

BPW/St. Petersburg-Pinellas Policies and Procedures

MEETINGS

Membership Meetings

Reservations

1. Reservations made are guaranteed reservations and if not canceled by the Tuesday noon deadline, individuals will be billed for the meeting. That means that anyone with a standing reservation who does not plan to attend a membership meeting must cancel by the Tuesday noon deadline.
2. Anyone who has not made a reservation by Tuesday (guest or member) will be charged an additional \$5. The one exception to this is first time guests since often they have just seen an announcement in the paper that day or the day before.
3. A standing reservation list will be maintained.
4. All guests will be asked about their meal choice at the time of their reservation, which must be paid in advance.

Attendance

All individuals in attendance at a membership meeting must pay for lunch. No one can attend without paying for lunch nor can anyone bring their own lunch.

Meeting Agenda

Each meeting will follow this general outline:

- Call to order; this will include a review of general housekeeping items:
 1. turn cell phones off or to vibrate only; if a cell phone goes off, the offender will be asked to contribute to the “silver pig”;
 2. we ask that attendees put their loose change in one of the two piggy banks circulated at the president’s discretion:
 - the “silver pig”; the money collected there is donated to the Education Foundation of the Florida Federation of Business and Professional Women’s Clubs, Inc.;
 - the “No Roads Closed to Tallahassee pig”; the money collected there offsets the cost of member participation in state Lobby Days/Committee Days activities;
 - the treasurer is the keeper of the pigs because they contain money;
 3. the lunch box is circulated to allow people to place their business card in and/or to pull one from the box, which provides those who select a card to get together for lunch outside the meeting and get to know one another better
- Self introductions: limited to 20 seconds for the purpose of saying what one does professionally and what one does for BPW now; past BPW involvement is reserved to state and national positions (e.g., past state president); announcements are to be reserved for later in the meeting
- Member spotlight: At designated meetings, one member will have 3 minutes to tell us about him/herself, using the member spotlight questions as a guide (See Appendix for sample questionnaire)
- Program
- Business
- Announcements: open to both members and guests for making announcements

The printed agendas will contain a calendar of upcoming events, with date, time and location information.

Material Distribution

Only members may put out promotional material at the meeting at the designated location for such material and only members may collect business cards for a promotion. However, the speaker and the member spotlight may display material at the dining tables.

Petitions

Any petition circulated at a membership meeting must first be approved by the Executive Committee.

Program

The program chair will ascertain the speaker's meal choice and convey that information to the luncheon reservationist. If others are coming with the speaker, the program chair will need to find out how many and what their meal choices will be. The expectation is that only the speaker's meal will be gratis; anything beyond that must be approved in advance by the Executive Committee.

Executive Committee Meetings

The purpose of Executive Committee (EC) meetings is to handle the day-to-day business of the local organization. Any member can attend these meetings, though only the elected officers have a vote. Any member who wishes to attend should notify the President in advance, as well as submit any item they would like to be put on the agenda. Members do not have to stay for the entire meeting and should be advised that the EC may need to go into executive session (i.e., only EC members present) for sensitive items.

Minutes

Minutes of the EC and regular member meetings shall be approved by the EC.

Draft minutes of EC and regular member meetings shall be emailed to the EC within 10 days of the meeting. EC members will have 3 days to review the minutes and suggest changes to the author. The meeting minutes (with changes as necessary) will then be posted to the members-only resource repository.

Any BPW/SPP member may suggest changes to regular meeting minutes by contacting the author of the minutes. The author of the minutes will consider the requested changes and then circulate the revised minutes to the EC for review. The revised minutes will then be posted to the members-only resource repository.

All posted minutes will be approved at the next available EC meeting.

MEMBERSHIP

New Members

New members receive the following:

- BPW emblem,
- Personalized BPW/SPP name tag,
- Personalized BPW small desk plaque and
- Access to the members-only resource repository, which includes the membership directory.

The cost of these items is covered by the \$20 new member fee.

Member Mentoring Program

Every new member is assigned a mentor. A goal of mentorship is to form bonds between the seasoned and incoming new members. The mentorship program timeframe is based on the first 90 days of the new incoming member.

Members who have been with BPW 2 years or more are eligible to be mentors.

Member Directory

The contact information contained in the member directory may not be used for solicitation purposes nor may it be provided to third parties for their use.

Membership Dues

Membership dues are non-refundable. The membership application will clearly state this policy.

Members-only Resource Repository

New BPW/SPP members will be added to the members-only resource repository group upon payment of the membership. Members will be removed from the members-only resource repository 60 days after their membership has lapsed or upon their request. Non BPW/SPP BPW members may be added at the discretion of the Executive Committee.

1. All messages posted to members-only conversation forums must be free of political and religious messages. Messages should be used for:
 - Discussion of BPW business,
 - announcements (either professional or personal),
 - personal requests for assistance, sharing useful resources,
 - calling for volunteers, committee members or requesting items, or
 - informing the group of available job opportunities.
2. Anyone who consistently ignores these guidelines will be placed on a “watch” status, meaning that all posted messages must be first approved by a group moderator.

Membership Awards

Two awards are given annually at the second meeting in April.

1. The Member of the Year is chosen by the EC to recognize the member who has made the greatest contribution to the LO and its membership throughout the year.

2. The Helen K. Leslie Award for Service and Dedication is chosen by the president to recognize the member who has provided the greatest support and help to the president throughout the year.

(See Appendix for the list of past recipients.)

PHILANTHROPY

The committee shall propose to the EC a calendar of activities incorporating known/recurring activities, and suggestions of organizations with which the LO may wish to partner for the BPW year. (Examples of recurring activities include, but are not limited to, Dr. MLK Jr. Breakfast, Breast Cancer Awareness Month, Black History Month, etc.)

Requests for BPW/SPP support of philanthropic activities (event sponsorships, table hosting, etc.) may be made by any member using the approved form (see Appendix), which is submitted to the EC for approval. The EC shall consider whether the activity is relevant to the mission and/or legislative platform of BPW in its decision, or alternately whether it recognizes a member's accomplishments.

PUBLIC RELATIONS

Individual Member

Any member, who is speaking in an official BPW capacity, should not speak against the BPW/FL legislative platform.

Use of BPW Logo

Any use of the BPW/SPP logo must be first approved by the Executive Committee.

Requests for BPW/SPP paid advertising may be made by any member using the approved form (see Appendix), which is submitted to the EC for approval. The EC shall consider whether the advertising opportunity is relevant to the mission and/or legislative platform of BPW in its decision, or alternately whether it recognizes a member's accomplishments (i.e. congratulatory advertising).

SCHOLARSHIP COMMITTEE

The members of the scholarship committee are the current and past presidents of BPW/SPP who are members in good standing.

FISCAL POLICIES

Budget

Annually the BPW/SPP Finance Committee prepares a budget, which is submitted to the EC for review and with their endorsement at a membership meeting for approval by the members.

Among other items the budget will include:

- Funding for the Individual Development (ID) representative, the Young Careerist (YC) and the President to attend BPW/FL meetings at which they have a formal role. Reimbursement for lodging shall be at half the room rate.

- Although the amount of money available for scholarships will be approved as part of the budget, the selection of scholarship recipients will be by the Scholarship Committee.
- Although the amount of money available for membership dues grants will be approved as part of the budget, approval of individual membership dues grants will be by the Executive Committee. Applications for membership dues grants (see Appendix for form) will be considered only for renewals and reinstatements. Such grants can not be received for consecutive membership years. Participation in BPW activities will be a key factor in the EC's deliberations.

Contracts

While BPW/SPP members acting on behalf of BPW/SPP may negotiate with third parties, only the President of BPW/SPP may sign contracts that obligate BPW/SPP. The President may not sign a contract that obligates BPW/SPP to monetary commitments that exceed budgeted amounts without prior approval of the EC.

Financial Responsibility

Only the President and the Treasurer will have signature authority on bank accounts and have debit cards issued in their names.

Any expenses incurred on behalf of BPW/SPP should be submitted for reimbursement within two weeks of the expense, using the approved BPW/SPP expense form with proper documentation attached (See Appendix for form). The President's expense form shall be approved by either the President-Elect or the Immediate Past President. No member may exceed the budgeted amount for the item for which they are seeking reimbursement without prior approval of the EC.

If funds are maintained by a third party vendor (e.g., PayPal) for credit card payments, the treasurer shall ensure that all monies are swept to the BPW/SPP bank account monthly on the 4th Monday.

AMENDMENTS

Amendments to the policies may be proposed by any member. All proposed amendments will be considered at a meeting called by the Parliamentarian. Proposed revisions will be distributed to the EC and to interested members prior to consideration at an EC meeting. Once approved by the EC, the revised policies will be posted to the members-only resource repository for all members to see. The EC can suspend the policies as needed by unanimous consent.

APPENDICES

1. Expense Voucher
2. Application for BPW Support / Advertising
3. Member Spotlight Questionnaire
4. Membership Scholarship Application Form
5. LO Awards (Member of the Year, Helen K. Leslie Award)



**Business and
Professional
Women** / St. Petersburg-
Pinellas

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

Application for Support (Sponsorship / Advertising / Event Promotion / Philanthropic)

BPW St. Petersburg-Pinellas (BPW/SPP) supports organizations whose programs and services align with BPW's mission and legislative platform. BPW/SPP also periodically takes part in events or advertising which meet the mission and/or platform, or for the purpose of recognizing its members' accomplishments.

Please provide the following information and return the completed form to the BPW/SPP Philanthropy Committee Chair, at philanthropy@bpwstpetepinellas.org. Applications will be reviewed by the BPW/SPP Executive Committee. Thank you for your interest.

Describe Request: _____

____ Monetary support ____ Donations/Collections ____ Advertising ____ Other: _____

Deadline for response / artwork: _____ / _____

Host/Sponsor Organization: _____

Contact Person: _____

Phone Number: _____ E-Mail: _____

Website: _____

Host/Sponsor organization's mission/purpose? _____

Non-profit 501(c)(3): ____ Yes ____ No

How is this relevant to BPW/SPP? _____

BPW Member making / forwarding request: _____

Phone Number: _____ E-Mail: _____



**Business and
Professional
Women** / St. Petersburg-
Pinellas

MEMBERSHIP SPOTLIGHT QUESTIONNAIRE

Name _____

Business Title _____

Employed by _____

During my real job I _____

Experience/background _____

Other community activities _____

Birthplace _____ How long living in Florida _____

Most notable accomplishment _____

Something you may not know about me _____

Professional goals _____

Personal goals _____

My words of wisdom _____

Why I joined BPW _____

BPW Membership length _____

Business & Professional Women/St. Petersburg - Pinellas



Scholarship Application

Name: _____

Occupation / Industry: _____

Company: _____

Position / Title: _____

Are you also a student? If so, at what school? _____

What degree or certification are you seeking? _____

Are you a member of BPW? _____ Date Joined: _____

Have you ever been a member of BPW? _____ If so, when did you join? _____ Date ended: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Prefer Correspondence by: E-mail Phone

E-mail Address: _____

Phone: _____ Fax: _____

Cell Phone: _____

- Which Scholarship Are You Seeking?
- Individual Development – Stepping Stones To Personal & Professional Success
 - Leadership St. Pete
 - Membership Dues Renewal Date: _____
 - Other Brief Description: _____

Please describe below anything you would like BPW St. Petersburg – Pinellas to consider regarding your application for Scholarship. Feel free to attach additional items or use the back of this form.

Signature: _____

Please e-mail, fax or mail this application using the information below.

BPW/St. Petersburg-Pinellas Award Recipients

MEMBER OF THE YEAR

Chosen by the Executive Committee, this award is presented to the member who has made the greatest contribution to the club and its membership throughout the year.

1975-1976	Constance Passmore	1996-1997	Luisa Perez-Harvey
1976-1977	Marguerite Dawson	1997-1998	Tami Simms-Powel
1977-1978	Vesta Bishop	1998-1999	Anita Babcock
1978-1979	Naida Schreck	1999-2000	Carolyn Wiggins
1979-1980	Olga Cheyunski	2000-2001	Sharon Moorhead
1980-1981	Irma Marlis	2001-2002	Helen Igar
1981-1982	Cindy White	2002-2003	Kris Self
1982-1983	Edna Jones	2003-2004	Larry Renda
1983-1984	Alma Dishman	2004-2005	Becky Duffy
1984-1985	Stephanie Puffer	2005-2006	Kris Self
1985-1986	Cora Meares	2006-2007	Kristine Ketcham
1986-1987	Sally McCrary	2007-2008	
1987-1988	Shirley Schmeizinger/Janelle Barlas	2008-2009	(none)
1988-1989	(none)	2009-2010	Marlene Connelly / Trish Conner
1989-1990	(none)	2010-2011	Lily Alcott
1990-1991	Sheri Buddin	2011-2012	Gretta Paige Bellas
1991-1992	Dana Maley	2012-2013	Ashley Adams
1992-1993	Sharon Morrow	2013-2014	Helen Igar
1993-1994	Abbi Bliss	2014-2015	Sheila Barry-Oliver / Jerri Evans
1994-1995	Louise Miller	2015-2016	Anya Finegold
1995-1996	Christine Lippard	2016-2017	Lori Bremer

HELEN K. LESLIE AWARD FOR SERVICE AND DEDICATION

Chosen by the President and named for Helen K. Leslie, a St. Petersburg BPW member who went on to serve as BPW/USA President, this award is presented to the member who has provided the greatest support and help to the President throughout the year.

1977-1978	Gertrude Sumner	1998-1999	Tami Simms-Powel
1978-1979	Constance Passmore	1999-2000	Dana Maley/ Sharon Moorhead
1979-1980	Vesta Bishop	2000-2001	Tami Simms-Powel
1980-1981	Peggy Barger/Irma Marlis	2001-2002	Cory Adler-Leidersdorff
1981-1982	Cindy White	2002-2003	Rosemary Schrader
1982-1983	Debbie Walker	2003-2004	Trish Conner
1983-1984	Sally McCrary	2004-2005	Renee Ladelfa
1984-1985	Martha McLay	2005-2006	Becky Duffy
1985-1986	Janelle Q. Barlas	2006-2007	Kristin Guenthardt
1986-1987	Pat Brown	2007-2008	Amy Grashel
1987-1988	Shirley Schmelzinger	2008-2009	(none)
1988-1989	Marlene Hacker	2009-2010	Tami Simms-Powel
1989-1990	Helen Champlain	2010-2011	Tami Simms-Powel
1990-1991	Laura McFadden	2011-2012	Sheila Barry-Oliver
1991-1992	Karen Keaton	2011-2012	Amy Dinovo
1992-1993	Helen Champlain	2012-2013	Alizza Punzalan-Randle
1993-1994	Tricia Berrett	2013-2014	Sheila Barry-Oliver
1994-1995	(none)	2014-2015	Amy Dinovo
1995-1996	Carolyn Wiggins	2015-2016	Tricia Curry
1996-1997	Christine Lippard	2016-2017	Lily Alcott / Jane Byers
1997-1998	Karen Askey		