



SEDALIA BUSINESS WOMEN

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SEDALIA BUSINESS WOMEN BYLAWS

ARTICLE I: NAME

The name of the Organization shall be Sedalia Business Women, hereinafter referred to as SBW.

ARTICLE II: MISSION

The mission of SBW shall be:

- To achieve equity for all women in the workplace through advocacy, education, and information.
- 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.
- To promote the interests of working women through education, information, and fellowship.
- To promote fellow SBW members' businesses, organizations, and causes through patronage and support.

ARTICLE III: POLICIES

SBW shall be non-sectarian, non-partisan, and non-profit.

ARTICLE IV: MEMBERSHIP

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

- a. Member – Membership shall be open to all individuals.
- b. Student Member
 1. Individuals enrolled, no less than 9 hours per semester, 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 SBW member.

SECTION 2. To be in good standing, a member's dues must be current and paid no later than July 31st of the respective year.

ARTICLE V: DUES

SECTION 1. Dues are payable upon acceptance to membership and renewable annually between May 1st to May 31st of the respective year. Dues must be paid no later than July 31st to remain in good standing.

SECTION 2. Annual dues for members shall be:

- a. Member - \$67 for new members; \$62 for renewing members
- b. Student members - \$20

ARTICLE VI: FISCAL YEAR

The fiscal year shall commence on May 1st and end on April 30th.

ARTICLE VII: OFFICERS

SECTION 1. The officers of SBW shall be President, President-Elect, Vice President, Secretary, and Treasurer.

SECTION 2. Offices shall be held by members who are in good standing and are not currently enrolled in high school.

SECTION 3. A term of office shall be one year.

SECTION 4. Officers shall assume their duties immediately following the May meeting and shall serve one year or until their successors are duly elected.

SECTION 5. Vacancies in Office

- a. In the event of a vacancy in the office of the President, the President-Elect and Vice President shall move up in succession.
- b. Vacancies of other offices shall be filled by Presidential appointment.
- c. Succession of officers or Presidential appointment of officers must have the approval of the Board of Directors by a two-third vote.

ARTICLE VIII: ELECTIONS

A President, President-Elect, Vice President, Secretary, and Treasurer shall be elected at each annual meeting.

ARTICLE IX: DUTIES OF OFFICERS

SECTION 1. The President shall be the principal officer of the Organization and shall:

- a. Preside at all meetings of the Organization and the Board of Directors;
- b. Be an ex-officio member of all committees except the Nominating Committee;
- c. Appoint standing committee chairs, special committees, and a Parliamentarian;
- d. Make individual appointments as deemed necessary; and
- e. Ensure a coordinated program, including projects and activities, shall be developed for the ensuing year in accordance with the objectives of SBW.

SECTION 2. The President-Elect shall serve as an assistant to the President and shall:

- a. Assume the duties of the President in the President's absence or inability to serve for the unexpired portion of the term;

- b. Serve as chair of the Finance Committee; and
- c. Serve in any other capacity as assigned by the President.

SECTION 3. The Vice-President shall serve as an assistant to the President and President-Elect and shall:

- a. Serve as chair of the Membership Committee; and
- b. Serve in any other capacity as assigned by the President.

SECTION 4. The Secretary shall record the minutes of SBW and report on these at each meeting.

SECTION 5. The Treasurer shall be responsible for all monies of SBW and shall report on the financial standing at each board meeting.

SECTION 6. Each officer shall deliver to their successor, immediately after retiring from office, all accounts, records, documents, and other properties belonging to SBW.

ARTICLE X: STANDING COMMITTEES

SECTION 1. The standing SBW committees shall be Finance, Executive, Scholarships, Communications, Public Policy, Public Relations, Socials, Membership, Foundation, Community Outreach, Special Projects, and Installation.

SECTION 2. Committee chairs and members shall be appointed for a term of one year and may be re-appointed in following years.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure, comprised in the current edition of *Robert's Rules of Order*, shall govern all proceedings of SBW, subject to such special rules as have been or may be adopted.

ARTICLE XII: AMENDMENTS

These Bylaws may be amended at any dinner meeting of the membership, provided fourteen days' written notice is given prior to the meeting at which they are considered, and provided their adoption is approved by a 75 percent majority of the membership. Voting members of the organization shall vote on a Bylaws change that substantially changes the mission of the Organization. Votes may be taken in person, by mail, or electronically. Such vote shall have the force and effect of a vote taken at in-person meetings. The Secretary's records shall contain an accurate record of all such votes.

ARTICLE XIII: ADOPTION

These Bylaws go into effect immediately upon their adoption.

ARTICLE XIV: DISSOLUTION

The Organization can only be dissolved in accordance with the provisions of the Missouri Revised Statutes. The liabilities of the Organization shall be paid upon dissolution and the remaining assets thereafter shall be distributed to a not-for-profit organization with a mission and purpose that is similar to the organization.

APPENDIX – DUES

Membership Dues Table

Annual dues are \$62 per member and \$20 for student members. Dues shall be paid in May each year. New members, excluding student members, shall pay an additional installation fee of \$5. If joining in any month, other than May of the year, dues are pro-rated for the remainder of the first membership year.

Month Joining	Membership Dues
<u>May</u>	<u>\$67.00</u>
<u>June</u>	<u>\$62.75</u>
<u>July</u>	<u>\$57.50</u>
<u>August</u>	<u>\$52.25</u>
<u>September</u>	<u>\$47.00</u>
<u>October</u>	<u>\$41.75</u>
<u>November</u>	<u>\$36.50</u>
<u>December</u>	<u>\$31.25</u>
<u>January</u>	<u>\$26.00</u>
<u>February</u>	<u>\$20.75</u>
<u>March</u>	<u>\$15.50</u>
<u>April</u>	<u>\$10.25</u>

Student Members

Month Joining	Membership Dues
<u>May</u>	<u>\$20.00</u>
<u>June</u>	<u>\$19.25</u>
<u>July</u>	<u>\$17.50</u>
<u>August</u>	<u>\$15.75</u>
<u>September</u>	<u>\$14.00</u>
<u>October</u>	<u>\$12.25</u>
<u>November</u>	<u>\$10.50</u>
<u>December</u>	<u>\$8.75</u>
<u>January</u>	<u>\$7.00</u>
<u>February</u>	<u>\$5.25</u>
<u>March</u>	<u>\$3.50</u>
<u>April</u>	<u>\$1.75</u>

POLICY ITEMS

OBJECTIVES

The objectives of SBW shall be:

- To elevate the standards for women in business and in their professions;
- To promote the interest of business and professional women;
- To bring about a spirit of cooperation among business and professional women;
- To extend opportunities to business and professional women through education in industrial, scientific, and vocational activities; and
- To support fellow SBW members' businesses, organizations, and causes.

MONTHLY MEETINGS

1. Dinner meetings shall be held monthly on the first Thursday of the month. The time and location of the meeting may be changed by a two-thirds vote of the members present at the previous meeting. In the event of an emergency, the Executive Committee, may change the meeting date/time/location by a two-thirds vote of the Committee.
2. The April dinner meeting of each year shall be designated the annual meeting, at which time the incoming slate of officers shall be elected by a two-thirds vote of the members present.
3. Special meetings may be called by the President, or by any five members, provided all members are notified, in writing, of the time, place, and purpose of such meeting. No matters of business shall be considered at special meetings except that stated in the call for the meeting. One-fourth of the members of SBW shall constitute a quorum at any special meeting.
4. No member shall have more than one vote. Members may vote in-person, by mail, or electronically. All mail-in and electronic votes should be sent to the Secretary of the Board of Directors.

BOARD OF DIRECTORS

1. The elected SBW officers, immediate past President, hereinafter 'Director', standing committee chairs, and Presidential appointees shall constitute the Board of Directors.
2. The Board of Director shall:
 - a. Conduct the business of SBW;
 - b. Make recommendations for the Organization's growth and prosperity;
 - c. Make recommendations to the Organization regarding proposed amendments to the Bylaws;

- d. Transact any business between meetings of the Organization and report thereon at the next meeting of the Organization;
 - e. Report at the annual meeting the activities and accomplishments transacted by the Board of Directors during the Organization's fiscal year; and
 - f. Approve all policy items.
3. The Board of Directors shall hold a minimum of four meetings during the year.
4. Special meetings of the Board of Directors may be called by the President or by a majority of the Board members, provided two are elected officers.
5. At the request of the President, a vote of the Executive Committee may be taken by mail or electronically. Such vote shall have the force and effect of a vote taken at in-person meetings. The Secretary's records shall contain an accurate record of all such votes.
6. Ten percent of SBW membership, as of April 30th, shall constitute a quorum of the Board of Directors.
7. No member shall have more than one vote. Members are permitted to vote in-person, by mail, or electronically. All mail-in and electronic votes should be sent to the Secretary of the Board of Directors.

EXECUTIVE COMMITTEE

1. The elected officers and Director of SBW shall constitute the Executive Committee
2. The Executive Committee shall have authority to act for the Board of Directors between meetings of the Board and shall report thereon at the next meeting of the Board.
3. The Executive Committee shall meet on-call by the President, or by any three members of the committee, for consideration of special matters between regular meetings of the Organization and the Board of Directors.
4. Standing committees and Presidential appointments shall be subject to the approval of the Executive Committee.
5. At the request of the President, a vote of the Executive Committee may be taken by mail or electronically. Such vote shall have the force and effect of a vote taken at in-person meetings. The Secretary's records shall contain an accurate record of all such votes.

6. A majority of the Executive Committee officers shall constitute a quorum for a meeting of the Executive Committee.
7. No member shall have more than one vote. Members are permitted to vote in-person, by mail, or electronically. All mail-in and electronic votes should be sent to the Secretary of the Board of Directors.

STANDING COMMITTEES

1. The standing committees of SBW shall be Finance, Executive, Scholarships, Communications, Public Policy, Public Relations, Socials, Membership, Foundation, Community Outreach, Special Projects, and Installation.
2. To be eligible to serve as a committee chair or member of a standing committee, a member must be in good standing and not be a high school student.
3. Committee chairs and members shall be appointed for a term of one year and may be re-appointed in following years.
4. All committees shall be comprised of a chair and a minimum of two members.
5. All committees shall be responsible for the program of a designated dinner meeting, unless otherwise stipulated.
6. Committees may choose a guest speaker to present on a topic aligning with SBW's mission. Should a guest speaker be selected, the committee shall present the speaker with an honorarium contribution to an organization or cause of the speaker's choice.
7. Duties of committees shall be as follows:
 - a. The **Finance Committee** shall be chaired by the President-Elect. The committee shall oversee the June dinner meeting. It shall be the duty of the Finance Committee to prepare the club's annual budget, to have general supervision of all SBW expenditures, and to assist SBW in developing sound financial policy. The Finance Committee chair shall be an ex-officio member, without vote, of all committees that disburse SBW monies.
 - b. The **Executive Committee** shall be chaired by the President. The committee shall oversee the July dinner meeting. It shall be the duty of the Executive Committee to enforce all duties and responsibilities previously prescribed. It shall further be the duty of the Executive Committee to exhibit leadership, educate members on club activities, illicit a spirit of cooperation among members, and mentor future leaders within SBW.

- c. The **Scholarships Committee** shall be chaired by a member at-large. The committee shall oversee the August dinner meeting, the distribution of SBW Scholarships, and assist the Foundation Committee in the annual Red Purse Raffle. The committee shall prepare the application and requirements for SBW scholarships, solicit applicants, and review applications. The committee shall select scholarship recipients and present scholarship awards to recipients at the August dinner meeting.
- d. The **Communications Committee** shall be chaired by a member at-large. The committee shall oversee the September dinner meeting. It shall be the duty of the committee to notify members on the date/time/location of each monthly dinner meeting and any social events of the club. The committee shall report all reservations for monthly meetings and special functions to designated individuals. The committee shall plan and coordinate the Annual SBW Paddle Party.
- e. The **Public Policy Committee** shall be chaired by a member at-large. The committee shall oversee the October dinner meeting. It shall be the duty of the committee to inform the Organization's members of local, state, and national legislative and policy issues impacting business and professional women. The committee shall further plan, coordinate, and host candidate forums during election years.
- f. The **Public Relations Committee** shall be chaired by a member at-large. The committee shall oversee the November dinner meeting. The committee shall invite elected officials and local community leaders to the dinner meeting. The committee shall plan and coordinate the dinner meeting with the Business Women's Week, Employer of the Year, and Woman of the Year Committees. The committee shall report all of the Organization's activities, during the course of the year, to local news outlets, on the SBW website, and social media.
- g. The **Socials Committee** Chair shall be a member at-large. The committee shall oversee the December dinner meeting. It shall be the duty of the committee to plan and arrange social events for the Organization. The committee shall report social events to the Communications Committee so they may notify members of the activities and request reservations for the events.

- h. The **Membership Committee** shall be chaired by the Vice-President. The committee shall oversee the January dinner meeting. It shall be the duty of the committee to promote, recruit, expand, and stabilize SBW membership. The committee shall be responsible for the installation and orientation of new SBW members.
- i. The **Foundation Committee** shall be chaired by a member at-large. The committee shall oversee the February dinner meeting, the Red Purse Raffle, and assist the Scholarships Committee in the distribution of SBW Scholarships. The committee shall plan and coordinate fundraising activities at the February dinner meeting to generate funds to be distributed to annual scholarship recipients.
- j. The **Community Outreach Committee** Chair shall be a member at-large. The committee shall oversee the March dinner meeting. It shall be the duty of the committee to create opportunities throughout the year for the Organization to engage in community outreach activities through volunteerism, resource fairs, and fundraising activities of local non-profits and organizations.
- k. The **Special Projects Committee** shall be chaired by two to three members at - large. The committee shall oversee the annual Chicken Dinner in October and the April dinner meeting. The committee shall select the recipients of the proceeds of the Chicken Dinner and present the proceeds at the April dinner meeting. The committee shall plan and coordinate other SBW fundraising activities at the discretion of the Board of Directors.
- l. The **Installation Committee** shall be chaired by a member at-large. The committee shall oversee the May dinner meeting. In coordination with the incoming President, the committee shall plan and coordinate the installation of new officers. The committee will ensure the incoming President will be installed by a past SBW President.

OTHER APPOINTMENTS

1. The President shall appoint the following positions/chairs and committees: Auditor, Bell Ringing, Bylaws, Chaplain, Historian, Hospitality, Parliamentary, and Programs. The President shall further appoint members to the Business Women's Week, Employer of the Year, Women of the Year, Holiday Baskets, and Nominating Committees.
2. The **Auditor** shall review and verify the accuracy of financial records and ensure SBW complies with all tax laws.

3. The **Bell Ringing** Chair shall plan and coordinate members participation in the Salvation Army's annual bell ringing campaign.
4. The **Bylaws** Chair shall review the Bylaws, no less than annually, and make revisions as directed by the Board of Directors.
5. The **Chaplain** shall provide spiritual support and guidance to members by offering the prayer at all SBW dinner meetings. Upon the death of an Organization member, the chair shall plan and coordinate a memorial to honor the member, inviting the member's family to attend.
6. The **Hospitality** Chair, upon the death of a member, or a member's spouse, parent, or child, shall send cards of condolence.
7. The **Historian** shall be responsible for preserving the Organization's history for current and future members by photographing SBW activities and collecting documents and memorabilia.
8. The **Parliamentarian** shall advise the Board of Directors, committees, and members on matters of parliamentary procedure.
9. The **Programs** Chair shall be responsible for the formatting, printing, and distribution of programs at dinner meetings.
10. The **Business Women's Week Committee** shall be chaired by a member at-large. The committee shall plan and coordinate SBW events for the nationally recognized Business Women's Week. The committee shall publish SBW's planned activities with local news outlets, on the SBW website, social media, and provide notification to all members. As part of the week, the committee shall select a service project and present the results of the project to the selected recipient at the November dinner meeting. The committee shall coordinate preparations of the November dinner meeting with the Public Relations, Employer of the Year, and Woman of the Year Committees.
11. The **Employer of the Year Committee** shall be chaired by a member at-large. The committee shall be responsible for the preparation and requirements for applications for the Employer of the Year. The committee shall solicit and review all applications. The committee shall select the Employer of the Year and coordinate their attendance at the November dinner meeting. The committee shall order and present the Employer of the Year award to the selected recipient. The committee shall coordinate preparations of the November dinner meeting with the Public Relations, Business Women's Week, and Woman of the Year Committees.

12. The **Woman of the Year Committee** shall be chaired by a past SBW Woman of the Year. The Woman of the Year Committee shall only be comprised of past SBW Women of the Year. The committee shall be responsible for the preparation and requirements for applications for the Woman of the Year. The committee shall solicit and review all applications. The committee shall select the Woman of the Year and coordinate their attendance at the November dinner meeting. The committee shall order and present the Woman of the Year award at the November dinner meeting. The committee shall coordinate preparations of the November dinner meeting with the Public Relations, Business Women's Week, and Employer of the Year committees.
13. The **Holiday Baskets** Chair shall be a member at-large. It shall be the duty of the committee to select a family or families, in need, to be recipient(s) of SBW Holiday Baskets. The committee shall obtain the family or families' wish list, solicit the community and SBW members for donations for the baskets, and present the baskets to the selected families. The committee shall report their activities to SBW members at the next dinner meeting.
14. The **Nominating Committee** shall be comprised of three members at-large, not currently serving on the Executive Committee. The committee shall recruit prospective Executive Committee officers for the Organization's incoming fiscal year and present the slate of officers to the Board of Directors for approval.

DONATIONS OR CONTRIBUTIONS

All requests for donations or contributions from SBW shall be presented to the Board of Directors for its recommended action. Board recommendations shall be approved by a vote of the membership at a dinner meeting.

BOARD OF DIRECTORS GIFT TO THE PRESIDENT

The President-Elect is responsible for acquiring the Board's gift for the outgoing President. The President's gift should be presented at the May meeting of the Board of Directors.

ASSETS OF THE ORGANIZATION

The Board of Directors shall oversee the financial assets of the Organization which includes general revenues and the following funds:

- a. Career Advancement Fund;
- b. Cindy Weaver Memorial Fund;
- c. Garansson Career Fund;
- d. SBW Shaw Fund;
- e. SBW Palmer Career Fund; and
- f. Warren Endowment Fund.

These funds, whose use is limited, are Board designated funds. The Board of Directors, may change the use of these funds, as needed, with the exception of the Warren Endowment Fund. The Warren Endowment Fund is a donor restricted fund with a principal balance of \$2500. The Organization may not invade the principal fund balance, but may use interest revenues from this Fund for scholarships.