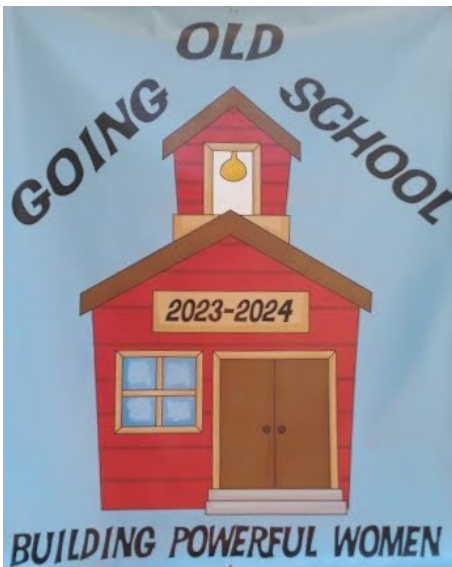




Business Women of Missouri

State Manual

Eighty-Eighth Edition



Includes Membership Orientation Manual

Twenty Fourth Edition

Issued by the Business Women of Missouri Club, Inc.

Updated 6/30/2023

The Business Women of Missouri

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.

The Collect

(Mary Stewart)

Keep us, O God, from pettiness; let us be large in thought, in word, in deed.

Let us be done with faultfinding and leave off self-seeking.

May we put away all pretenses and meet each other face to face –
without self-pity and without prejudice.

May we never be hasty in judgement and always generous.

Let us take time for all things; make us grow calm, serene, gentle.

Teach us to put into action our better impulses, straightforward and unafraid.

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

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

The Emblem Benediction

This emblem binds us all

In one great sisterhood.

It bids us heed our conscience call

For nobler womanhood.

God guide us when we wear

This Emblem o'er our heart.

And keep us true and always fair,

God bless us as we part.

Table of Contents

Business Women of Missouri

State Manual

Table of Contents

Mission Statement, Vision and Objectives	2
The Collect	2
The Emblem Benediction	2
Table of Contents	3
Calendar of Events	5
What Goes Where When	6
MBW Quarterly Magazine Schedule	7
Missouri Business Women Article Guidelines	8
Executive Committee	9
Standing Committees	10
Special Appointees	11
Regional Directors	12
Business Women of Missouri General Information	13
BWM Manual Process	16
Business Women of Missouri Bylaws	17
Nominations Appendix to Bylaws	25
State Dues Appendix to Bylaws	26
Standing Rules for Business Women of Missouri	27
Business Women of Missouri Business Plan	28
Business Women of Missouri Ongoing Goals and Objectives	30
2023-2024 Budget	31
BWM Awards 2023-2024	32
Legislative Platform	33
Legislative Award Requirements	34
Instructions for Legislative Award Application	35
Legislative Award Application	36
Individual Growth Topics	37
Individual Growth Participant Form	38
Issues Management Requirements	39
Local Program Creations Form – Issues Management	40
Business Women of Missouri Logo Usage Guidelines	41
Proclamation for Business Women’s Week	42
Regions 2023-2024	43
Regional Conference Schedule	43
Local Clubs 2023-2024 Alphabetized	43
2023-2024 Local Club Officers	44
APPENDIX I: Past State Presidents	46
APPENDIX II: Job Descriptions	50
President	51
Vice President	52
Recording Secretary	53
Treasurer	54
Appendix to Treasurer – Collection of all BWM Money	55

Bylaws Chair	56
Regional Director.....	57
Regional Director Elect	58
Editor, Missouri Business Women, Quarterly Magazine	59
Finance Chair/Vice President.....	60
Individual Growth Chair.....	61
Issues Management Chair.....	62
Leadership Conference Chair	63
Legislative Chair	64
Membership Chair.....	65
Public Relations Chair	66
Business Plan/Strategic Long-Range Planning (SLRP) Chair/Vice President	67
Generations Taking Charge Chair.....	68
Domestic Violence Task Force Chair.....	69
Meetings Coordinator	70
State Conference Chair.....	71
Responsibilities for State Conference Chair	72
Conference Budget Worksheet	73
Mentoring Chair	74
Nominations Chair.....	75
Uniting With Military Women Chair	76
Women's Health Chair.....	77
Social Media Chair	78
Community Outreach Chair	79
Parliamentarian.....	80
APPENDIX III: Regional Directors	81
Responsibilities/Checklist for Regional Directors.....	82
Regional Conference Planning	84
Regional Conference Report Part 1	85
Regional Conference Report Part 2	86
Service Visit Report	87
Regional Director Service Visit Report.....	88
State Board Member Service Visit Report	89
APPENDIX IV: Forms.....	90
Elective/Appointive Consent to Serve	91
Elective/Appointive Position Endorsement	92
Foundation Contribution Transmittal Form.....	93
Foundation Challenge, Local Club	94
Fundraising Form.....	95
Information Sheet for Public Relations Chair.....	96
Local Club New Officers Form	97
Local Club Mentoring and Application	98
Local President's Annual Membership Report.....	99
Membership Renewal Form.....	100
New Local Club Application	101
New Local Club State Approval	102
New Local Club State Approval Charter Members.....	103
BWM 2023-2024 Membership Orientation Manual.....	104

Business Women of Missouri

Calendar of Events

2023

August

August 4	Board of Directors Meeting	Sedalia, MO
August 4-5	Leadership Conference	Sedalia, MO

September

September 9	Southeast Regional Conference	Marthasville, MO
September 16	Southwest Regional Conference	Springfield, MO
September 16	Northeast Regional Conference	Perry MO
September 23	Northwest Regional Conference	Chillicothe, MO

October

October 15-21	Business Women's Week	
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November

November 15	DEADLINE	Nominations for State Office to Nominations Chair
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December

December 1	Executive Board Meeting	TBD
December 1	Executive Committee Christmas Open House	
December 2	Board of Directors Meeting	TBD

2024

February

February	Legislative Day at the Capitol	
February 1	DEADLINE	Foundation Scholarship Applications

March

March 1	DEADLINE	Local Club President's Annual Report to State President
	DEADLINE	Mentoring Report to Mentoring Chair
	DEADLINE	Issues Management Report to IM Chair
	DEADLINE	State Foundation Report to BWM Foundation Treasurer
	DEADLINE	Legislative Application form to State President

April

April 1	DEADLINE	Individual Growth Participant's Names to IG Chair
	DEADLINE	Generations Taking Charge Participant's Names to GTC Chair
TBD	Lobby Day with Missouri Women's Network	
April TBD	Executive Board Meeting	Sedalia, MO
April TBD	Board of Directors Meeting	Sedalia, MO
April TBD	2024 State Conference	Sedalia, MO

What Goes Where When

Please Note:

*See Pages 9-11 for State Officers and Committee Chairs
Mailing addresses, phone numbers and email addresses*

Bylaws, Revisions Request	Bylaws Chair
Nominations Chair	Nominations Chair
To Chair by November 15 or no later than 9:00 AM on opening day of State Conference. Must be filed by February 15 in order to appear in Spring <i>Missouri Business Woman</i>.	
Change of Address	Membership Chair
Articles and/or Ads for <i>Missouri Business Woman</i>	(See Pages 7-8 for MBW schedule, deadlines and issue contents)
Deceased Member's Name	Membership Chair
Business Women of Missouri Dues	BWM State Treasurer
Business Women of Missouri Registration Money	BWM State Treasurer
Business Women of Missouri other Money	BWM State Treasurer
BWM Foundation Contributions	Foundation Treasurer
Individual Growth Information (April 1)	Individuals Growth Chair
Publications, <i>Missouri Business Women Magazine</i> (See Pages 7-8 for MBW schedule, deadlines, and issue contents)	Editor, MBW
Reports:	
Regional Conference	BWM State Vice President
BWM Foundation (March 1)	Foundation Treasurer
LC President's Annual Report (March 1)	BWM State President
Mentoring (March 1)	Mentoring Chair
Local Club New Officer List (June 1)	BWM State President
<i>Missouri Business Woman</i> (see above)	Editor, MBW
Transfer of Membership	Membership Chair
Generations Taking Charge Info (April 1)	Generations Taking Charge Chair
Service Visit Requests	
State Officers, Chairs	BWM State President
Regional Director	Local Regional Director

MBW Quarterly Magazine Schedule

Deadline	Issue/Print	Subject
March 1	Spring (March 15)	Mentoring Generations Taking Charge Update Individual Growth Program Individual Growth Candidate Information Bylaws Revisions State Conference Schedule, Costs, Registration Form Regional highlights Local Highlights President's Comments Legislative Conference Recap
May 15	Summer (June 1)	President's Comments and goals Membership – Dues Individual Growth Topics Generations Taking Charge Topics State Board Report State Conference Recap Regional Directors Introduction / Regional Conferences Issues Management Goals / Topics Awards From State Conference Program Calendar of Events Leadership Conference Information – Date and Place Local Highlights – New Officers, etc.
September 1	Fall (September 15)	Mentoring State Fundraiser Information President's Comments Business Women's Week / Proclamation Domestic Violence Reminder State Bylaws Revisions to be voted on at State Conference to Bylaws Chair by December 1 Nominations Deadline / Candidate Information General Information December Board Meeting Leadership Conference Recap Solicit Christmas Greeting Ads Women's Health Local Highlights
December 1	Winter (December 15)	Membership / Retention Legislative Conference Information Reports / Awards Deadline (March 1) Regional Highlights BWM Foundation / Scholarship Information Christmas Greeting Ads Fundraiser Winter Board Recap Business Plan President's Comments Lobby Day Local Highlights

MBW Quarterly Magazine Schedule

- Meet deadlines! If articles are late, then the issue is late, and the members receive it late! We are professionals who can meet deadlines!
- If article is emailed, use capitals and lowercase, not all caps. Do use paragraphs. Attachments should be in Word .doc or docx. Do not send .wpf or .rtf files.
- Please use brief file names. (Example" An article for the fall issue from the Membership Chair about recruiting could be named: "RecruitingOctMBW.doc"). please do NOT begin every file name with Business Women of Missouri.
- Put your byline at the beginning of the article.
- Be concise. Remember that each issue includes many articles and space is limited.
- Use ONE space after the end of a sentence, not two.
- Use paragraphs. Do not write a one-page paragraph.
- Include the most important news/information in the first paragraph.
- Use correct sentence structure and use third person tense. Use professional tone rather than conversational tone.
- Check spelling (computer spell-checkers are not perfect: too, two, to are all correct). Use a dictionary or ask a good speller to proofread the article.
- Be aware that your article may be edited for space, grammar, etc.
- Be professional and leave the "cute" stuff out.
- If the article has been published elsewhere, provide source and reprint permission information.
- It is preferred for photos to be submitted via email in jpeg format. Please rename your photos according to the content of the photos. Please be brief. Example: "HannibalBWMatStConf.jpg". In the accompanying email, identify all people and their location in photos (i.e., "front row" or "from left").
- Avoid taking photographs against a dark or black background. They do not reproduce well.
- Never hesitate to contact the editor with questions, suggestions, and comments.
- Meet deadlines! If articles are late, then the issue is late, and the members receive it late! We are professionals who can meet deadlines!

Send articles to:

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State President

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Sedalia BWM

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State Vice President

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St. Louis Metro BWM

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State Recording Secretary

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Sedalia BWM

Sharron Sutton
State Treasurer

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Joplin BWM

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Public Relations/Marketing	Robin Balke PO Box 2125, Sedalia, MO 65302 c. 660-221-5624	Sedalia BWM rrnbalke@iland.net
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Women's Health	Vicki Silkwood 611 Peacher St. Chillicothe, MO 64601 c. 660-247-5747	Chillicothe BWM vsilkwoo@hotmail.com
Leadership Conference	Robin Balke PO Box 2125, Sedalia, MO 65302 c. 660-221-5624	Sedalia BWM rnrbalke@iland.net
	Dianne Simon 17449 Rockman, Cole Camp, MO 65325 c. 660-287-7989	Sedalia BWM diannesimon@gmail.com
Meetings Coordinator	Robin Balke	Sedalia BWM
State Conference Chair 2024	Robin Balke and Dianne Simon	Sedalia BWM
Mentoring	Della Schnakenberg 3402 S. Park Ave., Sedalia, MO 65301 h. 660-826-0299, c. 660-287-3960	Sedalia BWM dellasch@iland.net
Uniting With Military Women	Dianne Simon	Sedalia BWM
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Parliamentarian	Ellen Hill 216 Northmoor Pl., East Alton, IL 62024 c. 618-792-7078	St. Louis Metropolitan BWM d.e.hill@sbcglobal.net

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Business Women of Missouri General Information

Formerly the Missouri Federation of Business and Professional Women, the club was re-chartered as Business Women of Missouri (BWM) on December 5, 2009. The founding club's origin had small, but enthusiastic beginnings in June 1921. Quickly, the Missouri Federation of Business and Professional Women's Clubs, Inc. (BPW Missouri) grew to 77 local organizations with nearly 2,000 members. The earliest charter was held by St. Joseph, April 1919; other early charters were for Moberly and Kansas City, 1921; Lexington, March 1922; Boonville, April 1922; Springfield, February 1923; Sedalia, March 1923; Carrollton, Columbia, Liberty, Windsor, Warrenton, 1924; Cameron and Mountain Grove, 1925.

The follow BWM information, useful to both Local and State Board Members, has been arranged in alphabetical order by topic for ease of reference. This information is intended to supplement the state bylaws, printed in this Manual, not to duplicate or interpret them.

1. Bylaws Revision Procedure: When making bylaws revisions, refer to the model local club bylaws. When bylaws changes have been voted on, send two copies of the revision and one copy of the old bylaws to the state bylaws chair. Bylaws changes are not effective until approved by the State BWM. Locals shall automatically amend their bylaws to conform to the bylaw's actions at State Conference.
2. Chance of Address: In order to continue to receive the state magazine, change of address notices should be sent to the Membership Chairman and it should also be sent to the state president.
3. Communications: All Board Members should receive a copy of emails from local clubs to keep them informed. When answering correspondence relevant to the interest and responsibility of another board member, send a copy to that person or persons. A copy of correspondence relating to BWM business should be sent to the State President. Electronic mail and website may be used when possible.
4. Courtesies: A visiting officer should be informed of the type of meeting, precisely what is expected of her for her part of the program, and place and time and the type of dress for the occasion. If hotel accommodations need to be provided, reservations should be made in the guest's name and the hosting local club should make arrangements to pay the hotel bill. A visiting officer's companion should be included in overnight accommodations and treated as a dinner guest of the Local.
5. Regional Conference: The general plan is made by the State Vice President in cooperation with the regional directors and is subject to the approval of the state board. The regional director acts as chair of the conference, presides at the conference session, notifies all her regional presidents of the date, place of the meeting, and program features. The Hostess Club is responsible for meal or refreshment arrangements, if any, entertainment, and registration. The Registration Fee is \$4 for all who attend, including guests.
The chair of the Registration Committee will make a report during the conference business session. Meals and lodging required by the state representative and her traveling companion are paid from conference monies. After the close of the conference, the regional director shall ask for an accounting of funds with the registration committee. A copy of the Regional Conference financial statement should be included in the report sent to the State Vice President.
6. Expansion: The state membership/retention chair and the regional directors work together in determining areas where there are possibilities for the organization of new Locals. Locals are encouraged to be alert to such possibilities in their vicinity and give such information to the state membership/retention chair.
7. Leadership Conference: Held each year, following State Conference, to help train members in personal and professional skills.

8. Legislative Procedure: Such procedures of BWM shall be directed toward the accomplishment of the objectives of the state BWM. When any item on the Legislative Platform has been achieved, it will automatically be dropped. No legislative action shall be in opposition to the principles and policies of the state BWM. When an emergency arises, the state legislation chair, with the consent of the majority of the state executive committee, may initiate such action as required to protect or advance the interests of BWM.
9. Local Club Officers: Immediately after election, send a list of these names and addresses to your regional director and the state president. *It is urgent that this information is available shortly after State Conference.*
10. Memorial Service: Names of deceased members should be reported to the state membership chair so they may be included in the memorial service at state conference.
11. Missouri Business Woman: The *Missouri Business Woman's* purpose is to interpret the purposed, objectives and ideals of the club, as well as to report the activities and achievements of members to the entire membership and the general public; and to inform members of BWM's policies, programs, and special projects and events. Articles should be brief and include who, what, where, when and why. Email submissions must be submitted as a Word document (.doc or .docx, use upper and lower case, not all caps). Include your name, Local, address and phone in upper left corner on page one. Photos should be sent as a .jpg with a descriptive name. Items about your Local and members, fundraisers, scholarships and achievements will be welcome throughout the year. Send no newspaper clippings; they cannot be reproduced.

12. Missouri Business Woman Scheduling:

<u>Issue</u>	<u>Deadline</u>	<u>Issue</u>	<u>Deadline</u>
Spring	March	Summer	May 15
Fall	September 1	Winter	December 16

13. Protocol: The presiding officer is at the center of the head table. The guest of honor is at the right of the presiding officer. The program chair or the person who is to introduce the speaker is at the left of the presiding officer. The other guests on honor are seated according to their importance or rank alternately on each side of the presiding officer. BWM officials should be seated according to their position in the organization in the following order of precedence; state officers, state chairs, past state presidents, regional directors, past regional directors, Local officers, Local chairs, past Local presidents. The presiding officer should introduce all those at the head table immediately after her first words of welcome. When the program begins, appropriate presentation is made prior to the participation of each person on the program by whoever is presiding at the time.
14. Public Relations: the state public relations chair has a file of information on state officers and board members. Requests for photographs and biographical data should be sent directly to her. Any material furnished a Local should be returned within a week after publication. Locals will be held responsible for the cost of any materials not returned.
15. Reports: State board members should use the following heading for all reports:
 - TO: Board of Directors, Missouri
 - IN SESSION: (dates)
 - AT: (meeting place, city), Missouri
 - FROM: (name) (office held)

--A Regular State Board Report must be prepared for each board meeting. The copy is to be emailed to the state president prior to the meeting. The report should be in Word format (.doc or .docx) and should be named according to the office held (ex: "Mentoring Chair"). The deadline for submission is included in the Call to Board. List each of your BWM activities in chronological order, describing each meeting or

event briefly in which you represented the Club as a board member. Briefly describe program and project activities being developed in your area. Cite specific examples of achievement. Note warnings of difficulties or weaknesses you have observed in your visits, but leave explicit details for your "Report to Local Club Service Visit" unless it is relevant to necessary board action or discussion. Make recommendations for board action when needed.

--Special Reports should be prepared for special assignments using the heading above adding "special report on (title of assignment or activity)". All board reports should be signed using both name and title.

--Service Visit Reports should be sent to the state president and vice president within fifteen days of each service visit. Retain copies for your file.

16. Reservations: Please observe deadlines for reservations. In general, the number of persons participating in a group meal must be guaranteed no less than 48 hours prior to the event. For board meetings and conferences, arrangements have been made with the hotel/motel to hold a block of rooms for BWM. If rooms reservations have not been received by the hotel/motel by the deadline date, these rooms will be released and may not be available for BWM use. In making room reservations for a BWM event, please mention that you are with the BWM.
17. Voucher Preparation, State Board: Print or type name and address of person to whom the amount is to be paid, state office held, date voucher is made, and date expense was incurred. Enter date and type of each item of expense.
 - Send voucher with receipts for claimed expenses attached to the State Treasurer. The finance chair will designate the items on the voucher to the proper budget items and forward the voucher to the president. The president will review the voucher, sign it and submit it. The treasurer will process the voucher. Approved vouchers will be paid at State Board meetings. Vouchers should not be submitted prior to the date expense is actually incurred without the president's approval.
 - State Financial books close on April 30 so the books may be prepared for audit. Only vouchers received prior to April 30 will be honored.

BWM Manual Process

Purpose:

- To provide an efficient, consistent process for the annual update of the BWM Manual, Orientation Manual and BWM Foundation Manual.

Process:

At State Conference

- The State President will collect new officer lists and remind clubs not in attendance (via email message or by Regional Directors) to send new officer lists to State Public Relations Chair as soon as possible.

After State Conference and before June 1

- President sends accurate, complete electronic file to new officers, special appointees, Regional Directors and Directors Elect, calendar of events, new logo, new goals, and any other updates out to the members.
- Bylaws chair sends all Bylaws and Standing Rules changes to the State President.
- All clubs will send new officer lists to the State President.
- Newly elected officers, chairs and special appointees will review their job descriptions and send edits (if any) to the State President. NOTE: Parts of the job descriptions are included in the BWM Bylaws and can be changed only with a change in Bylaws.
- President (or her appointed person) goes through the current manual, making note of all changes that need to be made.
- President (or her appointed person) meets in person or by phone to go over changes page by page.
- President creates manual and sends draft to the Executive Committee by July 1 (unless unforeseen circumstances arise).

After July 1 approval and prior to distribution date.

- Following approval and changes, the manual is sent to all clubs via email.

THE PROCESS ABOVE ALSO APPLIES TO THE ORIENTATION MANUAL

AND THE FOUNDATION MANUAL

Business Women of Missouri Bylaws

ARTICLE I: NAME

The name of this organization shall be the Business Women of Missouri, hereinafter referred to BWM.

ARTICLE II: MISSION

The mission of BWM shall be:

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

The vision shall be:

- To achieve equity personally, politically and professionally.

The objectives shall be:

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

ARTICLE III: POLICIES

SECTION 1. The BWM shall be nonsectarian, nonpartisan, and non-profit.

SECTION 2. The mission and objectives of BWM shall in every case be the mission and objectives of all local club thereof.

ARTICLE IV: MEMBERSHIP

SECTION 1. Membership shall be held by individuals who support the mission and objectives of the BWM.

Membership categories shall be:

a) Member

Membership shall be open to all individuals.

b) Student Member

1. Individuals enrolled in a college or university or any other accredited educational institution above the high school level.
2. Individuals enrolled in high school, under the guidance of a sponsoring local club.

c) Member at Large

1. A Member at Large (MAL) is a person who does not belong to a local club. A request for MAL membership may be granted by the BWM state membership committee.
2. A MAL shall be a member of the region in which she chooses.
3. A MAL shall be able to vote at regional and state conference.
4. To be a candidate for state offices of recording secretary or treasurer, the MAL must be in good standing and shall officially and publicly support the state legislative platform.
5. To be a candidate for the state offices of president and vice president, the MAL shall be in good standing and shall officially and publicly support the state legislative platform along with having served as regional director for one year in the region in which she lives or served as a local club president.
6. The region may sponsor MALs for the state offices of president, vice president, recording secretary and treasurer, completing the same summary as required for local clubs.

SECTION 2. Members and Student Members shall belong to local clubs which are members of BWM.

SECTION 3. A Member in good standing may request transfer from one local club or region to another. A local club or region shall not refuse to accept the transfer of a member in good standing.

SECTION 4. The only criteria for membership shall be per Article IV, Section 1, and the payment of appropriate dues.

SECTION 5. To be in good standing a member's dues must be current.

ARTICLE V: LOCAL CLUB REQUIREMENTS

SECTION 1. A local club is eligible for admission to BWM if:

- a) It has a minimum of five (5) members and/or student members., twenty percent (20%) of who must be employed unless the new local club is comprised solely of students.
- b) It is not an integral part of any other organization; and
- c) It submits local club bylaws not in conflict with state bylaws and policies.

SECTION 2. To remain in good standing, a local club must maintain a membership of at least five (5) members and/or student members, twenty percent (20%) of whom are employed.

SECTION 3. A local club whose membership falls below five (5) members and/or student members shall be dropped at the end of the second fiscal year.

SECTION 4. A local club applying for membership in BWM shall forward to the state membership chair all documents and dues required by BWM.

SECTION 5. The bylaws shall be approved by a person designated by the state president whose responsibility it is to ensure that there are no provisions in conflict with the BWM policies and procedures.

SECTION 6. When a local club has met all state requirements, a charter signed by the state president, is presented to the local club.

SECTION 7. Proposed amendments to the bylaws of any local club, with the exception of mandatory changes (See Article XXI, Section 4) shall be sent to the state bylaws chair for review and approval. Any conflict shall be resolved in accordance with BWM policies and procedures.

ARTICLE VI: DUES

SECTION 1. Dues are payable upon acceptance to membership and renewable annually on May 1st.

SECTION 2. Dues for members shall be:

- a) Member Affiliated with a Local Club
Annual dues for each member affiliated with a local club shall include state dues as specified in the current bylaws. (See Dues Appendix for current amount.) State dues shall include a subscription to the *Missouri Business Woman*.
- b) Student Member Affiliated with a Local Club
Annual dues for each student member affiliated with a local club shall include state dues as specified in the current bylaws. (See Dues Appendix for current amount.) State dues shall include a subscription to the *Missouri Business Women*.
- c) Member at Large not Affiliated with a Local Club.
 1. Annual dues for member at large shall include state dues as specified in the current bylaws. (See Dues Appendix for current amount.) State dues shall include a subscription to the *Missouri Business Women*.
 2. A MAL shall pay regional dues as specified by the region in which she lives.

ARTICLE VII: FISCAL YEAR

The fiscal year shall commence on the first day of May and end on the thirtieth day of April

ARTICLE VIII: REGIONAL ORGANIZATION

SECTION 1. This state shall be divided into regions for the purpose of promoting state programs, promoting membership, and to organize new and assist existing local clubs. The regions shall afford a contact between local clubs and the Business Women of Missouri.

SECTION 2. Any geographical changes in boundaries or additions may become effective upon the recommendation of the board of directors with the approval of the conference body at the annual state

conference. When a new club is organized it shall be assigned to the same region as the sponsoring club unless good reason is given otherwise.

SECTION 3. Each region shall have a regional director to be 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. Such term of office shall begin after installation of state officers at annual state conference.

SECTION 4. It shall be the duty of the regional director to:

- a) Act as liaison officer between the local clubs and BWM.
- b) Serve as a member of the state board of directors.
- c) Prepare reports for all official board of directors' meetings of their activities.
- d) Maintain a close relationship with club presidents in the region.
- e) Visit each local club in the region at least once a year.
- f) Assist in the organization and promotion of activities by the region and BWM.
- g) Appoint a secretary/treasurer from within the region.

SECTION 5. The duties of the secretary/treasurer shall be determined by the regional organization.

SECTION 6. Only individuals who officially and publicly support the State Legislative Platform shall be eligible to serve as regional officers.

SECTION 7. Each region shall meet a minimum of once each year.

SECTION 8. Unallocated receipts over expenditures shall be retained in the regional treasury for the use of the region.

ARTICLE IX: OFFICERS

SECTION 1. The officers of BWM shall be a president, a vice president, a recording secretary, and a treasurer, and shall also be known as the executive committee.

SECTION 2. The vice president shall assume the presidency upon installation during the annual state conference.

SECTION 3. Vacancies In Office

- a) Vacancies in office, except the office of president, shall be filled by the remaining members of the board of directors voting thereon by ballot.
- b) In the event of resignation or death of the president, the vice president shall become president for the unexpired portion of the term.
- c) When the president's illness or absence is of a prolonged nature for six consecutive months, the Board of Directors may have the power to declare a vacancy in the office of president depending on their investigation and due consideration of existing circumstances. If the Board of Directors declares a vacancy in the office of president, which must be done by ballot, the vice president will assume the office of president for the remaining term.

SECTION 4. Only members who have served one full term as president of a local club or as a state board member for two years shall be eligible for the office of president and vice president of BWM.

ARTICLE X: NOMINATIONS

SECTION 1. There shall be a chair of nominations appointed by the president and approved by the executive committee.

SECTION 2. The chair of nominations shall report the list of all qualified candidates for state office and place these names in nomination at the first meeting of the annual state conference.

SECTION 3. Following the close of nomination, each candidate shall make a two-minute presentation. The Executive Committee shall have the authority to waive the presentation if a candidate is unable to be present and has reported to the Chair of the Nominations no later than two hours before the opening session of the annual state conference.

SECTION 4. Members shall be permitted to go to the annual state conference without instructions on which candidates to vote for.

SECTION 5. All campaigning, including open houses, circulation of posters, letters or other materials is prohibited. See Nominations Appendix.

ARTICLE XI: ELECTIONS

SECTION 1. A vice president, a recording secretary and a treasurer shall be elected by ballot at each annual state conference. However, if there is only one candidate for any office, the election shall be by voice vote.

SECTION 2. The president shall appoint tellers and designate a chair of tellers.

SECTION 3. Candidate Requirements and Eligibility

To be eligible for the office of president and all the elected offices, a candidate must

- a) Be in good standing,
- b) Officially and publicly support the state legislative platform.

To be eligible for all other offices, a candidate must

- a) Be in good standing, and
- b) Officially and publicly support the state legislative platform.

SECTION 4. No officer shall hold the same office for more than one year with the exception of the recording secretary and the treasurer.

SECTION 5. Polls shall be open during such hours as may be determined by the board of directors.

SECTION 6. A majority of the votes cast for a particular office shall constitute an election. In the event that no candidate receives a majority on the first ballot, the two nominees receiving the most votes will be retained for a second ballot and the remaining number dropped. The candidate receiving a majority of the votes cast on the second ballot will be declared a winner.

SECTION 7. The regular term of office shall begin at the adjournment of the annual state conference at which officers are elected.

SECTION 8. Six months or longer shall be considered a term of office when determining eligibility for reelection, except for the vice president serving the unexpired term of the president.

ARTICLE XII: DUTIES OF OFFICERS

SECTION 1. The president shall be the principal officer of BWM, shall preside at the annual state conference, at meetings of the board of directors and the executive committee, and shall be an ex-officio member of all committees except the nominating committee, and shall serve as an ex-officio member of the State Foundation Board of Directors, and shall

- a) Appoint regional directors, standing committee chairs, committee members, special committees, subject to the approval of the executive committee;
- b) Make individual appointments as deemed necessary, subject to the approval of the executive committee;
- c) Appoint special committees on the program, credentials, elections and general arrangements for the annual state conference;
- d) Notify members of the board of directors two weeks in advance of the meetings of the board;
- e) Be responsible for sending to every local club having membership in BWM the call for the annual state conference at least thirty days prior to the first day of the conference;
- f) Require that each local club submit names and addresses of local club officers and chairs by May 1 to the state.
- g) Insure that a coordinated program, including projects and activities, shall be developed for the ensuing year in accordance with the objectives of the BWM.

SECTION 2. The vice president shall:

- a) Serve as an assistant to the president as needed and shall assume the duties of the president in the absence or inability of that officer to serve.
- b) Serve as chair of Strategic Long Range Planning Committee.
- c) Serve as Finance Chair.
- d) Serve as chair of the regional directors.
- e) Serve in such other capacities as are assigned by the president.

SECTION 3. The recording secretary shall record the minutes of BWM, the board of directors and of the executive committee; and shall send to each member of the board of directors a copy of the minutes of all board meetings and of the annual state conference, within thirty days after such meetings have been held.

SECTION 4. The treasurer shall be responsible for all monies of BWM and shall:

- a) Give surety bond sufficient to cover the maximum amount of money, which is likely to be in the treasurer's possession, the cost of that bond to be paid by BWM.
- b) Serve as ex-officio member of the finance committee, and
- c) Furnish to the executive committee at the close of each month a detailed statement of income and disbursements.

SECTION 5. The president, vice president, recording secretary and treasurer shall make a written report and present to the annual state conference. They shall also furnish proper officers and committee chairs with copies of any correspondence that may affect their offices.

SECTION 6. Each officer except the treasurer shall deliver to the successor immediately after retiring from office, all accounts, records, books, papers, and other properties belonging to BWM. The treasurer shall close the books as of April 30th, and deliver to the successor all funds, securities and records within ten days after the close of the fiscal year.

SECTION 7. A complete financial statement as of April 30th shall be printed in the MISSOURI BUSINESS WOMAN.

ARTICLE XIII: BOARD OF DIRECTORS

SECTION 1. The executive committee with the chairs of standing committees, special committees and individuals' appointments, state foundation president, editor of the MISSOURI BUSINESS WOMAN, historian, and regional directors shall constitute the board of directors.

SECTION 2. To be eligible to serve as state president, a member must

- a) Be in good standing, and
- b) Officially and publicly support the state legislative platform.

SECTION 3. All other members of the board of directors must

- a) Be in good standing, and
- b) Officially and publicly support the state legislative platform.

SECTION 4. The board of directors shall:

- a) Report at each annual state conference the business transacted by the board of directors since the previous conference;
- b) Make recommendations to the annual state conference
- c) regarding proposed amendments to the bylaws;
- d) Determine the hours during which the polls shall be open for election;
- e) Supervise the affairs of BWM and devise and implement measures for its growth and prosperity;
- f) Provide for reviewing the accounts of the treasurer;
- g) Direct the publication and prescribe the policy of the official state periodical, the MISSOURI BUSINESS WOMAN, through the editor;
- h) Review the mission and objectives of BWM;
- i) Decide upon the place and the date of the annual conference of BWM two (2) or more years in advance at the last regular fiscal meeting of the board each year; and
- j) Approve the proposed budget.

SECTION 5. At the request of the president a vote of the board of directors may be taken by mail, conference calls, or electronically which shall have the force and effect of a vote taken at a face to face meeting. The results of such votes shall be reported at the next meeting and recorded in the minutes of that meeting.

SECTION 6. The board of directors shall hold three regular meetings each year, such dates to be set at the post-annual state conference meeting of the executive committee.

SECTION 7. No member shall have more than one vote and no voting by proxy shall be allowed.

ARTICLE XIV: EXECUTIVE COMMITTEE

SECTION 1. The president, vice president, recording secretary, and treasurer shall constitute the executive committee.

SECTION 2. The executive committee shall:

- a) Have power to transact business between meetings of the board of directors and shall report any action taken to the board of directors. Business transacted by mail, conference calls, or email at the request of the president shall have the force and effect of a vote taken at a meeting;
- b) Fix the amount of any surety bonds required by BWM, and approve such bonds;
- c) Select a place of deposit for the funds of BWM;
- d) Ratify appointments of standing committee chairs and members, editor of the MISSOURI BUSINESS WOMAN, special committees and individual appointments;
- e) Present proposed state budget for the following year at the last state board meeting of the current calendar year.

SECTION 3. The executive committee shall meet immediately after the annual state conference and when called by the president.

SECTION 4. A majority of the members shall constitute a quorum.

SECTION 5. At the request of the president a vote of the executive committee may be taken by mail, conference calls, or electronically, which shall have the force and effect of a vote taken at a face to face meeting. The results of such votes shall be reported at the next meeting and recorded in the minutes of that meeting.

ARTICLE XV: STANDING COMMITTEES

SECTION 1. The standing committees shall be Bylaws, Finance, Individual Growth Program, Legislation, Membership, Issues Management, Public Relations, Generations Taking Charge, Strategic Long-Range Planning.

SECTION 2. To be eligible to serve as a chair or member of a standing committee, a special committee, special appointee and/or task force, a member must:

- a) Be in good standing, and
- b) Officially and publicly support the state legislative platform.

SECTION 3. Committee chairs 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 standing committee.

SECTION 4. The bylaws committee shall be composed of a chair and such other members as may be appointed by the president. It shall be the duty of the bylaws chair to review and approve bylaws for newly formulated local clubs, local clubs and regions; to review state bylaws, prepare necessary amendments and present to the state executive committee and board of directors; receive and submit to the state board of directors and to the state conference body proposed amendments to the state bylaws.

SECTION 5. The finance committee shall be composed of a chair, who shall be the vice-president, and a minimum of two members from the state board of directors. The finance chair shall serve as a member ex-officio, without vote of all committees whose programs require the expenditure of monies. It shall be the duty of the finance committee to prepare an annual budget for BWM, to have general supervision of all expenditures and to assist local clubs in developing a sound financial policy.

SECTION 6. The individual growth committee shall be composed of a chair and such other members as appointed by the president. It shall be the duty of the individual growth committee to implement the individual growth program as adopted by the board of directors.

SECTION 7. The legislation committee shall be composed of a chair who is a legal resident and has voting privileges in the state of Missouri, and a minimum of two members. The legislation committee shall prepare and present to the conference body for adoption the state legislative platform. The committee shall implement the legislative programs adopted by BWM.

SECTION 8. The membership committee shall be composed of a chair and a minimum of two members. It shall be the duty of the committee to promote, expand, stabilize and orient the membership.

SECTION 9. The issues management committee shall be composed of a chair, and the other standing committee chairs as members. It shall be the duty of the issues management committee to implement the program for the

current year. The committee shall develop a coordinated program, projects and activities for the ensuing year in accordance with the objectives of BWM.

SECTION 10. The public relations committee shall be composed of a chair and such other members as may be appointed by the president. It shall be the duty of the public relations committee to interpret the state program through available communications media; to direct press, radio and television services of BWM; and to encourage wider use of these media.

SECTION 11. The Generations Taking Charge program committee shall be composed of a chair and a minimum of two members from the state board of directors. It shall be the duty of the committee to:

- a) Encourage recruitment of young people into membership
- b) Organize and coordinate the Generations Taking Charge program; and
- c) Promote activities that involve the participation of young people.

SECTION 12. The strategic long range planning committee shall be composed of a chair who shall be the Vice President and five (5) members who shall be the vice president and four (4) members appointed from members of the Board of Directors. A term will be for one year with no member serving more than three (3) years. Additional members may be appointed as deemed necessary. It shall be the duty of the committee to study, formulate and implement the strategic long-range plan for the growth of BWM.

ARTICLE XVI: STATE FOUNDATION

SECTION 1. The BWM shall establish, administrate and maintain the Business Women of Missouri Foundation for the primary purpose of enabling citizens of Missouri to acquire the education/training necessary for careers in business and the professions.

SECTION 2. The Foundation shall have a board of directors which shall be composed of nine (9) voting members and the President of BWM serving as an ex-officio member.

SECTION 3. The members of the board of directors shall be appointed by the executive committee annually from names submitted by members attending the annual state meeting and shall serve on a rotating basis.

SECTION 4. The Foundation shall further operate according to bylaws established for the Foundation. Bylaws and all amendments to the Foundation bylaws must be presented and approved by vote of members attending the annual state meeting.

SECTION 5. The president of the State Foundation shall serve as a member of the state board of directors with all rights and responsibilities.

ARTICLE XVII: STATE CONFERENCE

SECTION 1. The annual state conference of BWM shall be held prior to the end of the current fiscal year at such time and place presented at the Winter Board meeting approximately 18 months prior to the conference date but not later than the Spring Board meeting prior to State Conference one year prior to the conference date.

SECTION 2. Special meetings or conferences of BWM may be called by the president or upon the request of the majority of the board of directors with the consent of the majority of the local clubs of the state. Only such business shall be transacted as is stated in the call and such other business as may properly come before the meeting. Such call shall be issued at least fourteen (14) days before said meeting.

SECTION 3. The voting body shall be any individual who has paid their full conference registration fee and is a member of BWM in good standing.

SECTION 4. No member shall have more than one vote and no voting by proxy shall be allowed.

SECTION 5. The quorum for the annual state conference shall be a majority of the registered members provided those members represent at least one-third of the local clubs of BWM.

SECTION 6. The quorum for a special conference shall consist of four officers and one member from each of ten local clubs in BWM.

SECTION 7. The order of business at each annual state conference shall be in accordance with the program adopted at the beginning of the conference.

SECTION 8. It shall be the purpose of the annual state conference to:

- a) Receive reports of the officers and chairs for the preceding year;

- b) Elect officers for the ensuing year;
- c) Act on recommendations, resolutions and other business presented; and
- d) Adopt a state legislative platform.

ARTICLE XVIII: PUBLICATION

SECTION 1. The BWM shall publish an official periodical, the MISSOURI BUSINESS WOMEN.

SECTION 2. The editor of the MISSOURI BUSINESS WOMAN shall be:

- a) Appointed by the president with the approval of the executive committee;
- b) Accountable to the executive committee; and
- c) A member of the board of directors.

SECTION 3. All funds (subscriptions, advertising) relative to the publication shall be handled through the state treasurer. The funds for the publication shall be included in the state budget.

ARTICLE XIX: PARLIAMENTARY AUTHORITY

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

ARTICLE XX: AMENDMENTS

SECTION 1. Amendments to these bylaws may be proposed by the board of directors, the executive committee, a region, a local club, or a bylaws committee.

SECTION 2. All proposed amendments shall be sent in writing to the state president with a copy to the bylaws chair prior to the winter board meeting.

SECTION 3. These bylaws may be amended at any annual state conference by a two-thirds vote. All proposed amendments shall be submitted to the board of directors for their recommendations prior to the annual state conference. All proposed amendments shall be appended to the call for the annual state conference.

SECTION 4. When an amendment to the state bylaws which affects local club bylaws is adopted, each local club shall automatically amend its bylaws to confirm.

ARTICLE XXI: 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 organizations which have 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. Final distribution requires the conference action of Business Women of Missouri.

A PERPETUAL PRO FORMA DECREE OF INCORPORATION WAS ALLOWED IN CIRCUIT COURT, BUCHANAN COUNTY, MISSOURI, OCTOBER 14, 1988, AND FILED WITH THE SECRETARY OF STATE, JEFFERSON CITY, MISSOURI, NOVEMBER 4, 1988, for the Missouri Federation of Business and Professional Women's Clubs, Inc.

The name of this organization was changed to Business Women of Missouri and new bylaws adopted by the conference body in April 2010.

Revised @ State Conference 2023

Nominations Appendix

SECTION 1. No later than September 1 after the state conference, the chair of nominations shall send uniform blanks to the president of each local club in BWM with a request for information concerning persons qualified for offices or appointed positions.

SECTION 2. Each local club or region sponsoring a candidate or candidates for elective office, shall submit to the chair a one-page summary of each candidate's qualifications including name, local club or region affiliation, club or region endorsement, and the office for which endorsed. This summary is to be published to all local clubs not later than March 31 preceding the state conference. A recent photograph in electronic format (.jpg), and the written consent that the candidate will serve if elected must accompany the summary.

SECTION 3. Endorsements shall be returned to the chair of nominations no later than November 15 preceding the next annual state conference. The names of candidates for state office submitted to the chair of nominations shall have the endorsement of their local club or region at a regular meeting.

SECTION 4. No later than February 1, prior to the annual state conference, the chair of nominations shall submit to BWM a list of persons eligible for offices in the BWM together with photograph sent as a .jpg and summaries of qualifications and experience.

SECTION 5. The chair of nominations shall verify the qualification of candidates for state office at the opening session of the conference.

SECTION 6. If there are nominations from the floor, all the information specified in Section 3 shall be submitted to the chair no later than 2 hours before the opening session of the state conference so that eligibility may be determined.

SECTION 7. The chair of nominations shall assist in the preparation of the official ballot, if voting is necessary.

State Dues Appendix

Per Member of a Local Club

** State Dues \$50 per year renewable in May of each year.

Per Student Member of a Local Club

**State Dues \$20 per year renewable in May of each year.

Per Member @ Large

**State Dues \$50 per year renewable in May of each year.

**New members and new members@large shall pay initial prorated dues according to the chart below.
Members@large changing their status from a Local Club member to a MAL, and lapsed members will owe full dues payable May 1.

Local Clubs

Please remit ALL STATE DUES directly to

State Treasurer, Sharron Sutton

1501 Rex Ave. Apt. 70

Joplin, MO 64801

c. 417-529-9195

SEND STATE DUES ONLY

Please print clearly names and all information.

This form will insure that the correct member is credited with payment,

And will give us the opportunity to check the contact information

On file and make any changes needed.

BWM Annual Membership Dues Prorated as shown

Member & Member @Large					Student Member				
Join Date	# of mo	x	\$ 4.25	Amt. due	Join Date	# of mo	x	\$ 2.00	Amt. due
May	12			\$50.00	May	12			\$ 20.00
June	11	x	\$ 4.25	\$46.75	June	11	x	\$ 2.00	\$ 20.00
July	10	x	\$ 4.25	\$42.50	July	10	x	\$ 2.00	\$ 20.00
Aug	9	x	\$ 4.25	\$38.25	Aug	9	x	\$ 2.00	\$ 18.00
Sept	8	x	\$ 4.25	\$34.00	Sept	8	x	\$ 2.00	\$ 16.00
Oct	7	x	\$ 4.25	\$29.75	Oct	7	x	\$ 2.00	\$ 14.00
Nov	6	x	\$ 4.25	\$25.50	Nov	6	x	\$ 2.00	\$ 12.00
Dec	5	x	\$ 4.25	\$21.25	Dec	5	x	\$ 2.00	\$ 10.00
Jan	4	x	\$ 4.25	\$17.00	Jan	4	x	\$ 2.00	\$ 8.00
Feb	3	x	\$ 4.25	\$12.75	Feb	3	x	\$ 2.00	\$ 6.00
Mar	2	x	\$ 4.25	\$ 8.50	Mar	2	x	\$ 2.00	\$ 4.00
Apr	1	x	\$ 4.25	\$ 4.25	Apr	1	x	\$ 2.00	\$ 2.00

Standing Rules for Business Women of Missouri

1. It shall be the responsibility of the Vice President to order the Missouri Business Women of Missouri past state president's pin to be presented to the outgoing President at State Conference.
2. All special accounts of the State's monies shall be held in a banking institution in a location approved by the Executive Committee.
3. Upon the death of a Past State President, a memorial contribution of \$25.00 shall be sent to the Business Women of Missouri Foundation.
4. It shall be the duty of the Vice President to administer the State Board Special Circumstanced Fund. Expenditures from the fund will be made upon the death or serious illness of Board Members, their spouse, parent or child.
5. Missouri manuals will be made available by Leadership Conference to all members.
6. The registration fee will be waived for outside speakers and workshop leaders participating in Leadership Conference.
7. The Missouri Business Woman Editor will charge current rates for all advertising submitted for print. This includes ads placed by local clubs, regions, and the State Foundation.
8. The Executive Committee shall be responsible for obtaining a CPA by June 15 to complete a tax compilation report and tax return by the August State Board Meeting.
9. For state events, there are no refunds after the registration deadline date.

Business Women of Missouri Business Plan

The Mission: As a state club of Business Women of Missouri, our mission is to empower women personally, politically and professionally and to achieve equity for women in the workplace through advocacy, education and information.

Background: 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.

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 State Federation of Business and Professional Women." There were 5 chartering clubs.

This new State Federation was busy. A delegation was sent to the 1921 National Convention in Cleveland and came back to Missouri with the commitment that the National Board Meeting would be in Kansas City in March 1922.

Since its beginning in 1921, the Missouri Federation continued to grow and as of May 2009 there were 41 local organizations representing 692 members.

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

Missouri can boast that two National Federation presidents were from the State of Missouri: Margaret A. Hickey 1944-1946 and Judge Hazel Palmer 1956-1958.

The practice of state officers attending District Conference was established in 1960.

Beginning with the adoption of the Strategic Long-Range Plan (SLRP) at the 1988 Conference, the District Director (Regional) was elected by the members of her District.

At the 1998 State Conference, State Bylaws were changed again. District Directors were appointed by the State President with the same State Board capacity.

At the 2006 State Conference, the state was divided into four Regions. Regional Directors and Directors Elect were appointed by the President and served on the State Board in the same capacity as the previously appointed District Director.

In 2009, BPW/USA merged with the BPW Foundation. At the 2009 State Conference, the state federation membership voted to disassociate from the National organization. Following a statewide vote, a new name of the organization was decided to be Business Women of Missouri. On December 5, 2009, the new name and logo was unveiled to the board members.

-The Club: Business Women of Missouri is a state club of "women helping women." The organization is a non-profit, non-partisan club that supports training, education and legislative issues for citizens of Missouri. The state club currently has 12 local clubs that are organized into four regions: Northwest, Southwest, Northeast and Southeast. Refer to this issue of the BWM manual for a detailed listing.

-Competitive Position: The major source of competition is other professional organizations and service clubs. Another source is the demand on an individual's time due to family obligation and responsibilities.

-Management Team: Business Women of Missouri is governed by a Board of Directors consisting of four Executive Officers – President, Vice President, Recording Secretary and Treasurer – and a board of approximately 30 members appointed by the President. Because Business Women of Missouri reaches members of all professions and backgrounds the board is representative of this variety of skills and knowledge.

-Products & Services: Business Women of Missouri offers a variety of products, services and educational programs. These include:

- Conferences to educate members, share information and recognize attainment of goals. Conferences include: Regional, Leadership, Legislative and State.
- Training and educational opportunities available at Local Club meetings, conferences and through participation in State programs such as Individual Growth and Generations Taking Charge.
- Legislative advocacy on the state level.
- Networking with members at the Local, Regional and State level.
- BWM Foundation provides scholarships.
- BWM provides a quarterly *Missouri Business Woman* publication that provides updates from the Executive Committee and Board Chairs. Other communication is through email and www.businesswomenmo.org.

-Marketing Strategy: Business Women of Missouri relies on several means to promote our services and products. These opportunities for marketing include local club websites, local and state newsletters, email blasts, personal contact, special program/meeting promotion, direct mail and participation in local events through a booth and exhibit.

-The Market: Women are the target market for Business Women of Missouri. However, men are also invited to join. While we focus mainly on Missouri residents, the organization currently has members who reside in surrounding states.

-Strategic Goals: Strategic Long Range Planning committees have assessed the goals and mission of the organization.

Key missions of the organization

- *Grow awareness and strength of Business Women of Missouri to become: The recognized leader in women's issues,*
- *To be a well-known resource for women to support their personal and professional lives, and*
- *To be an organization of influence for working women of all ages.*

Top priorities for Business Women of Missouri:

- Communication
- Officer training at state and local level
- Retention and
- Utilizing technology to streamline meetings

Short Term Goals (one to three years)

- Marketing and promoting at the local level
- To improve upon active participation within all levels of the organization: leadership, events, fundraising, membership, etc.
- Provide mentoring programs and solutions for membership

Long Term Goals (three to five years)

- Charter 2-3 new local clubs in each region
- Pay equity
- Padding the ERA and
- Increase membership by 2%

Business Women of Missouri Business Plan

Ongoing Goals and Objectives

Goals and Objectives

1. Marketing and promoting at the state level
Gain and maintain exposure in the community through our Facebook page, our internet site, and LinkedIn page, etc.
 - a. Focusing on issues relevant to women
 - b. Develop community involvement projects for marketing and recognition
 - c. Obtain sponsors to support State Conference
 - d. Provide networking to all members of BWM through marketing
2. To improve upon active participation within all levels of the organization including but not limited to, leadership, membership, events and fundraising.
 - a. Promote the benefits of attending State, Leadership and Legislative conferences
 - b. Plan an open house for members and the community to celebrate Club accomplishments and share Club vision for the future
 - c. Conduct a refresher program in each Club to review mission statement, legislative platform, bylaws, etc.
 - d. Recognize attendance by rewarding members in various categories
 - e. Develop a strategy to pass ERA and to achieve Pay Equity
3. Provide mentoring programs and solutions to grow membership
 - a. Develop mentoring programs
 - b. Encourage community involvement and partnering with other organizations
 - c. Contact lapsed members and clubs
 - d. Bring awareness to Uniting Military Women programs and partnerships
 - e. Encourage the use of technology to streamline meetings and communication in 50% of clubs: Meetup, Facebook, etc.
 - f. Maintain the current Local Clubs in each region
 - g. Increase membership by 2% each year

2023-2024 Budget

Income		
Membership Dues	126	6300
Regional Conference Fees		140
Interest on CD's & Accounts		40
Advertising		50
Fund Raisers		500
Total Projected Income		7030
Expenses		
Treasurer		
Postage Expense		50
Bond		130
Supplies & Checks		100
Total Treasurer		280
President		
State Programs		150
Board Supplies		100
Travel & Telephone		500
Total President		750
Board of Directors		
EC Region Conference Travel		400
EC Hotel Rooms		1000
Service Visits – (Reg. Directors)		200
Total Board of Directors		1600
Committees		
Issues Management		75
Membership		200
Generations Taking Charge		125
Individual Growth		150
Total Committees		550
General		
Electronic/Media Equipment		800
Liability Insurance		1350
State Foundation Dues		300
Website Setup/Maintenance		500
Past State President's Pin		500
Financial Review		400
Total General		3850
Lobby Day (EC. Leg Chair)		0
Total Expenses		7030
Reserve		0
Total		7030

BWM Awards 2023-2024

Membership and Retention

Members at the Local Club level recognize and value State membership.

- Increase the number of effective programs that are of value to local members.
- Improve consistency and delivery of programs.
- Expand the effective use of marketing and communication tools.
- Increase the number of members through new members and retention.
- Increase attendance at Local, Regional, and State meetings.

Advocacy

Achieve workplace equity and support work-life effectiveness by positively influencing media, legislation, regulation and organization policy.

- Increase media coverage and recognition at local, regional and state event.
- Develop and utilize spokespeople within the Local Clubs.
- Educate and motivate BWM grassroots members to remain active and involved with BWM's legislative issues.

Mentoring

Continue to utilize Past State Presidents and other experts in the Club as advisors to committee chairs and Local Clubs.

- Local clubs implement plan to assign State member to mentor new members.
- Local clubs continue to mentor student locals.
- Local clubs implement plan to contact/mentor club members who are absent from meetings.

Membership Awards

Membership Awards presented at State Conference are given to Locals, Regions and/or Individuals who:

- Have the greatest increase in membership.
- Members who sponsor new members.
- Other membership awards, determined by the State Membership/Retention Chair.

Citation Awards are given to each Local sponsoring a new local.

Legislative Platform

Preamble

Because the Constitution is the fundamental law of the land and all statutory rights derive from, the passage of the Alice Paul Equal Rights Amendment shall stand and remain foremost above all other items which may appear on the Legislative Platform of the BUSINESS WOMEN OF MISSOURI.

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.

Action Items

To insure that introduction and passage of legislation and to insure appropriations for implementation at state and local levels, BUSINESS WOMEN OF MISSOURI shall actively work and support:

Economic Equity

- Advocate to secure equity in Social Security and retirement benefits for all persons.
- Advocate to educate and actively unite to pass The Equal Rights Amendment in the State of Missouri: to secure equal treatment and pay equity for all persons.
- Provide information, education and training for access to employment opportunities for all persons.
- Promote affordable, creative and quality dependent care programs for people of all ages.
- Promote a fair and livable wage and affordable housing.

Health

- Advocate for availability of an access to affordable physical and mental health care.
- Advocate for equal funding for research into the health care needs of all persons.
- Promote programs for education and treatment of all health care issues.
- Support improvements and equality in the coverage of preventive medical measures, family planning, prenatal care and long-term care.

Civil and Social

- Promote programs for education and treatment of abuse, including but not limited to family violence and sexual assault.
- Support the election and appointment of qualified individuals to public office who endorse the objectives and goals of the BUSINESS WOMEN OF MISSOURI Legislative Platform.
- Promote the inclusion of women in all legislative processes and research studies regarding women's issues.
- School Safety: Advocate for safety of all children including the school setting.
- Promote programs creating awareness of Human Trafficking.

Approved April 29, 2023

Legislative Award Requirements

- Select a project from the list of issues management focus issues or projects (see Issues Management Requirements) and relate this project to the Missouri Legislative Platform. This project must be separate from the one selected to satisfy the Issues Management Requirement.

OR

- Select a project of your LC's choosing that relates to the BWM Legislative Platform.
 1. Actively support legislators who embody the principles of BWM's Legislative Platform and inspire them to continue the fight to achieve passage of the ERA, and other legislation that supports women and their families.
 2. Advocate programs in the community that provide educational and treatment programs for victims of domestic violence and their perpetrators.
 3. Convey inspiration in the Local Club and community. Spread Business Women of Missouri's message through education in economic equity, health and civil and social issues.

-
1. Coordinate your project with other committees in your LC.
 2. Hold a program, separate from your project, on legislation.
 3. Your Local Club's representative at the State Legislative Conference.
(Attendance by an *elected* State Board member does **NOT** satisfy this requirement.)
 4. LC President's Annual Report to the Legislative Chair.

POSTMARKED NO LATER THAN MARCH 1 TO:

BWM Missouri State President

Instructions for Legislative Award Application

On separate pages, not to exceed 4 pages for Legislative Award entry:

Describe your project. State your objectives and how the project worked to advance BWM's mission. What led you to select this project? How did you determine there was a need (i.e., workplace assessment, general survey, hot issue in the community or media)?

- a. Describe the extent to which you LC's committees, other work women, other interested groups and community leaders were involved in your activities. Explain how other LC committees worked together to implement this project. How did you integrated efforts increase the program's overall impact?
- b. Describe the step-by-step procedure used by your LC in planning, developing and implementing your project. Please include tasks and timelines.
- c. How did your involvement in this project benefit local members and other working women? What impact did your action have in the general community?
- d. In what ways did you work to involve prospective members and recruit new members through this project? (Be specific to the number of new members who joined due to your project or program.) Did this project serve to link your organization with new, diverse groups also advocating on behalf of working women? If so, describe how. Describe the publicity and media coverage your project received.
- e. Attach supporting materials (newspaper clippings, photos, and other publicity) keeping in mind that entries must be easily duplicated. Entry pages must be single-spaced only and must not exceed 4 pages for Legislative Award entry plus the "Local President's Annual Report."

Legislative Award Application

Local Club _____ Year _____

1. How many from your club attended the Legislative Conference? _____

2. List three women's and children's issues that are important to the members of your club:

a. _____

b. _____

c. _____

3. How did your club support BWM's Legislative Platform this past year: list at least three.

a. _____

b. _____

c. _____

Notes _____

2023-2024 Individual Growth Topics

Three components to the competition:

1. Participants will be asked at State Conference to deliver a 2-minute impromptu speech on one of the following topics. Topics will be draws at random.
 - Building Powerful Women in their life and career choices.
 - Building Powerful Women through education and mentoring.
 - Building Powerful Women by supporting each other in seeking equality in workforce and Military.
 - Building Powerful Women by striving to end domestic violence.
2. Participants will undergo a personal interview and will be judged on:
 - Their demeanor
 - Answers
 - Skills
 - Talents
 - Etc.

To be eligible for the State competition, a participant must meet the following criteria:

- Be living, working, training or continuing education in the area served by the sponsoring local club.
- Be a member in good standing of the local and the state.
- Support the BWM mission and vision and pledge that she will not speak against the BWM Legislative Platform issues in her capacity as a representative of the local club and the BWM.

INDIVIDUALS GROWTH MISSION STATEMENT

Help women grow to meet their individual and professional goals, as well as their goals for community interaction by refining communication and job performance skills.

Eligibility and Guidelines

Participant Eligibility

1. Have completed at least one of the new revised modules at time of competition and signed off by a local, region, or state officer.
2. Support the BWM Mission and Vision.
3. Must be a member in good standing at time of competition.

Competition Guidelines

1. Participants will compete at the Region level and the winner will represent their Region at the State Conference IG Competition.
2. Regions will select a candidate to participate at the state level.
3. Participants at the State level will complete the two components as noted above in #1.

Competition Winner:

The winner at State Conference will win a paid BWM membership for the year. (Paid out of IG budget.)

Individual Growth Participant Information Form

This sheet will be used as part of the judging process at all levels.

It should be forwarded from Local to Region to State for all winning candidates.

NAME _____

Address _____

Phone H _____ W _____ C _____

Email _____

Local Club _____

LC President _____

Employer _____

Occupation/Title _____

Current Local Information (for introduction) _____

Past Local Information (for introduction) _____

Short Biography/Personal Information (for introduction) _____

Missouri Legislative Platform Statement

I have reviewed the Missouri Legislative Platform and pledge that, if selected, I will not speak against platform items as an Individual Growth Representative.

Signature _____ Date _____

Submit to:
INDIVIDUAL GROWTH CHAIR
Issues Management Requirements

The Business Women of Missouri shall create an Issues management Award for Local Clubs. Nominations for the award shall be submitted on a form that will be provided by the State Club. A possible 40 points will be awarded according to the following guidelines.

- 20 points for Program Issues.
- 20 points for LC program creations. Descriptions, brochures, handouts, number of attendees and clarity of relationship to the issue will ensure the maximum number of points. The award will be given to the Local Club with the highest number of points.

Choose at least two from this list for program emphasis at the LC level (20 points possible).

- Building Powerful Women in all aspects of their life by career choices, equality in all economic standards.
- Building Powerful Women by obtaining their education in the way of scholarships, to pursue a higher position in their career field.
- Building Powerful Women to support one another and who seek out equality and justice in the militart.
- Building Powerful Women by always striving to end domestic violence.

Requirements

- Select at least two (2) projects as part of your Issues Management planning for the year.

Give a detailed description in your report.

- Maintain ZERO membership decline through April of the current year.
- Promote Pay Equity, Social Security Reform, and passage of ERA in Missouri.
- Raise awareness of domestic violence and/or women's health.
- Develop communication with other groups for local community involvement.
- Have an orientation program for new and continuing members.
- A Foundation Program.
- Provide updates on pending legislation (bills involving women's issues).
- Be sure your Local Club is represented at State Functions.

Attendance by an elected State Board Member does NOT satisfy this requirement.

- State Conference – April
- Leadership Conference – August
- Regional Conference – As scheduled by the Regions
- LC President's Annual Report (POSTMARKED NO LATER THAN MARCH 1).

Local Programs Creation Form

List at least two in this area. (20 points possible) Create two programs for the Local Club that are not enumerated in the Issues Management list and describe such programs. (examples: Business Networking for Women or Empowering Women to Negotiate to Buy a Car or Managing Conflict or Managing Your Own Money)

Issues Management Award

Local Club Name _____

Submitted by _____

List at least two of the Issues that your Local has used for program emphasis this year.

Describe the program and provide the artifacts (handouts, brochures, number of attendees, etc.) that enhanced the program offering.

List at least two of your Local's program creations for this year. Describe the program and provide the artifacts (handouts, brochures, number of attendees, etc.) that enhanced the program offering.

Please feel free to use additional paper if needed (not to exceed 4 pages)

Mail this form and artifacts to:

ISSUES MANAGEMENT CHAIR

Deadline: March 1



Business Women of Missouri Logo Usage Guidelines

The BUSINESS WOMEN OF MISSOURI name, logo, and other trademarks are important intellectual property assets. Therefore, it is important for BUSINESS WOMEN OF MISSOURI to protect its name and trademarks from the improper use.

Local Clubs in good standing with the BUSINESS WOMEN OF MISSOURI are welcome to use the logo to promote their local organization, events and/or to describe their activities. It may be used on websites, signage, reports, brochures and other publicity or display materials.

The LOGO

The BUSINESS WOMEN OF MISSOURI Logo must be used in its entirety, and may not be altered in any way, including proportion, color, element, type, etc. You may not animate, morph or in any other way distort the appearance of the logo.

A request to add local name shall be submitted to the state president. The official logo with local's name will be created and sent back to the local.

Colors

The BUSINESS WOMEN OF MISSOURI club logo can be printed in black or in its original colors. The original colors to be used are the following: the graphic element shall be Green (Pantone 364-C) and the text element shall be Black or 70% Black.

Altering the color scheme of the logo is not permitted.

Fund Raising Items

Any use of the BUSINESS WOMEN OF MISSOURI logo by a Local Organization or BUSINESS WOMEN OF MISSOURI member on a fund raising item or promotional item must be submitted for the approval of the Executive Committee of the BUSINESS WOMEN OF MISSOURI.

Questions regarding usage of the logo may be directed to your Regional Director.



Business Women of Missouri

Proclamation for Business Women of Missouri Week

WHEREAS, working women constitute over fifty percent of the nation’s work force and strive to serve their communities, state, and nation in professional, civic, and cultural capacities, and

WHEREAS, thirty-eight percent of the employed women work in management or professional related occupations; and

WHEREAS, women have major buying power, are major players in consumer markets and are responsible for a large percentage of all consumer purchases, and

WHEREAS, women in Missouri came together June 13, 1921, to form the Missouri Federation of Business & Professional Women’s Club, Inc., to support women in training, education, and legislative issues, and was re-chartered 2010 as the Business Women of Missouri, and

WHEREAS, the Business Women of Missouri is a nonprofit, nonpartisan, self-governing, and member supported organization, which empowers women to “Build Powerful Women”, to achieve equity for all women in the workplace, and

WHEREAS, this organization includes members of all professions who represent a variety of skills and backgrounds that share similar objectives, and

WHEREAS, the mission of the Business Women of Missouri is to empower women personally, politically, and professionally, and to achieve equity for all women in the workplace through advocacy, education, and information.

NOW, THEREFORE, I Mike Parson, GOVERNOR of the STATE OF MISSOURI, do hereby proclaim October 15-21, 2023, to be

BUSINESS WOMEN of MISSOURI WEEK

Regions 2023-2024

Northwest

Director: Melissa Moore
 Email: mkmoore@grm.net
 Chillicothe
 Excelsior Springs
 Sedalia
 St. Joseph

Northeast

Director: Pam Adams
 Email: pammyanny@msn.com
 Columbia
 Hannibal

Southwest

Director: Angie Moran
 Email: angela.moran@live.com

Southeast

Director: Sandi Stegeman
 Email: psent7398@gmail.com
 Kennett
 St. Louis Metro
 Three Rivers

Regional Conference Schedule 2023-2024

<u>Region</u>	<u>Date</u>	<u>Location</u>
Southeast	September 9	Marthasville, MO
Southwest	September 16	Springfield, MO
Northeast	September 16	Perry, MO
Northwest	September 23	Chillicothe, MO

Local Clubs 2023-2024 Alphabetized

<u>Local Club</u>	<u>Region</u>
Chillicothe	NW
Columbia	NE
Excelsior Springs	NW
Hannibal	NE
Kennett	SE
Sedalia	NW
St. Joseph	NW
St. Louis Metropolitan	SE
Three Rivers	SE
9 Local Clubs	

2023-2024 Local Club Officers

-----Northwest Region-----

CHILLICOTHE: Meets when necessary

President:	Vicki Silkwood	611 Peacher Chillicothe, MO 64601	vsilkwoo@hotmail.com c. 660-247-5747
Vice President:	Melissa Moore	29568 State Hwy RA Jamesport, MO 64648	mkmoore@grm.net c. 660-654-2819
Recording Secretary:	Kimberly Rice	340 W. 104 th Terrace, Apt 2112 Kansas City, MO 64114	rice.kimberly@protonmail.com c. 618-247-0471
Treasurer:	Mary Clark	6143 W. 120 th St. #94 Overland Park, KS 66211	mary.clark@my.yellow.com c. 330-592-2727

EXCELSIOR SPRINGS: 2nd Thursday

President:	Shannon Morgan	117 South St, Suite 407 Excelsior Springs, MO 64024	vfpatientsupport@aol.com
Vice President:	Sandra Clay	901 St. Louis Ave. Excelsior Springs, MO 64024	mocityfabby@yahoo.com c. 816-405-7511
Recording Secretary:	Sheila Miller	26412 State Route 92 Excelsior Springs, MO 64024	seabrzm@aol.com c. 816-223-7599 h. 816-637-6784
Treasurer:	Sonya Morgan	526 Isley Blvd. Excelsior Springs, MO 64024	sonya@morgansites.com
Historian:	Martha Kirtley	901 St. Louis Ave. Excelsior Springs, MO 64024	h. 816-630-2475

-----Northeast Region-----

COLUMBIA: By email when necessary

President:	Pam Adams	17275 Hwy HH Mexico, MO 65265	pammyanny@msn.com pananny52@gmail.com c. 573-253-5974 h. 579-581-6824
Treasurer:	Tami Benus	2000 E. Broadway PMB 101 Columbia, MO 65201	tami@tamibenus.com c. 573-808-3906 w. 573-607-3290 FAX: 573-607-8291

HANNIBAL: Thursday

President:	Ann Moyers	724 Grand Hannibal, MO 63401	amoyers007@gmail.com c. 573-248-7499
Recording Secretary:	Anna Lemon	221 North 10 th Street Hannibal, MO 63401	annaleah@swbell.net c. 573-406-7650
Treasurer:	Carolyn Taylor	56357 Meyers Trail Hannibal, MO 63401	cstaylor3@charter.net c. 573-406-7815 h. 573-221-2133

SEDALIA: 1st Thursday

President:	Julie Slocum	23237 Cedar Drive Sedalia, MO 65301	jasx2@iland.net c. 660-620-0701
President Elect:	Janice Cones	1613 Honeysuckle Rd Sedalia, MO 65301	janicetms2@aol.com c. 660-287-2906
Recording Secretary:	Debbie Ulmer	1525 W. 14 th Street Sedalia, MO 65301	h. 660-826-9276 debbie@buckleylawfirm.com
Treasurer:	Della Schnakenberg	3402 S. Park Ave Sedalia, MO 65301	c. 660-287-3960 c. 660-826-0299 dellasch@iland.net

ST. JOSEPH: 2nd Tuesday

President:	Nancy Beck	2707 Renick St. St. Joseph, MO 64507	nanfarms@hotmail.com c. 913-271-9746
Recording Secretary:	Debbie Medley	4812 Corinth Dr. St. Joseph, MO 64506	deb2968@yahoo.com c. 816-228-5594
Treasurer:	Brenda Storoz	5200 Red Barn Lane St. Joseph, MO 64505	bstoroz@hotmail.com c. 816-387-1872

-----Southeast Region-----

KENNETT: 4th Tuesday

President:	Vicki Rhew	616 Tonya Ave. Kennett, MO 63857	vickirhew@yahoo.com
Vice President:	Sara Rhew	3403 Fairfax Road Kennett, MO 63857	sara.rhew@gmail.com h. 573-717-5313
Treasurer:	Connie Green	208 Poplar Dr. Kennett, MO 63855	cg1124dunk@yahoo.com 573-888-1374

ST. LOUIS METRO: 2nd Tuesday

President:	Linda Breckle	60 Oak Knoll St. St. Charles, MO 63304	lindaserra@yahoo.com c. 314-435-3232
Recording Secretary:	Nancy Craig	1240 Ridge Road Wildwood, MO 63021	nancycraig22@att.net h. 314-960-1923
Secretary:	Debra Saffer	306 Wildberry Lane St. Charles, MO 63304	debsaffer@gmail.com c. 314-775-6824

THREE RIVERS: 2nd Tuesday

President:	Micah Weirich	7103 Hwy JJ Sullivan, MO 63080	micahweirich16@gmail.com h. 636-208-6013
President Elect:	Emma Weirich	7103 Hwy JJ Sullivan, MO 63080	weirichemma22@gmail.com h. 573-205-9170
Recording Secretary:	Laurie Sutton	408 Stark Blvd Hermann, MO 65041	laurie.l.sutton@mwarep.org c. 573-808-2327 h. 573-486-5898
Treasurer:	Sandi Stegeman	7398 Koko Beach Road Union, MO 63080	psent7398@gmail.com h. 314-852-3199

Appendix I

Past State Presidents



Business Women *of* Missouri

Past State Presidents

*Deceased

1921-1922	*Mrs. Retta Winter	Kansas City
1922-1924	*Mrs. Helen Summy (Mrs. George M Woodward)	St. Joseph
1924-1926	*Dr. Nancy Meek	Sedalia
1926-1928	*Miss Cora Roop	Springfield
1928-1930	*Dr. Vera Young	Joplin
1930-1932	*Reverend Hannah L Almon	Hamilton
1932-1934	*Mrs. Pearl Gehrig (Mrs. Richard Gehrig)	Salisbury
1934-1936	*Mrs. Dorys H. Farley	West Plains
1936-1938	*Miss Margaret L. Mohler	St. Joseph
1938-1940	*Mrs. Margaret Hickey-Strubinger	St. Louis County
1940-1942	*Miss Christine	Columbia
1942-1944	*Miss Lillian Sagorske	St. Louis City
1944-1946	*Judge Hazel Palmer	Sedalia
1946-1948	*Mrs. Frances Tapp Bateman	Maryville
1948-1950	*Miss Mildred M. Lass	Warrensburg
1950-1952	*Miss Floss Bucklew	Kansas City
1952-1954	*Miss Elizabeth Halpin	St. Louis County
1954-1956	*Miss Alberta J. Meyer	Jefferson City
1956-1958	*Beulah G. Kirksey	Community of Springfield
1958-1960	*Mrs. Venta Plummer	Seneca
1960-1961	*Mrs. Mary Arth	St. Louis City
1961-1962	*Mrs. Lorene Clingsmith	Princeton
1962-1963	*Mrs. Mabel Swindel	Doniphan
1963-1964	*Mrs. Dora E. Rowe	Lee's Summit
1964-1965	*Mrs. Lucretia E. Wind	Festus-Crystal City
1965-1966	*Mrs. Edna E. Lager	Trenton
1966-1967	*Mrs. Margaret Rone	Hayti
1967-1968	*Mrs. Marjorie Garansson	Sedalia
1968-1969	*Mrs. Reitha McCracken	Seneca
1969-1970	*Mrs. June Hardaway	St. Louis County
1970	*Mrs. Elma Lee Brown	Bowling Green
1971	*Miss Katherine Vinzant	Hannibal
1971-1972	*Mrs. Helen Epple	Clinton
1972-1973	*Miss Katherine Vinzant	Hannibal
1973-1974	*Mrs. Fay Mabry	Lee's Summit
1974-1975	*Mrs. Hazel L. Kohring	St. Louis City
1975-1976	*Mrs. Nyra Price	Sedalia
1976-1977	*Mrs. Corinne McMurry	Memphis
1977-1978	*Miss Alberta Smart	Festus-Crystal City
1978-1979	*Mrs. Norma Bailey	Excelsior Springs
1979-1980	*Mrs. Gwendolyn Winters	Sunrise Beach
1980-1981	*Mrs. Frances Calliott	DeSoto
1981-1982	*Mrs. Caroline Leavitt	Columbia
1982-1983	*Mrs. Myrtle Zielke Long	Waynesville
1983-1984	*Mrs. Clara Mae Hovey	Nevada
1984-1985	*Mrs. Dorothy P. Logan	Independence
1985-1986	*Mrs. Lavona Neal	Lee's Summit
1986-1987	*Mrs. June Smith	Joplin
1987-1988	*Mrs. Eleanor Griffith	Excelsior Springs

1988-1989	Jane Miller	8341 N. Tullis Ave., Kansas City, MO 64158 h. 816-222-4748	Kansas City Jmiller2310@yahoo.com
1989-1990	*Marcia L. Howard		Mexico
1990-1991	*Nancy Gass		Downtown St. Louis
1991-1992	F. Yvette Ayres	PO Box 2272, Branson West, MO 65737 b. 417-272-9817, h. 417-272-1393	Ozark Mountain Country ayres@inter-linc.net
1992-1993	*Pat Henderson		DeSoto-Hillsboro
1993-1994	*Avis Parman		Albany
1994-1995	*Marcia L. Howard		Mexico
1995-1996	Sandy Majchrzak	306 Cedar Glen, Unit 2D, Camdenton, MO 65020 c. 314-401-0886, h. 573-873-2007	Three Rivers & Heart of the Ozarks sandym@mst.edu
1996-1997	*Barbara Simmons		Carthage
1997-1998	Pauline Gage	9362 Farm Road 2030, Monett, MO 65708 c. 417-669-6514	Monett Perilsofpauline62@gmail.com
1998-1999	Mary Parker	2308 Twin Oaks Dr., Harrisonville, MO 64701 h. 816-884-2565	Harrisonville Mary.parker@gmail.com
1999-2000	Debora Biggs	2461 E. Wildwood Rd., Springfield, MO 65804 c. 417-860-4298	Greater Ozarks dbiggs1224@gmail.com
2000-2001	*Clara Kuhnhoff		Metropolitan Kansas City
2001-2002	Lorraine Whittington	2707 E. Wickersham Rd., Joplin, MO 64801 h. 417-623-3290	Joplin Lorrainewhittington39@gmail.com
2002-2003	Carole Parson	1510 N. 43 rd St. St. Joseph, MO 64506 c. 816-390-5214	St. Joseph Caparson44@att.net
2003-2004	Betty Beason	1703 Richmond Dr., Pleasant Hill, MO 64080 h. 816-540-2761	Harrisonville bjbeason@aol.com
2004-2005	Connie McGinness	24110 315 th St., Maryville, MO 64468 h. 660-582-4898	Maryville Cimcginness1@gmail.com
2005-2006	*Sue Panetti-Lee		St. Louis Metropolitan
2006-2007	Deanna Ford	2149 E. Richmond, Springfield, MO 65809 h. 417-877-1835	Greater Ozarks Deannaford417@gmail.com
2007-2008	Vicki Silkwood	611 Peacher St., Chillicothe, MO 64601 c. 660-247-5747	Chillicothe vsilkwoo@hotmail.com
2008-2009	Sharon Lee Mangan	1516 Pebblebrooke Dr., Ozark, MO 65721 c. 417-830-2219	Greater Ozarks sharonbpwlady@yahoo.com
2009-2010	Angie Moran	20665 Hotel Springs Rd., Seneca, MO 64865 h. 417-776-2394, b. 417-776-8333, c. 417-776-2947	Seneca Angela.moran@live.com
2010-2011	Ellen Hill	216 Northmoor Pl., East Alton, IL 62024 c. 618-792-7078	St. Louis Metropolitan ehill@sbcglobal.net
2011-2012	Sharon Tuttle	2203 N. Baltimore St., Apt C5, Kirksville, MO 62501 h. 660-665-1076	Kirksville Tcbdg7376@gmail.com
2012-2013	Megan Broemmer	4907 E. FR 94, Springfield, MO 65803 c. 417-844-8904	Greater Ozarks Megan.broemmer@gmail.com
2013-2014	Nancy Grey	28921 Cabin Circle, Lincoln, MO 65338 c. 660-287-0848	Sedalia Nancy.grey@att.net
2014-2015	Sherry Rolan	6259 N. Mercier St., Kansas City, MO 64118 c. 816-695-0561	Lee's Summit Lifelessons16@yahoo.com
2015-2016	LuAnn Irby	105 W. Johnson, Auxvasse, MO 65231 c. 660-651-4306	Columbia Irby.luann@gmail.com
2016-2017	Sharron Sutton	1501 Rex Ave. Apt. 70, Joplin, MO 64801 c. 417-529-9195	Joplin Sharronsutton512@gmail.com
2017-2018	Sheila Miller	26412 State Rt 92, Excelsior Springs, MO 64024 h. 816-637-6784, c. 816-223-7599	Excelsior Springs seabrzgsm@aol.com
2018-2019	Debra Saffer	306 Wildberry Lane, St. Charles, MO 63304 c. 314-775-6872	St. Louis Metropolitan debsaffer@gmail.com
2019-2020	Melissa Moore	29568 State Hwy RA, Jamesport, MO 64648 c. 660-654-2819, h. 660-684-6485, b. 660-707-4676	Chillicothe mkmoore@grm.net

2020-2021 2021-2022	Donna Hirner-Gardner	2900 Robin Lane, Sedalia MO 65301 c. 660-221-8272	Sedalia Donnalipp65301@hotmail.com
2022-2023	Ann Moyer	724 Grand Avenue, Hannibal, MO 63401 c. 573-248-7499	Hannibal ann.moyers@genmills.com

Appendix II

Job Descriptions



Business Women *of* Missouri

Job Title: President

Function: To provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and to provide support and encouragement to the membership.

Duties and Responsibilities:

- Preside at all meetings of the State BWM.
- Appoint Executive Committee members as liaisons to each region.
- Make individual appointments as necessary, subject to the approval of the Executive Committee.
- Serve as ex-officio member of all committees except the nominating committee.
- Represent the State BWM at Regional Conference(s).
- Request each local club to submit names and addresses of local club officers and chairs by June 1.
- Establish the annual schedule of articles for *Missouri Business Woman* and implement a policy for annual review of the *Missouri Business Woman*.
- Notify Board of Directors, two weeks in advance, of the meetings of the Board.
- Oversee and approve all aspects of the Annual State Conference.
- Be responsible for notifying every local club by an official call to conference, at least thirty (30) days prior to the first day of the conference.
- Appoint all committees for Annual State Conference.
- Insure certificates or awards are available to appropriate chairs.
- Create and print the Conference Program.
- Arrange for an appropriate memorial service.
- Prepare and present a written report to the Annual Conference body.
- Assure that the Annual Conference minutes are approved by the Executive Committee.
- Approve the contract for conference facilities.
- Assure that ballots cast at the Annual Conference are destroyed as instructed and approved by the Executive Committee.
- Oversee the creation (and/or revision) of the State Manual.
- Immediately upon retirement from office, submit all properties and relevant information of the State BWM to the successor, including state president flash drive with current information.

Qualifications/Requirements

Must be an active BWM member in good standing with experience as a Local Club president or a State Board member for two years, have a thorough knowledge of Business Women of Missouri's Bylaws, a workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must officially and publicly support BWM legislative platform. Must be skilled in organization operations, decision-making and the ability to speak and express ideas. Will use leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Vice President

Function: To provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and to provide support and encouragement to the membership.

Responsible To: **BWM Executive Committee**

Duties and Responsibilities:

- Serve as an assistant to the president as needed and shall assume the duties of the president in the absence or inability of that officer to serve.
- Serve as Chair of the Strategic Long Range Planning Committee.
- Serve as Finance Chair and prepare and present proposed state budget for the following year.
- Serve as Chair of the Regional Directors.
- Preside in absence of the President. Assume the position of President for the unexpired term in case of death, resignation or incapacity.
- Serve as liaison to assigned Regions.
- Serve as liaison between the Executive Committee and the Individual Growth Chair.
- Serve as a member of the Business Plan Committee.
- Participate as a member of the Issues Management Committee.
- Serve as Advertising Chair of the *Missouri Business Woman*.
- Serve on Domestic violence Task Force Committee.
- Represent the BWM at Regional Conference(s).
- Coordinate Board of Directors' gift presented to the President at the April Board Meeting.
- Review Executive Committee and Standing Rules annually and report findings to Executive Committee.
- Review State Conference protocol.
- Conduct Regional Directors Workshop at State Conference. Participate in workshop at State Conference for new Local Club officers. Submit required reports in a timely manner.
- Maintain the State Board Special Circumstances Fund (money donated by the Board of Directors to be used for sending cards as needed and for a donation to Foundation in the event of the death of a Past State President). Money for this fund is collected at the August Board meeting or as needed.
- Purchase the past president's pin and have it available for presentation to the outgoing president at the installation in April. Forward invoice to State Treasurer for payment.
- Upon retirement from office, submit to successor all properties and relevant information of BWM.

Qualifications/Requirements:

Qualifications/Requirements

Must be an active BWM member in good standing with experience as a Local Club president or a State Board member for two years, have a thorough knowledge of Business Women of Missouri's Bylaws, a workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must officially and publicly support BWM legislative platform. Must be skilled in organization operations, decision-making and the ability to speak and express ideas. Will use leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Recording Secretary

Function: To provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and to provide support and encouragement to the membership.

Responsible To: **BWM Executive Committee**

Duties and Responsibilities:

- Prepare minutes of Board of Directors, Executive Committee and State Conference meetings.
- Maintain an annual file of minutes and supporting papers.
- Submit all previous years BWM minutes and financials to the incoming Recording Secretary in electronic format (e.g., USB drive).
- Prepare and present a written report to Annual Conference body.
- Serve as liaison to assigned Regions.
- Represent the BWM at Regional Conference(s).
- Participate in workshop at State Conference and Leadership Conference for new LC officers.
- Submit reports as required as noted on page 101.
- Upon retirement from office, submit to successor all properties and relevant information and flash drive of previous minutes of the BWM.

Qualifications/Requirements:

Must be an active BWM member in good standing, who officially and publicly supports BWM legislative platform. Have the skill of recording and preparing the minutes, have a thorough knowledge of Business Women of Missouri's Bylaws, a workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organization operations, be familiar with decision-making skills and be willing to accept change and to compromise. Have the ability to assess the potential for future growth. Creativity and leadership skills, combined with the ability to speak and express ideas will be utilized to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Treasurer

Function: To provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and to provide support and encouragement to the membership.

Responsible To: **BWM Executive Committee**

Duties and Responsibilities:

- Issue receipts, and promptly deposit all monies received into BWM's bank account.
- Make all approved payments promptly.
- Keep accurate and up-to-date records of all income and expenditures.
- Invoice groups/members promptly.
- Manage BWM's cash flow.
- Be willing to learn QuickBooks and/or other programs approved for use by the board.
- Agree to having personal credit checked for Surety Bond.
- Furnish a cumulative financial statement at each Board of Directors meeting.
- Furnish a monthly financial statement to the Executive Committee.
- Prepare records for the annual review.
- Prepare the annual financial report for the Conference Program and present the report to the conference body.
- Conduct Treasurer's Workshop at Leadership Conference and State Conference.
- Serve as a member of all committees that require financial expenditures.
- Serve as liaison to assigned Regions.
- Close the financial records as of April 30th.
- Be available to meet with incoming Treasurer to discuss the books, and to provide training for software and procedures.
- Deliver to successor all funds, records, securities by June 30th.
- Represent BWM at Regional Conference(s).
- SEE APPENDIX on PAGE 55.

Qualifications/Requirements:

Must be an active BWM member in good standing who officially, and publicly, supports the BWM Legislative Platform. This position must possess a working knowledge of basic bookkeeping, including experience in payroll and financial transactions. A basic knowledge of finance and budget preparation is necessary, as is having a thorough knowledge of BWM Bylaws, workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol. The Treasurer must be skilled in organizational operations and needs to possess decision-making skills. Must be willing to compromise and accept change. Have the ability to assess the potential for future growth. Creativity and leadership skills, combined with the ability to speak and express ideas, will be utilized to promote harmonious relationships within the Executive Committee, the Board of Directors and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Appendix to Treasurer
RE: Collection of all BWM Money

Function: Process for Collection of BWM monies.

Purpose: To clarify how all money collected by Business Women of Missouri will be handled.

Process:

- All money: cash or check will be collected by the State Treasurer.*
- Money collected by the State Treasurer will be recorded in a spreadsheet and deposited in the BWM account with United Missouri Bank UMB.
- All checks will be copies by Chillicothe State Bank. (Obtaining a copy of a check that has been deposited will incur a charge of \$1 per image.)
- The State Treasurer will write one check to cover the deposit and will send it to the bank. She will also send to the president the information accompanied by the spreadsheet documenting date, who wrote the check, check number, check amount, and purpose of the payment.
- State Treasurer will record the funds appropriately and will forward the check to the Chillicothe State Bank.
- *The only exception will be money collected by state conference vendor chairman. Money for booths and advertising at state conference will go to the fundraising chair, who will forward it to the treasurer for recording and deposit.

Job Title: Bylaws Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Review state bylaws.
- Prepare and present proposed amendments to the Executive Committee and to the Board of Directors at last State board meeting of the calendar year.
- Submit amendments proposed by the Local Clubs to the Executive Committee and the Board of Directors at the last State Board meeting of the Calendar year.
- Present to the state conference proposed amendments to the State Bylaws.
- Immediately following State Conference, submit bylaw and standing rules approved changes to the Executive Committee for appropriate changes to the State Manual.
- Review and approve Bylaws for new local clubs.
- Review, recommend and approve all local club and regional bylaw changes.
- Upon retirement from the office, submit to successor all properties and relevant information of BWM.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Regional Director

Function: To provide leadership to the Region, the Local Presidents, and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Serve as liaison between the local clubs and the State BWM.
- Attend all Board of Directors meetings.
- Contact each Local Club in the Region and create an official service visit calendar.
- Schedule an official visit for a regular business meeting.
- Submit schedule of visits on official state form to Chair of Regional Directors (Vice President).
- Submit service visit report to Chair of Regional Directors (Vice President) within fifteen (15) days after visit.
- Prepare and submit mileage voucher to the Vice President at least one day preceding a State Board meeting.
- Formulate plans for Regional Conference and serve as chair at the conference.
- Schedule meeting with Local Club representatives.
- Secure judges for Generations Taking Charge and Individual Growth competitions.
- Submit Regional Conference registration monies to the State Representative at the Regional Conference.
- Submit conference reports and secretary reports within fifteen (15) days to Vice President.
- Forward financial statement of the conference within fifteen (15) days to Vice President.
- Upon retirement from office, submit to successor all properties and relevant BWM information.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Appointees to the office of Regional Director must have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Will be skilled in organizational operations, be familiar with decision-making skills and be willing to accept change and to compromise. Have the ability to assess the potential for future growth. Creativity and leadership skills, combined with the ability to speak and express ideas will be utilized to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Regional Director Elect

Function: To assist the Regional Director in providing leadership to the Region, the Local Presidents, and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **Regional Director and BWM Executive Committee**

Duties and Responsibilities:

- Serve as an assistant to the regional director as needed and shall assume the duties of the regional director in the absence or inability of that officer to serve.
- Serve in such other capacities as assigned by the regional director.
- Finalize plans for term as Regional Director.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Appointees to the office of Regional Director Elect must have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Will be skilled in organizational operations, be familiar with decision-making skills and be willing to accept change and to compromise. Have the ability to assess the potential for future growth. Creativity and leadership skills, combined with the ability to speak and express ideas will be utilized to promote harmonious within the Executive Committee, the Board of Directors and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Editor, Missouri Business Woman, Quarterly Magazine

Function: To professionally create, publish and distribute the state's official quarterly magazine, Missouri Business Woman.

Responsible to: BWM Executive Committee

Duties and Responsibilities:

As a member of the Board of Directors, the Editor of Missouri Business Woman will

- Compile timely news articles of BWM activities.
- Attend all BWM functions and be responsible for adequate coverage for the magazine.
- Implement an annual schedule of articles and deadlines and notify those responsible for articles two weeks prior to the publication.
- Maintain a spreadsheet of advertisers and status of payments and send invoices for payments.
- Solicit articles from Regions and Local Clubs and coordinate advertising with the Vice President.
- Create the magazine in electronic format for printing and web posting, proofread and approve with State President the final copy prior to distribution.
- Immediately upon retirement from office, submit all properties, electronic files and relevant information of the Missouri Business Women to successor.

Qualifications/Requirements:

Knowledge of editing, writing, applicable software programs, and organization procedures in publishing an article in the paper, knowledge of all programs of the BWM, ability to speak and express ideas, ability to work harmoniously with the membership.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Finance Chair/Vice President

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- As a member of the Finance Committee, work with the BWM Executive Committee, the Local Clubs and the individual members to encourage sound financial planning on the local, regional and state level.
- Prepare an annual budget for the BWM and present to the Executive Committee, the Board of Directors and State Conference body.
- Serve as a member ex-officio, without voting privileges, on all committees whose programs require expenditures of monies.
- Examine and classify all vouchers.
- Prepare and present a cumulative semi-annual comparison statement of budgeted expenditures to the Executive Committee programs/campaigns.

Qualifications/Requirements:

See qualifications/requirements for Vice President

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Individual Growth Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, the Individual Growth Chair will

- Prepare and submit a conference budget to be approved by the EC prior to the event.
- Generate enthusiasm for the Individual Growth program.
- Organize and coordinate the Individual Growth program.
- Communicate with the local clubs Presidents/Individual Growth Chairs regarding the Individual Growth program.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Issues Management Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, the Issues Management Chair will

- Prepare and submit a conference budget to be approved by the EC prior to the event.
- Generate enthusiasm for the Individual Growth program.
- Organize and coordinate the Individual Growth program.
- Communicate with the local clubs Presidents/Individual Growth Chairs regarding the Individual Growth program.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Leadership Conference Chair

Function: To organize the Leadership Annual Meeting for training and education

Responsible to: Vice President and BWM Executive Committee

Duties and Responsibilities:

As a member of the Board of Directors, the Leadership Conference Chair will

- Prepare and submit a conference budget to be approved by the EC prior to the event.
- Generate enthusiasm for and Chair the Leadership Conference.
- Obtain location with assistance of the Meetings Coordinator and recruit at least two members to assist with planning.
- Seek trainers, educators, and motivational speakers or any type of trainer appropriate for the conference.
- Inform the membership of meeting plans, which will include location, cost, time and date of Conference.
- This committee will serve to promote leadership skills and visibility.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Legislation Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, the Legislation Chair will

- Work with Meetings Coordinator to plan the Legislative Conference.
- Prepare and submit a conference budget to be approved by the EC prior to the event.
- Provide information to the membership of all legislation relevant to the BWM Platform.
- Implement the legislative programs adopted by the BWM.
- Coordinate activities with Issues Management Chair.
- Prepare and present the proposed State Legislative Platform at the Annual State Conference.
- Observe and establish deadlines for Legislative Award eligibility.
- Review and select local club applications for BWM Legislative Awards and prepare certificates and a list of awards for state conference program book.
- Prepare and present plans for annual Lobby Day activities upon approval of Executive Committee.
- Immediately upon retirement from office, submit all properties and relevant information to the BWM successor.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Membership Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, Membership Chair will

- Develop a BWM membership campaign.
- Challenge local clubs to equalize, expand and revitalize membership.
- Promote an orientation program for local club membership.
- Receive membership reports from local clubs.
- Establish a record keeping system to determine membership awards.
- Submit report of local club membership award recipients for conference program.
- Recommend changes to the Executive Committee for the Annual Membership report.
- Compile and present statistical information on non-continuing members to the Executive Committee.
- Prepare certificates and a list of awards for state conference program book.
- Immediately upon retirement from office, submit all properties and relevant information to the BWM successor.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Public Relations Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, the Public Relations Chair will

- Communicate the State programs to the media
- Submit timely press releases pertaining to BWM activities.
- Prepare sample press releases for local clubs' use.
- Chair Missouri Business Women's Week promotion.
- Immediately upon retirement from office, submit all properties and relevant information to the BWM successor.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Business Plan/Strategic Long Range Planning (SLRP) Chair/Vice President

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: BWM Executive Committee

Duties and Responsibilities:

As a member of the Board of Directors, the Strategic Long Range Planning Chair will

- Study future needs.
- Formulate five-year goal.
- Focus on three-year objectives.
- Actively promote the Strategic Long-Range Plan to the membership.
- Act as liaison to the Executive Committee.
- Arrange at least three meetings of the committee per year.
- Submit current report of activities to the Missouri Business Women.
- Immediately upon retirement from office, submit all properties and relevant information to the BWM successor.

Qualifications/Requirements:

See Vice President qualifications/requirements.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Generations Taking Charge (GTC) Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, the Generations Taking Charge Chair will

- Develop a program appealing to high school and college aged women that will equip them with tools and knowledge to enhance their professional and personal lives.
- Prepare an event budget and submit to the EC for approval prior to the event.

Involvement in the Generations Taking Charge program will promote the mission and programs of Business Women of Missouri. The participants will be empowered to promote new membership and local community projects that encourage young Missouri Women to be advocates of current women's issues.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Essential skills include the ability to relate to young adults and the ability to speak and express ideas.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Domestic Violence Task Force Chair

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, Domestic Violence Task Force Chair will

- Develop a coordinated program in alignment with the Mission and Vision Statement and goals.
- Will provide effective communication to Local Clubs regarding task force activities, relevant and informative statistics regarding Domestic Violence issues, and relay opportunities for Domestic Violence victim advocacy at the local, regional and state levels.
- Will establish and maintain coordination with existing Domestic Violence programs and agencies advocating partnership whenever possible in the education of the Domestic Violence issues.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Essential skills include: thorough knowledge of the Domestic Violence task Force Mission and Vision statements and goals and the ability to speak and express ideas.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Meetings Coordinator

Function: To provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

As a member of the Board of Directors, the Meetings Coordinator will, with the guidance and approval of the president

- Plan and book locations for Board of Directors and Executive Committee meetings scheduled for summer board meeting, winter board meeting and State Conference.
- Work with the Leadership Conference and Legislative Conference Chairs to plan and book the site and facility for the conferences.
- Research the options, negotiate charges, schedule meeting arrangements and prepare meeting budget.
- Act as liaison to the meeting hotel to establish room blocks, handle meeting registration, group meal arrangements, and special events.
- Make and verify sleeping room arrangements for BWM paid accommodations and for Executive Committee.
- Oversee arrangements for speakers and guests as necessary.
- Verify and insure readiness and accuracy of set-up for meetings with hotel coordinator.
- Verify accuracy of hotel billing.

*Requirements for April Board meeting should be made in coordination with the State Conference Chair.

Qualifications/Requirements:

Have a thorough knowledge of BWM policies and procedures, a workable knowledge of basic protocol, skillful in written and oral communications, leadership ability to work independently and harmoniously, experience in events planning and coordination. Must have effective negotiation skill, an understanding of contracts and conference planning. Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: State Conference Chair

Function: To assist the President with conference coordination; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM State President**

Duties and Responsibilities:

As a member of the Board of Directors, the State Conference Chair will, with the guidance and approval of the president

- Serve on the prior year's conference committee to become familiar with the requirements needed for chair.
- Work with the Meetings Coordinator to plan the State Conference, to negotiate a contract with the host hotel, to establish registration fees, and to submit a conference budget for approval by the EC, all in advance of the event.
- Work with and provide support to the president on the coordination of the annual state conference.
- Coordinate with the Meetings Coordinator on State Conference requirements.
- Act as a liaison to the Meetings Coordinator and meeting hotel to coordinate all arrangements for the State Conference.
- Work within the necessary deadlines to keep the membership informed on the schedule of events and deadlines and other relevant information related to State Conference.
- Verify and insure readiness and accuracy of set-up for meetings with the Meetings Coordinator and hotel coordinator.
- Assist the president with any responsibilities that arise before and during conference.
- Coordinate the decorating for the Saturday evening banquet.
- Prepare a list of assignments/responsibilities for those assisting with the conference coordination.
- Assist the State Conference Chair for the following year with the set-up for Sunday morning activities.

Qualifications/Requirements:

Have a thorough knowledge of BWM policies and procedures, a workable knowledge of basic protocol, skillful in written and oral communications, leadership ability to work independently and harmoniously, experience in events planning and coordination. Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs and with those assisting with the delivery of State Conference.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Responsibilities for State Conference Chair

Included in Registration Fees

1. Room Rental
2. Audio
3. Flag
4. Food
5. EC approved Speaker Fees for Friday, Saturday, and Sunday
6. No speaker fees for members
7. Speaker meal
8. Program printing
9. Photographer
10. Color guard
11. ED and State Conference Chair Rooms
12. Whatever meals are included in sponsorships

Out of the State Budget

1. EC Rooms for Board Meeting
2. \$500 for Incoming President for expenses

Current President

1. Decorations for Banquet
2. Entertainment at Banquet
3. President's Reception on Friday
4. Banquet Programs

Incoming President

1. Gifts at President's Reception after Banquet
2. Sunday Speaker Fee for Mileage and Hotel
3. Banner, Pins, Gifts

Foundation

1. Room rental for Foundation fundraiser
2. Lunches for Scholarship Recipients.

Conference Budget Worksheet

Income

Registrations _____

Grants _____

Total Income \$ _____

Expenses

Speaker: Cost _____

Mileage & Room _____

Speaker: Cost _____

Mileage & Room _____

Meeting Room _____

Podium _____

Electronic Equipment _____

Speaker Gifts _____

Meals _____

Total Expenses \$ _____

Job Title: Mentoring Chair

Function: To organize the Past State Presidents and other individuals who are willing to serve in the capacity as a Mentor to the Local Clubs and to individual members; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Organize Past State Presidents and BWM members who are willing to serve as mentors to Local Clubs and to individual members.
- Assign mentors to serve Local Clubs in specific geographic areas and publish this list in the Missouri Business Women.
- Publicize the Mentoring Competition for Local Clubs and encourage every Local Club to assign one member to be aware of the criteria for earning recognition and then to submit an entry by the March 1 deadline. (Report form is in the Manual).
- Work with the BWM Executive Committee, the Local Clubs and the individual members to keep communication lines open and productive.
- Attend board meetings and keep the Board of Directors informed of mentoring projects and needs.
- Provide proper recognition as the State Conference for those Local Clubs who have fulfilled the qualifications for Mentoring Award.

Qualifications/Requirements:

Must be a BWM member who is willing to use her leadership skills to guide and direct individual members.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Nominations Chair

Function: To obtain Nominee information and present to the Board and the Membership.

Responsible to: BWM Executive Committee

Duties and Responsibilities:

The Nominations Chair will generate enthusiasm and encourage members of the State BWM Locals to endorse nominees for the Executive Committee of the Business Women of Missouri. The Duties and Responsibilities are located in the Manual By-Laws. See *ARTICLE X: NOMINATIONS*. Other information will be found in the Manual under *Elective/Appointive Office Information, Elective/Appointive Position Endorsement and Consent To Serve*.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Uniting Military Women Chair

Function: To develop programs to attract transitioning military women.

Responsible to: BWM Executive Committee

Duties and Responsibilities

- Get acquainted and become connected with military women in our communities and invite them to join the local and state Business Women of Missouri clubs.
- Involve them in existing programs and allow them to share their knowledge and experiences as a program for state or local club meetings.
- Become familiar with Veterans of Foreign Wars (VFW) and American Legion leaders in our communities. Partner with the activities of these groups to raise awareness and appreciation of these women (and men) who serve their country.
- Develop programs that involve our members showing appreciation of military women, active and retired (example: preparing and mailing Care Packages throughout the year and at Christmas).
- Continue to learn how to be a united force in helping military women transition back to civilian life.
- Become aware of rights and privileges they have earned by their service and become actively involved in assuring that they have access to these rights and, when necessary, be proactive in contacting legislators to support legislation that benefits military women.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Women's Health Chair

Function: To convey information on health issues of particular interest to women, and promote the importance of a healthy lifestyle.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Bring awareness about health issues unique to women.
- Provide education on women's health issues such as how health issues that affect both men and women can affect women differently.
- Supply resources that address health issues and related concerns.
- Promote a healthy lifestyle.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Social Media Chair

Function: To provide direction to the Board of Directors concerning social media for BWM; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Maintain the official social media presence of BWM including creating profiles, managing profiles by posting content and managing the communities, editing the profiles, and removing them as needed.
- Be a resource for all local clubs concerning setting up local social media profiles.
- Provide a consistent stream of information for current and prospective members on social media.
- Provide a report for all board meetings.
- Upon retirement from office, submit to successor all properties and relevant information of BWM

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs. Knowledge of social media platforms, understanding of proper online etiquette, and desire to take initiative to try new opportunities as they arise in social media for the betterment of the organization.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Community Outreach Chair

Function: To provide direction to the Board of Directors; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Meet with each region during their meetings at State Conference to select an organization that BWM will support with donations at each State function.
- Collect donations at each State function – Leadership Conference, December Board, Legislative Conference and State Conference.
- Coordinate with each region director for donation delivery to selected organization.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Job Title: Parliamentarian

Function: To provide direction to the Board of Directors; promote the goals and objectives of the BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Responsible to: **BWM Executive Committee**

Duties and Responsibilities:

- Review President's agendas and scripts prior to each State Board meeting and State Conference.
- Be present at the State meetings to help the President facilitate the meeting.
- Upon retirement from office, submit to successor all properties and relevant information of BWM.

Qualifications/Requirements:

Must be an active BWM members in good standing who officially and publicly supports BWM legislative platform. Have a thorough knowledge of BWM Bylaws, a workable knowledge of parliamentary Procedures (Robert's Rules of Order) and basic protocol. Must be skilled in organizational operations. Leadership skills, combined with the ability to speak and express ideas will be utilized to work harmoniously within the Regions and the Local Clubs.

Minimum Time Commitment: Time to fulfill all responsibilities of the position.

Appendix III

Regional Directors



Business Women *of* Missouri

Responsibilities/Checklist for Regional Directors

1. Plan to have an Individual Growth competition at the Regional Conference.
2. Involve past participants in the Individual Growth program.
3. Include in the Regional Conference agenda Nominations for Regional Director Elect.
4. Select dates for your Regional Conference at State Board breakout meetings. List first and second choices.
5. Involve all of your local presidents with the planning of the conference.
6. It is the Director's responsibility to set the tone for the conference. Plan for the event to be meaningful, educational and informative, not just a social event.
7. The Director is responsible for communicating with your scheduled State Representative. Inform her of the agenda, time, place and if a meal is included. She will make a general presentation of important issues so allow time in the agenda for your State Representative . you should inform her of any specific area or concern you would like to have addressed.
8. When you communicate with the State Representative, check on her travel plans and will she need room accommodations. The Director will make what reservations are necessary and pay for them, provide directions to the hotel and to the meeting place.
9. If the State Representative has a traveling companion, you will introduce her as a guest at the Conference. She may serve as a GTC or IG judge if you ask her in advance.
10. Appoint your chairs (as dictated by your region's bylaws or custom) as early as possible after State Conference. Give each chair a copy of the region's bylaws and the files of the previous chair. Be sure each chair understands her duties, deadlines, etc. It is desirable that this information be in writing. You should keep a copy of this and all other correspondence in your file.
11. Bylaws chair should present bylaws at the region conference so bylaws can be updated as needed.
12. Audit Committee should be formed before the region conference so they can review the treasurer's reports. There should be one member from each local that will be present at the region conference.
13. Budget Committee should be involved in the planning of the conference to decide the registration fee. The registration fee should cover the \$4 dues to state, cost of room and meal, state representative and traveling companion registration fees and hotel room and any fee charged by guest speakers.
14. Bylaws and IG information must be handled well in advance of the conference. Keep in mind meeting dates of the LCs and give them time to meet and choose delegates, assign conference responsibilities, look over bylaw's revisions, etc. when preparing your Call-to-Conference.
15. Every Regional Conference must be self-supporting. Registration of \$4.00 for every member and MAL of the region attending MUST be remitted to the State Rep at the close of your conference. Checks should be made out to BWM. This \$4.00 fee should be included into the registration fee.
16. The Regional Conference pays the state representative and traveling companion's registration fee. The State pays the State Rep's mileage. A courtesy give to the State Rep is nice, but in recent years many regions have chosen to make an honorarium gift to the State Foundation.
17. You will instruct the Regional Secretary (or Secretary/Treasurer) to keep minutes of the meeting. She will complete the appropriate state forms and registration form for the Director to include as part of her report to the State President Elect within fifteen (15) days after the conference. Copies of all Conference materials should be filed with the Director's records for future reference.
18. The Registration Chair should be called on to present her report to the Conference. She should furnish the registration form to the Regional Secretary to be included with the regional minutes of the conference and provided to the Regional Director for her Conference report.
19. Your main role as Regional Director is to serve as a liaison between the LC and the State Board of Directors and to observe the LC in action. Some information you might include in your Service Visit reports: how many members are present, any new members, any problems with membership, programs, information from state, and ideas the LC wants passed on to the State Board, your evaluation of the meeting you attended and other pertinent information.

20. Review the forms that is included in the manual for Regional Conference planning and the Conference report.
21. Schedule your Service Visit at a regular business meeting of the Local Clubs, preferable for a date before Regional Conference.
22. Service Visit reports and vouchers for mileage must be submitted to the President Elect at least one day preceding a State Board Meeting. Payment for Service Visit mileage will be paid only at State Board Meetings after the report of the visit has been filed. There is no allowance for lodging and food during service visits.
23. Make every effort to be an informed representative of BWM. Keep your calendar current. Make time to attend your regional locals' special activities besides your required Service Visits. Do plan to attend the State Board meetings. This is your opportunity to keep informed of what is happening. (If you cannot attend the meeting, mail your report to the State Vice President.) Read your *Missouri Business Women*.

Regional Conference Planning

Regional Director: Submit a copy of this report immediately after planning is completed to:

BWM Missouri Vice President

Region _____ Director _____

Date of Conference _____ Hours _____

Location of Conference _____ City/Meeting Place _____

Local Club _____

Date of Planning Meeting(s) _____

Local Clubs Attending_____

Plans:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BWM Regional Conference Report

Part 1: To be completed by the Regional Secretary

Region _____ Date _____

Held at _____ in the city of _____

Local Club Hostess _____

The Regional _____ Conference was called to order at (time) _____

by Regional Director _____, who presided.

Local Clubs answering roll call were:

Key Points addressed at the conference _____

Summary of the conference _____

Account of Business Session: _____

Nomination for Regional Director Elect: Please give name, club, address, phone number and email address

The Registration Committee report showed a total attendance distributed as follows:

An invitation was issued by the _____ LC for the 20____ Conference.

Meeting adjourned at _____ (time).

Signed _____ Regional Secretary

BWM Regional Conference Report

Part 2: To be completed by the Regional Director

Number of LCs in Region_____ Number of LCs Attending_____

Number of New Members_____ Number of Charter Members Present_____

State Board Member Present_____

20____ Hostess LC_____

Brief Description of Program:

Your Evaluation and Comments:

Signed Regional Director_____

Part 2: To be completed by the Registration Chair

Number Present: _____ Members of Local Clubs in Region_____
_____ MAL members in Region_____

Total Present _____

Registration_____ Total Present x \$4.00 = \$_____ to be given to State Representative
and made payable to BWM.

Signed Registration Chair_____

Address_____

Street City State Zip

Phone () _____

Please include financial statement.

Service Visit Schedule

Submit a copy of this report as soon as possible to:

BWM Missouri State President

Local Club President _____ Address _____

Date _____

Scheduled Report of visit to the President

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- Schedule your Service Visit at a regular business meeting of the Local Club preferably for a date before the Regional Conference.
- Submit Service Visit report to the Vice President within 15 days of the visit.
- Submit vouchers for mileage for Service Visits to the Vice President no later than the day preceding a State Board Meeting.
- Payment of Service Visit vouchers will only be made at State Board Meetings.
- Mileage will not be paid until report of visit has been filed.

BWM Regional Director Service Visit Report

Please fill out in triplicate: Type or print. Retain one copy for your file and mail one copy each to:

**BWM Missouri State President
and
BWM Missouri State Vice President**

Your Responsibilities During a Service Visit to a Local Club

Your main role as Regional Director is to serve as a liaison between the LC and the State Board of Directors and to observe the LC in action. Some things you may want to look to include:

- How many members are present? Are there any new members?
- Is the LC having any problems with membership, programs, information from state?
- Does the LC have any ideas/suggestions to pass along to the State Board?
- What is your evaluation of the meeting you attended?
- Was it a regular monthly meeting or a special event?
- (NOTE: Service visits should be made during regular monthly meetings whenever possible.)

Local Club Visited _____ Date Visited _____

Reason for Visit _____

Type of Meeting Held _____ Approximate Number in Attendance _____

Local Clubs Attending Other than Hostess LC _____

Facts learned concerning program and progress of LC visited:

Remarks and Recommendations:

Signature _____ Date _____

State Office Held _____

BWM State Board Member Service Visit Schedule

Please fill out two (2) copies: type or print.

BWM Missouri State President

Your Responsibilities During a Service Visit to a Local Club

Your main role as a State Board Member is to serve as a liaison between the LC and the State Board of Directors and to observe the LC in action. Some things you may want to look to include:

- How many members are present? Are there any new members?
- Is the Local Club having any problems with membership, programs, information from state?
- Does the Local Club have any ideas/suggestions to pass along to the State Board?
- What is your evaluation of the meeting you attended?
- Was it a regular monthly meeting or a special event?
- (NOTE: Service visits should be made during regular monthly meetings whenever possible.)

Local Club Visited _____ Date Visited _____

Reason for Visit _____

Type of Meeting Held _____ Approximate Number in Attendance _____

Local Clubs Attending Other than Hostess LC _____

Facts learned concerning program and progress of LC visited:

Remarks and Recommendations:

Signature _____ Date _____

State Office Held _____

Appendix IV

Forms



Business Women *of* Missouri

Elective/Appointive Position Consent to Serve

To Business Women of Missouri

From:

Name _____

Address _____

City _____ State _____ Zip _____

Phone(s) Home(____) ____ - ____ Business (____) ____ - ____ Cell (____) ____ - ____

Local Club _____

Position _____

I hereby give my consent to have my name place in nomination for an elective/appointive (delete one) office and I further consent to serve to the best of my ability if elected/appointed (delete one).

I am familiar with the goals and objectives of the Business Women of Missouri and pledge my support of the same.

Further, I am in support of the Legislative Platform of the Federation and pledge my support to all items without reservations as a member of the Board of Directors of Business Women of Missouri.

Signature _____ Date _____

Mail this form with the Elective/Appointive Position Endorsement form to:

Nominations Chair

Elective/Appointive Position Endorsement (delete one position)

Prepare separate forms for each endorsed member. Please save in a .doc or .docx file, be concise.

The Local, _____ at a regular meeting on _____

Endorsed for elective/appointive (delete one) in Business Women of Missouri the following member:

Name _____

Address _____

City _____ State _____ Zip _____

Phone(s) Home(____)____ - _____ Business (____)____ - _____ Cell (____)____ - _____

Position for which endorsed _____

Elective: Please state if you do not wish to designate specific office.

Appointive: More than one is permissible.

Do you have your Local Club President's endorsement? Yes _____ No _____

Member's Business or Profession: (include past positions)

Member's Experience in Local Club and/or State Club: (include applicable special experience for endorsed position)

Membership in Other Organizations: (include church and civic activities)

How much time is available for BWM work? _____

Does member have adequate means of transportation? _____

Business Women of Missouri Foundation, Inc.

Contributions Transmittal Form

Instructions:

Use this form to send contributions to Business Women of Missouri Foundation, Inc.

Attach this form with your check (contribution).

Include the following information:

- If the gift is intended for a specific Foundation program or fund or is "In Honor Of" or "In Memory Of", please indicate in the column labeled "Type of Contribution."
- NOTE: Notification of contribution will be sent upon request.
- Please provide name and address of where to send notification.
- If this gift is intended for: Phyllis Sanders Memorial Scholarship _____
Alberta J. Meyer Memorial Scholarship _____
Sue Panetti-Lee Scholarship _____
Elizabeth Halpin Scholarship _____
General Scholarship _____

Attach check payable to *Business Women of Missouri Foundation, Inc.*

Mail check with appropriate forms to:

Debra Saffer PSP, Treasurer
306 Wildberry Lane, St. Charles, MO 63304
debsaffer@gmail.com

Local and/or Type of _____

Amount _____

Individual's Name _____

Contribution _____

Total \$ _____

All contributions received between March 1 and February 28 of the following year will be applied to the Foundation Challenge.

Bronze Challenge	\$50-\$99
Silver Challenge	\$100-\$199
Gold Challenge	\$200-\$499
Ruby Challenge	\$500-\$999
Diamond Challenge	\$1000+

Mail to: **Debra Saffer PSP, Treasurer**
306 Wildberry Lane, St. Charles, MO 63304
debsaffer@gmail.com

Business Women of Missouri Foundation, Inc.
Local Club Foundation Challenge

Please complete the following and postmark no later than **March 1**
to Business Women of Missouri Foundation, Inc. Treasurer

Local _____ Region _____

Membership as of March 1, 20_____ # _____

Local Club Contact _____

Address _____

Telephone _____

Donations to State Foundation by Club

In Memory of	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

In Honor of	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Total Contribution by Local \$ _____

Average per member _____

Bronze Challenge	\$50-\$99
Silver Challenge	\$100-\$199
Gold Challenge	\$200-\$499
Ruby Challenge	\$500-\$999
Diamond Challenge	\$1000+

Mail to: **Debra Saffer PSP, Treasurer**
306 Wildberry Lane, St. Charles, MO 63304
debsaffer@gmail.com

Fundraiser Form

In order to avoid duplicating fundraising items with the Business Women of Missouri logo, the following form must be submitted to the Finance Chair, who will forward to the State President for approval.

Date_____

Local or Region_____

Item Description_____

Approved_____

President

Date_____

Submit to:

BWM Missouri Vice President



Business Women of Missouri

Information Sheet for State Public Relations Chair

Name _____

Home Address _____

City _____ State _____ Zip _____

Telephone(s)

Home(____)____ - _____ Business(____)____ - _____ Cell(____)____ - _____ Fax(____)____ - _____

Email Address _____ BWM LC _____

Employer (w/address) _____

Job Title and Description _____

Offices Held in Business Women of Missouri Local Club _____

State Offices/Appointments Held _____

Education/Vocational Training Background _____

Honors/Awards Received _____

Other Clubs/Associations _____

Send to: **Public Relations Chair**

Local Business Women of Missouri New Officers Form

2023-2024 Officers

The deadline for inclusion in the Manual is June 1

Local Club _____ Region _____

Day, Week Local Club Meets _____

Please list below the officers for the 2023-2024 year. PLEASE type or print the information clearly. PLEASE check the accuracy of the information with new officers to help reduce the change of error. Remember that an email address is required for each Local Club for communications. Be sure to include area code with phone numbers.

President _____

Street Address _____

City _____ State _____ ZIP _____

Phone: Work _____ Cell _____ Home _____

Email _____

President Elect _____

Street Address _____

City _____ State _____ ZIP _____

Phone: Work _____ Cell _____ Home _____

Email _____

Recording Secretary _____

Street Address _____

City _____ State _____ ZIP _____

Phone: Work _____ Cell _____ Home _____

Email _____

Treasurer _____

Street Address _____

City _____ State _____ ZIP _____

Phone: Work _____ Cell _____ Home _____

Email _____

Your local club's copy of the 2023-2024 State Manual will be emailed.

The deadline for inclusion in the Manual is June 1.

Local Club Mentoring For Business Women of Missouri

Local Clubs are encouraged to participate in the Mentoring Competition sponsored by the State Business Women of Missouri. The State Mentoring Committee will recognize one local club at State Conference in April.

Qualifications

Mentor – A Trusted Advisor

- Building Powerful Women by implementing our past state presidents as mentors to newer members.
- Building Powerful Women by seeking out scholarships that are available in their community or at their college/university of choice.
- Building Powerful Women by having mentors who share the same experience and career choice as their mentee.

Mentoring Application March 2024

Local Club_____

Region_____

Briefly describe why you feel your Local Club deserves to be recognized by the State Business Women of Missouri.

Mentoring Chair: (signature)_____

President: (signature)_____

Mail (postmarked by **March 1**) to:

Mentoring Chair

Local President's Annual Membership Report

All Local Presidents should compile this report with the assistance of the Membership Chair. The report should be postmarked NO LATER THAN MARCH 1, and mailed to the **BWM Membership Chair**.

Local Club _____ Region _____

Report Submitted By _____ Office _____

Street Address _____

City _____ State _____ ZIP _____

Phone(s) Home(____) ____ - _____ Business (____) ____ - _____ Cell (____) ____ - _____

Email _____

Number of Members on March 1 previous year _____

Number of Members on March 1 this year _____

Number of Continuing Members as of March 1 _____

Number of New Members _____ as of March 1 _____

Average Meeting Attendance _____

[Attempted to organize a new Local Club] Organized a new Local Club

Name of new Local Club _____

The following members sponsored new members. List below.

New Member

Sponsoring member

(Attach additional page(s) if necessary.)

The following members have died this year.

Please Note: Award Entries are contained elsewhere in the manual.

Membership Renewal Form



Business Women of Missouri

Annual Membership Dues

Membership Type <small>Check one</small>		Name		Member ID	
<input type="checkbox"/> NEW					
<input type="checkbox"/> Renew		Address			
<input type="checkbox"/> Reinstate					
<input type="checkbox"/> Info Change		City		State	Zip
Amt Paid		Home Phone		Work	Cell
	\$50 Member of Local	Email			
	\$50 Member @ Large				
	\$20 Student Member				
	NEW member	E News: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Pro-rated Amount				

Membership Type <small>Check one</small>		Name		Member ID	
<input type="checkbox"/> NEW					
<input type="checkbox"/> Renew		Address			
<input type="checkbox"/> Reinstate					
<input type="checkbox"/> Info Change		City		State	Zip
Amt Paid		Home Phone		Work	Cell
	\$50 Member of Local	Email			
	\$50 Member @ Large				
	\$20 Student Member				
	NEW member	E News: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Pro-rated Amount				

Membership Type <small>Check one</small>		Name		Member ID	
<input type="checkbox"/> NEW					
<input type="checkbox"/> Renew		Address			
<input type="checkbox"/> Reinstate					
<input type="checkbox"/> Info Change		City		State	Zip
Amt Paid		Home Phone		Work	Cell
	\$50 Member of Local	Email			
	\$50 Member @ Large				
	\$20 Student Member				
	NEW member	E News: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Pro-rated Amount				

Local Club	
Contact Name	
Contact Email	
Contact Phone	
DATE	

Please remit ALL DUES directly to

BWM State Treasurer
1501 Rex Ave. Apt. 70
Joplin, MO 64801

Questions?

Call State Treasurer
Sharron Sutton @ 417-529-9195
Sharronsutton512@gmail.com

You may request copies of the membership form by email from, **Membership Chair**



Business Women of Missouri

New Local Club Application

The _____
Name of Local Club

Of _____
City and State

Hereby makes formal application for membership in the Business Women of Missouri Federation.

This is to certify that:

The enclosed Bylaws were adopted on _____
Date

The Local Club has been formed independently of any other national membership organization, and all (#) _____
Charter members are supportive of the Business Women of Missouri Club.

Each member has paid dues and a check for \$ _____ was sent to the State Treasurer on _____
Date

This check covered State dues for fiscal year _____.

Local dues have been paid directly to the Local Club.

This Local Club uses the following dues structure:

Member of Local \$ _____ Student Dues \$ _____

This Local Club meets at (day of month and time) _____ () AM or () PM.

Local Club President Date

Local Club Recording Secretary Date

Sponsoring Local Club or Region



Business Women *of* Missouri

New Local Club State Approval

I have reviewed and approved this Local Club bylaws:

Signature of Person designated by State BWM

Date

All requirements for Business Women of Missouri State membership have been fulfilled:

State President Signature

Date

Please make three (3) copies.

Send to:

- 1. State Bylaws Chair**
- 2. State Membership Chair**



Business Women of Missouri

New Local Club State Approval

The _____
Business Women of Missouri

Of _____
City and State

(Please type or print clearly)

Charter Member Name

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

Make copies if necessary.



Business Women *of* Missouri



2023-2024
Membership Orientation Manual

Welcome to BWM



Michelle Sparks
Business Women of Missouri
President 2023-2024

Welcome to Business Women of Missouri. You are joining a long history that first started as Business and Professional Women (BPW) and is not 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 10 clubs with membership at 145.

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.

Michelle Sparks
BWM State President 2023-2024

Business Women of Missouri

Membership Orientation Manual

Table of Contents

Welcome to BWM.....	105
Table of Contents.....	106
An Outline to Introduce you to Business Women of Missouri	107
I. A History of BPW, before we became BWM	107
A. National.....	107
B. State - Missouri	107
C. Districts/Regions	108
D. Missouri BPW Transition into a new clue: Business Women of Missouri.....	108
II. Member Resources.....	109
A. State	109
III. Dues	110
IV. Meaning and Purpose.....	110
A. Mission	110
B. Vision.....	110
C. Objectives	110
D. Collect	110
E. Emblem Benediction	111
F. Emblem/Pin	111
G. Colors	111
H. Bylaws and Standing Rules.....	112
V. Requirements and Responsibilities of Members	112
A. Requirements for Membership	112
B. Responsibilities (Giving – not Getting)	112
C. Participation	112
VI. Benefits of Membership	113
A. Individual Growth	113
B. Generations Taking Charge	113
C. State Foundation	113
D. National Foundation	113
E. BWM Legislative Platform	114
F. BWM Publications	114
G. BWM Awards.....	114
H. BWM Accomplishments.....	114
VII. Activities	114
A. Conferences.....	114
B. Board of Director’s Meetings	115
C. Business Women’s Week	115

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. National

In 1917, after the United States became involved in World War I, our government leaders realized the potential of “woman power”. While women were organized into groups by separate professions, religions or culture, the War Department recognized that there was not an overall business and professional group. Because of this the Women’s War Council was established for this purpose.

Various information about trained women in all areas, was gathered by this Council and was reported to the Secretary of War. They found that women’s groups existed along professional lines, but they were local and had no communication with each other. An invitation was sent by the Council to two leading women from each state east of the Rockies to meet in New York to establish a National Business Women’s Committee.

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 agreed to continue their work of classifying and organizing trained womanpower as a post-war project. After much work, the organizing committee recommended the establishment of state federations. A meeting of delegates from each state gathered at a National Convention in St. Louis in July 1919 with the objective of founding a permanent national organization.

By the third and final day of the meeting, the first National President was elected. The name National Federation of Business and Professional Women’s Club was accepted, and a constitution was adopted. The National Federation was originally incorporated on July 18, 1921, in New York. The Emblem was selected which consisted of the Nike, Torch, Wand, Ship of Commerce, and Scroll symbols within a Golden Circle. 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 1944-1946 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 the 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 locations and currently we have four regions (as of 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 stat 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 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 McGinniss 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 attending 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 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 of 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 signature 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 to either side was granted a Certificate of Registration by the Missouri Secretary of State. A facsimile of said mark has been duly recorded and is registered for a period of ten years and will expire May 2, 2022. (NOTE: renewal of logo is in process.)

II. Member Resources

A. State

1. The *Missouri Business Woman* (our state magazine) is published quarterly and is a resource for current information and changes for the state.
2. 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.

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, of 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 a 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 emblem below on the left is the original emblem as it was adopted in 1921. The emblem below on the right is the emblem as it was revised for the newly transitional Business Women of Missouri. The symbolism in the emblem is:

NIKE: The Winged Victory of Samothrace – the symbols 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 dinged 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 change 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 not pic 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 president.

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.

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 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 opinions, 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 non-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 the State of Missouri.
3. Scholarships granted from the Hazel R. Kohring Women in Transition Scholarship Fund.
4. Scholarships granted from the Sue Panetti-Lee Scholarship Fund.
5. Scholarships granted from the Elizabeth Halpin Scholarship Fund.
6. Scholarships granted from the Alberta J. Meyer 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 Business Women of Missouri Foundation 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. This, 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 focuses 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 who were re-entering the workforce.
4. The Foundation was funded by annual contributions through Local Clubs, by individual gifts, memorials and bequests.

E. BWM Legislative Platform

State Legislative Platform

1. Addresses matters in Missouri that affect all women; especially working women.
2. Encourages lobbying for introduction of and passage of regulations and laws that will correct present inadequacies and prevent future discriminatory acts.
3. 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 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. The 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.

C. Business Women's Week

This third full week in 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 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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