers and chairs immediately following the election or appointment.

Section 2. The president elect shall:

- (a) Act as representative of the president when requested;
- (b) Serve as a voting member of the finance committee;
- (c) Serve as an ex-officio member, without a vote, on all other standing and special committees, except the nominating committee;
- (d) Plan and implement a well-coordinated annual program based on local objectives;
- (e) Present state and local programs and activities to members, and the general public through available news media;
- (f) Perform the duties of the president in the absence of the president;
- (g) Serve in such other capacities as assigned by the president.

Section 3. The vice president shall:

- (a) Perform the duties of the president in the absence of the president elect;
- (b) Become president for the unexpired term in case of death, resignation, or incapacity of the president elect;
- (c) Serve as chairman of the membership committee;
- (d) Keep a list of the names and addresses of all members;
- (e) Serve in such capacities as assigned by the president.

Section 4. The secretary shall:

- (a) Recording Secretary
 - (1) Take and record accurate minutes of the proceedings of all meetings of the local organization;
 - (2) Preserve in a permanent file all records and letters of value to the organization and its officers.
- (b) Corresponding Secretary
 - (1) Conduct the correspondence of the organization.

Section 5. The treasurer shall:

- (a) Have charge of all monies of the local organization and shall report thereon at all meetings;
- (b) Collect all dues, and all monies from sources other than dues from members and give a proper receipt therefore;
- (c) Pay all bills upon the written authorization of the president;
- (d) Keep an itemized record, in a permanent file, of all receipts and expenditures;
- (e) Forward promptly to the State treasurer all monies payable to the state federation and state dues for all new members;
- (f) Serve as ex-officio member of the finance committee;
- (g) Deliver to the successor within 30 days after expiration of term of office, all books, records, and papers, requesting receipt therefore.

Section 6. Each officer, except for the treasurer, shall deliver to the successor immediately after retiring from office all accounts, records, books, papers, and other property belonging to the local organization.

ARTICLE X

Meetings

Section 1. Regular meetings shall be held monthly on the third Tuesday of the month unless otherwise ordered by the local organization or the executive committee.

Section 2. Special meetings may be called by the president or by any five members, provided all members are notified of time, place, and purpose of such meeting.

Section 3. One half of the active members present shall constitute a quorum.

ARTICLE XI

Board of Directors

Section 1. The elected officers and standing committee chairmen shall constitute a Board of Directors.

Section 2. The Board shall make recommendations for the local organization's growth and prosperity.

Section 3. Special meetings of the Board may be called by the president or by one-third of the Board members, provided two are elected officers.

Section 4. A majority of the voting members present at a meeting, or as approved proxy voters present, shall constitute a quorum

Section 5. No member shall have more than one vote, but voting by proxy shall be allowed.

ARTICLE XII

Executive Committee

Section 1. The elected officers of the local organization shall constitute the executive committee.

Section 2. The executive committee shall meet on call by the president, or by any two members of the committee, for the consideration of special matters between regular meetings of the local organization.

Section 3. Standing and special committee appointments made by the president shall be subject to the approval of the executive committee.

Section 4. A majority of the voting members shall constitute a quorum for a meeting of the executive committee.

ARTICLE XIII

Committees

A. STANDING COMMITTEES

Section 1. The standing committees of the local organization shall be bylaws, finance, membership and loan and scholarship.

Section 2. Only individuals, who are active members in good standing, shall be eligible to serve as standing committee chairs.

Section 3. Committee chairmen and members shall be appointed for a term of one year and may be reappointed. No person shall serve more than three consecutive years on the same committee.

Section 4. The Bylaws committee shall revise or amend the local organizations bylaws when requested by the state bylaws chair or as needed by the local organization. Once revised the committee chair shall send three copies to the state bylaws chair to be edited and approved. Upon approval by the state parliamentarian and state president the bylaws committee chair shall provide a copy of the current bylaws to each member.

Section 5. The Finance committee shall be composed of a chairman and another member. The treasurer shall be an ex-officio finance committee member. It shall be the duty of the finance committee to prepare an annual budget for the local organization, to have general supervision of all expenditures, and to assist the local organization in developing a sound financial policy. The finance chairman shall be a member ex-officio, without vote, of all committees which disburse money.

Section 6. The Membership committee shall be composed of the vice president as chairman and as many members as are needed. It shall be the duty of the membership committee to promote, expand, stabilize, and orientate the membership.

Section 7. The Loan and Scholarship committee shall be composed of a chairman and another member. It shall be the duty of the loan and scholarship committee to promote interest in local and state loans and scholarships and to present qualifying applications for the local scholarship at the April meeting to active members in order for voting to be conducted.

B. SPECIAL COMMITTEES

Section 1. The special committees shall be Square Fair, Women's Fair, Political Forum, Holiday Boutique and History.

Section 2. The Square Fair committee shall be composed of a chairman and as many members as are needed. It shall be the duty of the committee to organize and execute the annual Square Fair event on Mother's day weekend.

Section 3. The Women's Fair committee shall be composed of a chairman and as many members as are needed. It shall be the duty of the committee to collaborate with the Anderson County Farm Bureau Women to organize and execute the annual Women's Fair event.

Section 4. The Political Forum committee shall be composed of a chairman and as many members as are needed. It shall be the duty of the committee to collaborate with the Garnett Rotary and Anderson County Farm Bureau to organize and execute the Political Forum event during election years.

Section 5. The Holiday Boutique committee shall be composed of a chairman and as many members as are needed. It shall be the duty of the committee to collaborate with the Garnett Public Library's Holiday Homes Tour to organize and execute the annual Holiday Boutique event on the first Sunday of December.

Section 6. The History committee shall be composed of a chairman and another member. It shall be the duty of the committee to compile annual facts and data concerning BPW/Kansas and local organization. The local History chairman shall send a copy of the local organization history to the state history chairman. The chairman will send notice of deceased members to the state history chair to be included in the Club Eternal.

ARTICLE XIV

Representation

Section 1. All members in good standing of Garnett BPW who register and pay registration fees shall be voting delegates at the annual convention of BPW/Kansas.

Section 2. Representation at state convention shall be by delegates who are active members.

Section 3. No members shall have more than one vote and no voting by proxy shall be allowed.

ARTICLE XV

Parliamentary Procedure

Section 1. The rules of parliamentary procedure comprised in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the local organization, the board of directors, and the executive committee, subject to such special rules as have been or may be adopted.

Section 2. Electronic Votes (i.e. email votes) may be conducted when immediate action is necessary and there is no scheduled meeting or time to gather members to vote. Discussion must be done through "reply all" before a motion is made and vote taken.

ARTICLE XVI

Amendments

Section 1. Amendments to these bylaws may be proposed by any member in good standing.

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

Section 3. These bylaws may be amended by two-thirds vote of the members present and voting may be conducted at any regular meeting.

Section 4. The final adoption by the local organization of amendments to or revisions of these bylaws shall be contingent upon the approval of the State President.

Section 5. When an amendment is adopted by state bylaws which affect local organization bylaws, the local organization shall automatically amend its bylaws to conform. Any conflict shall be resolved in accordance with state policy and procedure.

ARTICLE XVII

Dissolution

Upon dissolution of this organization all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to a BPW State Federation, a BPW local organization, or a State BPW Foundation that has qualified for exemption under section 501(c)(3) of the Internal Revenue Code and state tax regulations. None of the assets will be distributed to any member, officer or trustee of this organization.

APPENDIX

DUES

Per Active member	Annual Amount
Total amount	\$60.00
To BPW/Kansas	\$60.00
	Includes \$2.00 for State Foundation
Per Student member	Annual Amount
Total amount	\$30.00
To BPW/Kansas	\$30.00
	Includes \$2.00 for State Foundation
Per Youth Affiliate	Annual Amount
Total Amount	\$12.00
To BPW/Kansas	\$12.00 Includes \$1.00 for State Foundation