



Business Women
of
Missouri



2018-2019
Membership Orientation Manual

Welcome to BWM



*Debra Saffer
Business Women of Missouri
President 2018-2019*

Welcome to Business Women of Missouri. You are joining a long history that first started as Business and Professional Women (BPW) and is now Business Women of Missouri (BWM). Our state organization started in 1921 with five chartering clubs which were Kansas City Business Women's Club, Carthage, Joplin Town Club, Moberly Town Club and St. Joseph. We now have 17 clubs with membership at 272.

In this manual, you will learn about the organization, meaning and purpose, requirements and responsibilities of members, benefits of membership and activities. We have three state board meetings, leadership conference, legislative conference and state conference. I highly recommend that you attend at least one of the state events. This is when you will be introduced to more information about the state functions and learn about the organization.

The Business Women of Missouri adhere to its mission statement, vision and objectives.

The Mission is:

- To empower women personally, politically and professionally.
- To achieve equity for women in the workplace through advocacy, education and information.

The Vision is:

- To achieve equity personally, politically and professionally.

The Objectives are:

- To elevate the standards for women wherever they may be employed.
- To promote the interest of working women to bring about a spirit of cooperation among all working women of Missouri.
- To extend opportunities to working women through education, information and fellowship.

Again, welcome to Business Women of Missouri and may you receive all of the things that this organization has to offer.

*Debra Saffer
BWM State President 2018-2019*

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An outline to introduce you to Business Women of Missouri

1. What/Who are we?
2. What is our origin and our history?
3. Our transition from Business and Professional Women to Business Women of Missouri
4. What have we accomplished?

I. A History of BPW, before we became BWM

A. Nationally

In 1917, after the United States became involved in World War I, our government leaders realized the potential of “woman power”. The Secretary of War set up a War Work Council to concentrate the efforts of women. This council was basically directed by the Y.W.C.A. out of New York City. While utilizing the various cultural, fraternal and religious groups, it became evident to the Council that the workingwomen were not included because they were not organized, as such. The Secretary of War made available “peculiar value to the government”. The War Work Council determined that the business and professional women would be that group.

However, just as the organization was getting down to the task of organizing this group, the Armistice was signed in November of 1918. Those involved did not want the organizational plans scrapped and the Secretary of War continued the group as a post-war project. The groundwork was laid, plans were continued and the date and place for the organizational meeting was chosen as July 1919 in St. Louis, Missouri. The National Federation of Business and Professional Clubs, Incorporated was established. In 2009 the National Federation merged with the National Foundation.

B. State-Missouri

There were a number of women’s clubs in Missouri prior to 1919. Several were members of the Women’s Association of Commerce and they sent representatives to the meeting in St. Louis in July of 1919. The Missouri contingent of the Women of Commerce had hoped that their group would combine with the Business and Professional Women, but, this did not materialize and Missouri was not a part of the National Federation of Business and Professional Women.

A few months later the Kansas City Business Women’s Club was formed and it was this group of women that was instrumental in getting the women of Missouri together on June 13, 1921 to “consider the organization of a State Federation of Business and Professional Women.” There were 5 chartering clubs which were Kansas City Business Women’s Club, Carthage, Joplin Town Club, Moberly Town Club and St. Joseph. This new State Federation was busy. A delegation was sent to the 1921 National Conference at Cleveland and came back to Missouri with the commitment that the National Board Meeting would be in Kansas City in March of 1922.

The Missouri Manual was first published in 1936 and was so well received that we have had it every year since.

The State Federation presented coordinated program goals. Before that, the National’s suggestions were used by individual clubs. Missouri can boast that two National Federation presidents were from the State of Missouri: Margaret A. Hickey 1944-46 and Judge Hazel Palmer 1956-1958.

At the April 2009 State Conference, the members of the Missouri Federation voted to disassociate from the merged National Federation and Foundation. During 2009, the majority of the members voted to change the name of the organization to Business Women of Missouri. The name change was officially filed with the Missouri Secretary of State on June 16, 2010. In the spring of 2010, BWM voted to affiliate itself with National BPW Foundation with access to signature programs.

C. Districts/Regions

Districts were first set up in Missouri in 1928. Meetings were held twice a year. District "Presidents" were appointed in 1933, but the District Directors were not members of the State Board until 1937. Since 1934, Districts have met at least once a year. The practice of state officers attending District Conference was established in 1960. Originally there were just six districts. The first redistricting split those original districts. Subsequently, redistricting occurred over the years, according to membership distribution and geographical location and currently we have four regions (as of the 2006-2007 Federation Year).

Until 1988 the District Directors had been appointed by the State President. Beginning with the adoption of the Strategic Long Range Plan (SLRP) at the 1988 Conference, the District Director was elected by the members of the District she represents and served on the State Board in the same capacity as the previously appointed District Director. At the 1998 State Conference, State Bylaws were changed. District Directors were to be appointed by the State President once again with the same State Board capacity. At the 2006 State Conference the state was divided into four Regions. Regional Directors and Directors Elect are appointed by the President for a term of one year, with the approval of the Executive Committee, from nominations presented by the clubs in the region.

D. Missouri BPW Transitions into a new club: Business Women of Missouri

The following timeline outlines all the steps involved in Missouri Business and Professional Women Clubs Inc. transition to Business Women of Missouri that occurred throughout 2009-2010. (Please note: PSP is used as an acronym for Past State President.)

- March 2009 - The National Federation of Business and Professional Women's Clubs, Inc., announced the merger with the National Business and Professional Women's Clubs Foundation.
- April 2009 - During the April State Conference with Missouri State President Sharon Mangan presiding, Missouri voted to disassociate with the National BPW. A Transition Task team was formed to update dues and bylaws. Task team members were: Vice President Ellen Hill, PSPs Vicki Silkwood and Connie McGinnis and Executive Administrator Velvet Fackeldey.
- June 2009 - Missouri BPW sent a letter signed by immediate PSP Sharon Mangan and current President Angie Moran to officially disassociate with National BPW.
- July 2009 - Missouri BPW hosted the 90th Celebration of past and present members of the National Federation of Business and Professional Women across the country with over 300 members in St Louis.
- August 2009 - The executive committee recommended bringing a name change to the state membership to alleviate any legal issues with the national organization's merger.
- A timeline was created with the help of Certified Parliamentarian Teresa Dean, and a new transition team was named to ensure efficiency. Team members were: PSPs Carole Parson and Pauline Gage and the Executive Committee: President Angie Moran, President Elect Ellen Hill, Vice President Sharon Tuttle, Recording Secretary Megan Broemmer and Treasurer Sheila Miller.
- August 14, 2009 - A recommendation was sent via email to the current board of directors with a request for a vote for a name change in a reply email.

- August 26, 2009 - Ballots to vote for a change name were mailed via USPS to all members in good standing as of August 1, 2009.
- October 23, 2009 - Four names selected by the Executive Committee and Board of Directors were sent to the membership to select one.
- December 4, 2009 - The name Business Women of Missouri was selected. The name was sent to two graphic designers to create a logo. The logo was selected by the Executive Committee and was unveiled at the December Board meeting.
- Anne Gardner, attorney at Gardner and Gardner in Sedalia, agreed to present the official name change to Buchanan County and the state of Missouri for no fee.
- April 2010 - Anne Gardner announced the completion of the Buchanan County Circuit court filing and the filing with the state of Missouri. A special appointed board position called Director of Tax Issues was given to PSP Angie Moran to complete all the legal name changes with the Federal and State governments and to work with new CPA Group to file the Corporate 990.
- November 10, 2010 - The verification of name change was acknowledged by the IRS and Missouri Department of Revenue, and the 990 Tax Return was completed and sent to President Ellen Hill, who made the name change official with her signatures on the required documents.
- May 2012 - The name "Business Women of Missouri" and an emblem in green of a circle for the head and two wings/arms lifted up on either side was granted a Certificate of Registration by Robin Carnahan, Secretary of State of the State of Missouri. A facsimile of said mark has been duly recorded and is registered for a period of ten years and will expire May 2, 2022.

II. Member Resources

A. State

1. The Missouri State Office is located in Kansas City, MO. The address is PO Box 28243, Kansas City, MO 64188. The telephone number is 816-333-6959. The fax number is the same.
2. The Missouri Business Woman (our state magazine) is published quarterly and is a resource for current information and changes for the state.
3. The Missouri Manual is published annually. This publication contains all the bylaws, job descriptions, due dates and forms for all reports as well as the listing of all past state presidents, state board members and local listings of officers and addresses.
4. The Missouri website is located at www.businesswomenmo.org

III. Dues

When you become a member of a Local Club or a member at large, you also become a member of your geographic Region and the State BWM. For state dues, consult the state bylaws. Add local amount for your Local Club dues if applicable.

IV. Meaning and Purpose

A. Mission

- To empower women personally, politically and professionally.
- To achieve equity for women in the workplace through advocacy, education and information.

B. Vision

- To achieve equity personally, politically and professionally.

C. Objectives

- To elevate the standards for women wherever they may be employed.
- To promote the interest of working women to bring about a spirit of cooperation among all working women of Missouri.
- To extend opportunities to working women through education, information and fellowship.

D. Collect:

The collect was written in 1904 as a “prayer for the day,” not for any particular person or group. It was published as a Collect for club women because the author believed that the concept of women working together with wide interests and important goals was new and that a special meditation of their own would give them a sense of unity. The National Federation adopted Mary Stewart’s Collect at its Conference in 1921.

(Note: Business Women of Missouri has chosen to continue to use the Collect as an opening for all club meetings.) The Collect is:

*Keep us, oh God, from pettiness;
Let us be large in thought, in word, in deed,
Let us be done with fault-finding and leave off self-seeking
May we put away all pretense and meet each other
Face to face –without self-pity and without Prejudice.
May we never be hasty in judgment and always generous.
Teach us to put into action our better impulses,
Straightforward and unafraid.
Grant that we may realize it is the little things
That create differences, that in the big things
Of life we are at one.
And may we strive to touch and to know the great,
Common human heart of us all, and,
Oh, Lord God, let us forget not to be kind.*

E. Emblem Benediction

The Emblem Benediction is used as a closing prayer or benediction at Business Women of Missouri Functions. The word may be sung to the tune of “Blest Be the Tie That Binds”.

*This Emblem binds us all
In one great sisterhood.
It bids us heed our conscience call
For nobler womanhood.
God guide us when we wear
This emblem o’er our heart
And keep us true and always fair
God bless us as we part.*

F. Emblem/Pin



The emblem was selected at the 1921 National Convention because it symbolizes the programs to which the Federation is dedicated. The top emblem on the left is the original emblem as it was adopted in 1921.

The one below is the emblem as it was revised for the newly transitioned Business Women of Missouri. The symbolism in the emblem is:

NIKE: The Winged Victory of Samothrace—the symbol of strength, progress freedom, triumph, facing squarely the winds and waves of prejudice and all other limitations.

TORCH: The symbol of light, wisdom, principle and Leadership.

WAND: The winged staff of Mercury, herald of a new day for women and the symbol of opportunity, equality, cooperation, healing, harmony and power.

SHIP OF COMMERCE: Symbol of activity and growth, economic independence, and adventures in friendship.

SCROLL: The Scroll of Achievement symbolizes our Federation's Ideals and Achievements and denotes our obligation to the Future.

These symbols over the inscription, NFBPWC, which have been changed to BWM are within the Golden Circle. The circle representing the globe signifies unbroken harmony and endless friendship. The components of the completed circle are illumination, vigor, tranquility, development and victory.

The **PIN** is our emblem of membership and is worn in a vertical position over the heart, with no pin above it. The proper placement of the pin over the heart is important to all members. Any member may wear the emblem pin and a

Foundation pin guard. Local Club Presidents may wear the gavel guard also. Past Local Club Presidents may wear a "Past President" bar with their pin. The emblem pin is available for purchase from the state office.



G. Colors

The original Federation colors were Green and Gold. They were selected in 1927.

Green: Symbolizes victory, growth, activity and strength.

Gold: Represents the sun, faith and fruitfulness.

NOTE: Business Women of Missouri selected the colors of Green (Pantone 364) and Black as their colors. Green was adopted as a BWM color in honor of our heritage.

H. Bylaws and Standing Rules:

1. Local Clubs may adopt bylaws that conform to their particular needs, but must stay within certain guidelines as set out in the "Model" bylaws from the State.
2. The bylaws of a club keep the club operating in an orderly and businesslike manner. Each member should study and become familiar with the State, Region and Local Club bylaws.
3. Standing Rules may be adopted. A Standing Rule is an action or resolution that would be permanent in nature or that would establish precedent or policy, but cannot be in conflict with the bylaws.

V. Requirements and Responsibilities of Members

A. Requirements for Membership:

The only specific requirements for membership are:

1. Payment of dues.
2. Support the Objectives of the Legislative Platform.

B. Responsibilities (Giving — not Getting)

1. As in any organization, a governing body is needed to function efficiently. Officers and Board Members of the State are individuals from Local Clubs and members at large. The Local Club member and members at large are the most important individuals in the organization. Without the individual members there would be no need for officers and board members.
2. Each individual has the right and responsibility to participate:
 - a. To be an informed and effective participant, each member should be aware of the Mission Statement, the objectives, be familiar with the bylaws and standing rules, the Collect, the Pledge, the Emblem Benediction, the Emblem and the symbols of the emblem, the colors, the publications and the legislative platform of the Club.
 - b. Each member has the right to a vote in the general operation and affairs of the club; the right to be kept informed of the status of the club's overall programs, financial condition, and general progress; the right to express considered opinion, make relevant suggestions, and to offer constructive criticism as to the affairs of the organization; and the right to be represented by competent and courteous leaders using orderly and democratic processes.
 - c. It is the responsibility of each member to accept the purposes and objectives of the club; to support the approved programs; to be loyal to the elected leaders; to abide by the established policy of the organization; and to participate in the local club's and/or Region's activities.

C. Participation:

1. By participating in the activities of the organization, including attending the regularly scheduled meetings, a member becomes more aware of the objectives and purposes as well as the accomplishments of the club.
2. By participating in other activities sponsored by the club, members become acquainted with and interact with members whom they probably would not otherwise have an opportunity to meet. (Members who are "just like me.")
3. Members have the opportunity to participate in activities such as seminars, workshops and social events that are designed to enhance, improve or educate the individual both professionally and personally.

VI. Benefits of Membership:

A. Individual Growth:

1. The Individual Growth program (open to members and non-members alike) teaches the participants confidence in expression and public speaking, not only at the podium but techniques that can be applied at hearings, forums, interviews, or in debate; parliamentary procedure; podium etiquette; Business Women of Missouri History; objectives and accomplishments.
2. Another form of Individual Growth can also include the "individual growth" of relationships. Through membership in the Business Women of Missouri, avenues that would not generally be available are opened for friendship and business, either or both.

B. Generations Taking Charge

The Generations Taking Charge program is designed to recruit young adults as members, and to integrate them into BWM activities, and to promote activities that involve the participation of young adults.

C. State Foundation

The Business and Professional Women's Foundation was chartered in 1993 as a not-for-profit corporation and has a 501(c) (3) tax exempt Internal Revenue classification. In 2013, to be in alignment with the state organization, the name was legally changed to Business Women of Missouri Foundation.

The Foundation has available to individuals:

1. Scholarships granted from the general fund to residents of the State of Missouri;
2. Scholarships granted from the Phyllis Sanders Memorial Scholarship Fund to BWM members who are residents of Missouri and
3. Scholarships granted from the Judge Hazel Palmer Memorial Scholarship Fund
4. Scholarships granted from the Hazel R. Kohring Women in Transition Scholarship Fund
5. Scholarships granted from the Sue Panetti-Lee Scholarship Fund and
6. Scholarships granted from the Elizabeth Halpin Scholarship Fund

The Foundation's operating expenses are funded by a portion of members state dues. All contributions through the Local Clubs, individual gifts, memorials, bequests and corporate gifts and grants are used to fund scholarships. Current scholarship information is located in the Missouri State Foundation Manual (published with the Missouri State Manual.)

D. National Foundation

(Note: as a state club, the Business Women of Missouri no longer supports the National Foundation: This information is provided as part of our history)

1. The Business and Professional Women's Foundation was established February 27, 1956, to administer the education and research aspects of the Federation and the Foundation. Thus, February became the month that BPW emphasized the significance of the Foundation.
2. The Foundation had available to individuals:
 - a. The Marguerite Rawalt Resource Center. Established in 1957, this Center had the most complete resource collection specifically focused on economic issues involving women and women in the workplace; it also functioned as a research center and referral service.
 - b. Various scholarships and loan programs were available for career advancement, graduate studies, and studies in specified fields.
3. The scholarships were usually granted to the more mature woman who were in re-training or were re-entering the workforce.
4. The foundation was funded by annual contributions through the Local Clubs, by individual gifts, memorials and bequests.

E. BWM Legislative Platform

1. State Legislative Platform
 - a. Addresses matters in Missouri that affect all women; especially working women.
 - b. Encourages lobbying for introduction of and passage of regulations and laws that will correct present inadequacies and prevent future discriminatory acts.
 - c. Provides our members and others, with information regarding matters in Missouri that should be brought to the attention of our legislators.

F. BWM Publications

The Missouri Business Women of Missouri publication is the Missouri Business Woman. Regions and Local Clubs may have their own publications.

G. BWM Awards

Awards are given to Individuals, Local Clubs, and Regions each year. Recognition is given for membership activities throughout the year. For details check the current Missouri Manual.

H. **BWM Accomplishments**

The Club has consistently supported and worked on projects and for changes, including legislation, to improve the status of women;

- Inaugurated the move to establish State Commissions on the Status of Women in all states. Missouri Federation members were instrumental in having the Governor establish the Commission on the Status of Women in the State of Missouri
- Worked for equal representation in political organizations, child care services, tax reforms equalizing treatment of men and women, reforms requiring equitable treatment of women to insurance and pension plans, and improved laws and services regarding sexual assaults
- Worked on passage of:
 - The Women's Business Ownership Act Violence against Women (1994)
 - Family and Medical Leave Act of 1993
 - The Retirement Equity Act of 1984
 - Title IX of Civil Rights Act of 1964
 - Equal Pay Act 1963

VII. **Activities**

A. **Conferences**

1. **State Conference:** Held annually in April. Every member, member at large and/or student member with current dues paid and a paid full registration is a voting delegate.
 - a. Primary functions of State Conference are elections of officers and conducting Business Women of Missouri business.
 - b. Workshops and seminars are included in conference activities.
2. **Legislative Conference:** Usually held in February/March of each year. Conference attendees develop the proposed legislative platform for adoption at the State Conference. This conference includes workshops on items pertinent to legislation of interest to Business Women of Missouri members, and speakers relating to legislative matters.
3. **Regional Conference:**

Open to all Local Club members and members at large for the purpose of conducting Regional Business.

 - a. Provides opportunities for members of the Local Clubs and members at large in the Region to work together, increase their knowledge of Business Women of Missouri structure and organization, and to develop leadership skills.
 - b. Provides opportunities for members to network.
4. **Leadership Conference:** Usually held in August of each year. This conference offers Business Women of Missouri members the opportunity to develop personal and leadership skills. This conference contains workshops, seminars, and networking for participants.

B. **Board of Director's Meetings**

1. **Spring Board of Director's Meeting:** Held in April before the start of the State Conference
2. **Fall Board of Director's Meeting:** Held in August before the start of Leadership Conference.
3. **Winter Board of Director's Meeting:** Usually held in December.

B. Business Women's Week

The third full week of October is set aside as a time for the Business Women of Missouri to promote the club in the local community. Special events sponsored by the Local Club or Region are held. Many Locals recognize a Woman of the Year and/or an Employer of the Year.

*Business Women of Missouri is
proud of our heritage,
proud of our accomplishments,
and proud to continue serving our membership.*

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