

Guidelines for the Maine Federation of Business and Professional Women's Clubs

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## **Foreword**

The purpose of the Green Book is to provide guidelines through which members may effectively carry out the duties of their respective offices. Its worth can be determined by the use that is made of it. The guidelines contained in the manual are consistent with the mandated policies of the State and National Federations.

This Green Book must be turned in at State Convention so that it can be passed on to the successor of each office.

The Green Book began as guidelines referred to as the "Yellow Pages" under the presidency of Mae Plourde in 1973. Arline Lovejoy, President 1976, assisted by Past State Presidents and other members, expanded the guidelines to become the "Green Book." Ad Hoc Committees in 1983 and 1988, chaired by Arline Lovejoy and Caroline Gentile, respectively, made further revisions.

The SLRP Committee from 1993 through 1996, chaired by Louise Hinkley, completed additions and the condensing of State Committee responsibilities in 1995, with further review, plus a combination of the State and Local portions in 1996. Every State Board member should have a Green Book, each with the same information. The Maine/BPW Strategic Long Range Plan recommends review of the Green Book every three years.

A special thanks to the SLRP Committee members for 2002 – Louise Hinkley, Jeanne Hammond, Germaine Murphy, Debbie Noone, and Carol Souviney – for their patience and hard work, and to all those members who provided concerns and suggestions.

1976

Revised 1983

Revised 1988

Revised 1995

Revised 1996

Revised 2002

Revised 2006

**Collect**

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

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

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

May we never be hasty in judgment and always generous.

Let us take time for all things; make us to 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, oh Lord God, let us forget not to be kind.

--Mary Stewart

**Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America,

and to the Republic for which it stands,

one nation under God indivisible,

with liberty and justice for all.

**State of Maine Song**

Grand State of Maine, proudly we sing,  
To tell your glories to the land  
To shout your praises 'til the echoes ring.  
Should fate, unkind, send us to roam,  
The scent of the fragrant pines,  
The tang of the salty sea, will call us home.

Oh, Pine Tree State, your woods, fields, and hills,  
Your lakes, streams and rockbound coast  
Will ever fill our hearts with thrills;  
And though we seek far and wide, our search will be in vain  
To find a fairer spot on earth, than Maine, Maine, Maine!

**Federation Pledge**

I believe in the principles and purposes of the Federation of Business and Professional Women.  
I will promote the interests of women and cooperate in perpetuating the activities of the Federation.  
I will do my part to create a better understanding among the women of the world.  
I will protect our Federation ideals and live up to its standards.  
In fellowship, friendship, cooperation, I will strive always for a finer, stronger womanhood;  
To serve to the best of my ability and strength, to be true to myself, my fellow workers, and to my God.

**Emblem Benediction**

(Blest Be the Tie That Binds)

This emblem binds us all  
In one great sisterhood.  
It bids us hear 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.

**Serenity Prayer**

God Grant me the serenity to accept the things I cannot change, the courage to change the things I can,  
and the wisdom to know the difference.

**BPW Mission Statement**

To achieve equity for all women in the workplace through advocacy - education - and information.

**DEADLINES**

BILLS for members incurring state federation expenses sent to the State Finance Chair	<b>Within 30 days</b> and before June 30
BPW/MAINE BREAKFAST	Sunday the third full week in October
<i>BPW/MAINE BUSINESS WOMEN</i> News items and paid ads FALL ISSUE WINTER ISSUE SPRING ISSUE Official Call to Fall and Spring Board and State Convention	August 20 January 25 April 10 <b>30 days</b> before event and in <i>BPW/Maine Business Women</i>
BYLAWS for proposed amendments sent, in writing, to the State President and to the Bylaws Chair	<b>60 days</b> before State Convention
Proposed BYLAWS to all Board members by the State President	<b>30 days</b> prior to State Convention (normally attached to the Call)
DUES	Annually on the first day of the month following initial membership date.
ISSUES MANAGEMENT AWARDS LOCAL organization's entry to State Issues Management Chair	May 15
STATE Federation's entry to National Office	Must be received at National by July 1
LEGISLATIVE AWARDS LOCAL organization's entry to the State Legislative Chair	May 15
STATE Federation's entry to National Office	Must be received at National by July 1
MEMBERSHIP AWARDS NATIONAL Membership Award	April 15 (local organizations set their own deadlines)
MEMBER/ WOMAN OF THE YEAR (entry to State Chair)	April 15 (local organization set their own deadlines)
RESOLUTIONS Sent to State Resolutions Chair	Must be received by the chair at least 30 days before a board meeting and before the convention

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SCHOLARSHIPS – FUTURAMA FOUNDATION Data sheets for local applicants to be sent to the State Scholarship Committee Chair	Received by State Committee by April 30
NATIONAL FOUNDATION AWARDS Local organization recognition for submitting \$10.00 or more per member  State Federation contributions sent to the National Foundation	No later than March 31  Before May 31
NOMINATING COMMITTEE Distribute candidate sheets to local Presidents	December 1
Receive candidate data sheets for State Office	February 15
Distribute copies of qualified applicants to local Presidents	April 1
Report of State Nominating Committee (Including data sheets) must be read at the local business meeting	April (or May if received too late for April Meeting)
REPORTS LOCAL organization chairs to State Federation counterpart	April 1
LOCAL President give oral and written report to the District Director	Each Fall and Spring District Meeting
SPRING DISTRICT MEETING	Elect a District Director Elect a member to the State Nominating Committee Elect trustee to the Futurama Board who shall serve a term of two years Select a District Young Careerist
YOUNG CAREERIST PROGRAM Local Speak-Off District Speak-Off Applicants' Data Sheet to the State Young Careerist Chair	Between September 1 and March 15 Spring District Meeting Immediately after the Spring District Meeting
DISTRICT DIRECTORS Report Fall/Spring District meeting dates to the State President and the Director of District Directors	State Convention
MAINE WOMEN'S HALL OF FAME Nominations	December 1

**GUIDELINES FOR LOCAL PRESIDENT**

**Planning Calendar**

New local officers assume duties of their office immediately following installation. Members attending state convention report back to the local organization at first meeting following convention.

**MAY** (for incoming president)

Plan to attend state convention, representing local organization.

If new president, file signature cards with bank(s) for organization's accounts.

With executive committee:

- Arrange for installation of officers; including selection of installing officer
- Select committee members
- Discuss general planning for the year
- Discuss national conference and encourage participation.

Update directory information to the Federation to include committee chairs (provide) names, addresses, telephone numbers, e-mail addresses, committee).

**JUNE**

Attend state convention, participating as a board member in all business sessions.

Include reports of state convention at next local meeting.

With executive committee and committee chairs:

- Set goals and objectives for membership, visibility, etc.
- Continue planning for the year:
  - Meetings, topics, speakers, locations, publicity
  - Budget, fundraisers
  - Member retention and new membership drives
  - Observance of Maine/National Business Women's Week (3<sup>rd</sup> full week in October).

Refer to national and state publication and correspondence for issue suggestions.

## **JULY & AUGUST**

With members:

Confirm or revise ongoing plans for meetings, projects, and budget, as necessary.

Attend state federation planning meeting (open to general membership).

Attend national conference (if possible), participating as a voting board member.

Inform and educate members about any special goals for the year.

## **SEPTEMBER & OCTOBER**

Be sure that proposed budget is presented to members for adoption.

Attend state Fall Board meeting and district meetings when scheduled.

Report on local organization progress and plans to be presented at the fall district meeting.

Review local bylaws; refer to committee to update if necessary (mandatory changes may result from state or national conference actions).

Observe Maine/National Business Women's Week (3<sup>rd</sup> full week in October) with appropriate activities, news releases, etc.

Plan to attend (and encourage members to attend) BPW/Maine Breakfast, which rotates among the districts.

Solicit and encourage nominations for candidates for the Maine Women's Hall of Fame.

## **NOVEMBER & DECEMBER**

Candidate forms for state office will be received; encourage potential state leaders to consider running for office.

Implement Young Careerist program and encourage qualifying members to participate.

## **JANUARY & FEBRUARY**

Consider attending BPW/USA Action and Policy Conference in Washington, DC.

Continue work with Young Careerist program.

Work with scholarship committee, help distribute and publicize scholarship application forms from BPW/Maine Futurama Foundation.

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Highlight both Foundations (National and Futurama) during February.

### **MARCH & APRIL**

Participate in state Spring Board meeting and district meeting; encourage members to attend.

Participate in the Maine Women's Hall of Fame induction ceremony.

Have a nominating committee elected or appointed (per local bylaws) to prepare slate of incoming officers.

Be sure that deadlines are met by local chairs for:

Membership awards

Legislation program awards

Issues Management awards

Member/Woman of the Year nominations

Annual reports for the local annual meeting and state committees or officers as requested.

### **MAY** (for incoming president)

Report directory information to the Federation:

Names, addresses, e-mail address, phone numbers and office of newly elected officers.

Be sure that financial reports are audited at close of fiscal year.

Installation of new officers.

### **ANY MONTH**

Check calendar for appropriate dates requiring action from your local organization

Deadlines for submission of articles and/or ads for *BPW/Maine Business Women*

Deadlines for reservations for state and district functions

Provide awareness that membership retention and recruitment are both vital to the organization and encourage members to share the BPW opportunity freely and constantly. Encourage members to contribute to the BPW/Maine Futurama Foundation and also to participate in fund-raising projects for state, district and local efforts.

Encourage members to contribute to the BPW/Maine Futurama Foundation and also to participate in fund-raising projects for state, district and local efforts.

Keep lines of communication open between local organization and the Federation.

Send copies of newsletters to State President, District Director

Invite state officers to attend local organization function

Provide informative articles to the *BPW/Maine Business Women*

Have some fun! BPW is an organization with a serious mission; it is also a social network for

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members whose interest and enthusiasm in their membership will be maintained through both work  
and enjoyment.

**BPW STRUCTURE**

**NATIONAL:**

The strength and influence of the National Federation is the sum of what its units accomplish. The National programs are developed with the participation of the individual member and the individual local organization in mind.

The National Conference representatives, as the highest governing body of the National Federation, elect the National Officers and decide matters of National policy. Any member in good standing who pays the registration fee may vote at the annual National Conference.

**STATE:**

Each local organization's members in good standing and registered for the State Convention have a voice in the election of State Officers and the determination of the State policies. Local committees and officers work with their counterparts in the State Federation to pursue State and National issues.

Attendance at State Board meetings affords an opportunity for local officers and members to become more knowledgeable in the development of Federation procedures, policies, and parliamentary practices. Although only State Board members (State Officers, State Committee Chairs, Director of District Directors, District Directors, Local Presidents, Past State Presidents) may vote, all BPW members are entitled and urged to express their views.

**DISTRICT:**

Local members work with the District Director to carry out State and National programs, and the local president reports through the District Director to the State Federation.

**THE LOCAL ORGANIZATION:**

The local BPW organization is the basic unit of the Maine Federation of Business and Professional Women's Clubs (BPW/Maine) and of the National Federation of Business and Professional Women's Clubs (BPW/USA).

A local BPW as an organization cannot belong to any other National organization.

The local organization must have an initial membership of at least ten (10) active members as defined by National and State Federation bylaws. To remain in good standing, a local organization must maintain membership of at least five (5) members.

As the basic organization, each local organization plays an important and essential part in everything done by the District, the State Federation, and the National Federation.

**DUES**

**DUES FOR MEMBERSHIP ARE AS FOLLOWS:**

Dues are payable upon acceptance to membership, and then renewable annually on the first day of the following month.

Annual dues are to be paid at the national level on receipt of notification from National Federation.

Student members must be enrolled in a college, university or other accredited educational institution above the high school level.

The BPW/ME Futurama Foundation recommends that each local organization contribute \$5.00 per member to help fund the state scholarship programs and other Futurama projects.

The National Foundation asks that each local organization contribute \$10.00 per member, as of May 31<sup>st</sup> of the previous year, to qualify for National Foundation recognition.

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**DUES**

	<b>Effective 10/1/07</b>	<b>Effective 10/1/09</b>
<u>(Affiliated with local) Member</u>		
Total Amount	\$75.00	\$80.00
(beyond local)		
To BPW/USA	\$60.00	\$65.00
To BPW/Maine	\$15.00	\$15.00
Including,		
State Publication	.00	.00
YC Program*	\$ 1.00	\$ 1.00
	<b>Effective 10/1/07</b>	<b>Effective 10/1/09</b>
<u>(Affiliated with local) Student Member</u>		
	<u>Annual Amount</u>	<u>Annual Amount</u>
Total Amount	\$30.25	\$32.25
(beyond local)		
To BPW/USA	\$19.25	\$21.25
To BPW/Maine	\$10.00	\$10.00
Including,		
State Publication	.00	.00
YC Program*	\$ 1.00	\$ 1.00
	Effective 10/1/07	
<u>(Not affiliated with a local)</u>		
Member	\$95.00	
Corporate Member	\$1,200.00	
e-Member	\$ 75.00	

Individuals who support the mission, vision and objectives of BPW/USA, receive all membership benefits but do not want to participate in BPW governance.

e-Affiliate Member \$ 55.00

Individuals who join BPW/USA through an affiliate organization, receive all membership benefits but do not want to participate in BPW governance. The e-Affiliate member is an opportunity for a member of another organization to be involved in the mission, vision and objectives of BPW and adding their voices on BPW advocacy issues. The benefits for the

e-Affiliate member and e-Members include:

- o Access to the BPW/USA website
- o Reduced event registration fees
- o E-publications
- o Access to affinity programs.

\*One dollar (\$1.00) to be earmarked for the Young Careerist Program and the sum to be reconsidered if and when the Young Careerist Program is terminated.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

**STATE EXECUTIVE COMMITTEE**

The Executive Committee consists of the elected officers of the State Federation: President and President-Elect who are elected annually by the Convention body, and the Recording Secretary and Treasurer who are elected biannually by the Convention body. Only the Recording Secretary and Treasurer are eligible for the same office more than a year in any one term. (The Parliamentarian and the Corresponding Secretary may attend but have no official vote.)

**RESPONSIBILITIES:**

A member's dues must be current throughout the fiscal year to hold an elected state office and to be on the State Board of Directors.

To act for the Board of Directors in the interim between meetings of the Board of Directors, or at such other times as it may be impractical or impossible to assemble the full Board of Directors.

**TO ISSUE THE CALL 30 DAYS PRIOR TO FALL BOARD, SPRING BOARD AND STATE CONVENTION. SIGNED BY THE STATE PRESIDENT.**

To have full and complete power to act for the State Federation where conditions incident upon war or disaster may occur.

To effect change(s) in State bylaws mandated by National Convention action and to inform the State Bylaws Chair when such action has been taken.

To report to the Board of Directors the business transacted or the matters considered since the preceding Board meeting.

**GENERAL STATE OFFICER DUTIES**

To become familiar with the contents of the files of the respective office.

To attend meetings of the Executive Committee, the State Board of Directors, and the Annual State Convention.

To see the specific responsibilities of a particular office in relation to the State and National program as a whole, and to cooperate in a common effort to promote the entire program through wisely balanced action.

To represent the State Federation at local and district meetings when assigned or invited.

To represent the State Federation, when authorized, at meetings of affiliated or cooperating organizations, and at public hearings involving matters of interest to BPW.

To accept invitations to meetings of other organizations which offer opportunity for service to the State Federation.

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To prepare reports of activities and to submit them to the State President prior to each Board meeting and Convention.

To serve as a Board member on the BPW/Maine Futurama Foundation Board of Directors, attending and participating in Futurama meetings and activities.

To deliver to successor, within thirty days after leaving office, all accounts, records, and other property belonging to the State Federation.

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**STATE PRESIDENT**

**RESPONSIBILITIES:**

To be a member in good standing throughout the term of office.

To preside at all meetings of the State Federation, the Board of Directors, and the Executive Committee. To serve as a member ex-officio of all state committees except the Nominating Committee. To co-sign with the State Treasurer all checks disbursing monies from Federation accounts. To serve as BPW/Maine Futurama Foundation Trustee.

To direct the planning of State Federation Board meetings and Convention, issue the Fall, Spring Board Meetings and State Convention Calls, set the agenda, designate host organizations, and appoint committees to coordinate program, registration, credentials, elections, and general arrangements for the Convention. To report on the status and accomplishments of the Federation at the Convention, and to make recommendations for future action.

To see that action taken at Convention, Board Meetings, and Executive Committee Meetings is carried out. Appoint three (3) members (Parliamentarian, Past State President, and a member) to approve the minutes. To see that minutes of Executive Committee meetings are approved by three members appointed by the president prior to state meetings, and that recommendations are presented to the Board of Directors. Approved State Convention minutes shall be published in the next State Convention booklet.

To make appointments, subject to approval of the Executive Committee, for Parliamentarian, Corresponding Secretary, Auditor, Director of District Directors, Chairs of Standing and Special Committees and task forces as needed. To provide general and specific instructions regarding responsibilities of appointees. To provide a directory of names and addresses of local organization Presidents, local Committee Chairs, Director of District Directors, District Directors, Chair of Standing and Special Committees, and Past State Presidents at the August Planning meeting.

To serve as a member of the National Board of Directors, to represent the State Federation at meetings of the National Board, (Interim Board, Policy and Action and National Conference) to serve as liaison officer between the State and National Federations, and to see that the responsibilities of the State Federation to the National Federation are carried out. To inform the National Executive Office of outstanding activities at State and local level. To inform the chair of the national nominating committee of names and qualifications of any members the State Federation may endorse for service on national committees.

To interpret the National Federation program, policies, procedures and objectives through State, District, and local organization meetings, correspondence, newsletters and/or personal contact.

To initiate and supervise plans for extending, unifying and rendering efficiently the work of the State Federation. To bring plans, ideas and suggestions to the attention of the appropriate officers, directors and chairs. To confer with individual offices, directors and chairs as needed (in person or by telephone, fax, mail or e-mail).

**Guidelines for the Maine Federation of Business and Professional Women's Clubs**

To review with the State Bylaws Chair, and approve new or revised bylaws, and approve applications for establishment of new local organizations when received from the National Federation.

To contact appropriate individuals or agencies, State Legislators, the Governor, Members of Congress, and the President in regard to public policy, legislation and appointments.

To appoint a committee to put new updated material in Green Book for State Convention.

To forward to the State Archives Chair to be placed at the University of Maine Fogler Library Archives (Orono) appropriate Federation materials for preservation.

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**EVENT PREPARATION FORM**

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

BPW Coordinator (s): \_\_\_\_\_

Number of participants expected: \_\_\_\_\_

Reservations to: \_\_\_\_\_ Date due: \_\_\_\_\_

Fees to Charge: Registration \_\_\_\_\_ Meal(s) \_\_\_\_\_ Misc. \_\_\_\_\_

Media coverage, in advance: \_\_\_\_\_ on site: \_\_\_\_\_

If cancelled (due to weather, etc.), which radio/TV stations to alert: \_\_\_\_\_

Who to call: \_\_\_\_\_

Name of Facility and Room(s): \_\_\_\_\_

Contact at facility: \_\_\_\_\_ Tel (#): \_\_\_\_\_

Cost of facility: \_\_\_\_\_ Other costs: \_\_\_\_\_

Directions: \_\_\_\_\_

Special services (e.g., sign to indicate parking area, room, etc.): \_\_\_\_\_

Start time/closure time: \_\_\_\_\_ Setup time: \_\_\_\_\_

Room Setup	Audio Visual Needs	Food/ Water Service (Specify time for each service)
<input type="checkbox"/> head table	<input type="checkbox"/> screen	<input type="checkbox"/> water at the head table
<input type="checkbox"/> platform or no platform	<input type="checkbox"/> slide projector/ trays	<input type="checkbox"/> water at other tables
<input type="checkbox"/> # chairs for head table	<input type="checkbox"/> remote control	<input type="checkbox"/> glasses or plastic cups
<input type="checkbox"/> # chairs for participants	<input type="checkbox"/> video setup	<input type="checkbox"/> AM Break
<input type="checkbox"/> tables for participants	<input type="checkbox"/> podium, lectern	<input type="checkbox"/> lunch
<input type="checkbox"/> theater setup (no tables)	<input type="checkbox"/> microphone(s)	<input type="checkbox"/> PM Break
<input type="checkbox"/> round tables 6-8 chairs	<input type="checkbox"/> pointer	
<input type="checkbox"/> U-Shaped	<input type="checkbox"/> overhead projector/table	Check List:
<input type="checkbox"/> Hollow square	<input type="checkbox"/> extension cords	<input type="checkbox"/> handouts
<input type="checkbox"/> long tables facing head table	<input type="checkbox"/> tape recorder	<input type="checkbox"/> programs
<input type="checkbox"/> table for tape recorder	<input type="checkbox"/> laptop computer	<input type="checkbox"/> registration list
<input type="checkbox"/> table for registration		<input type="checkbox"/> name badges
<input type="checkbox"/> table for door prizes/ displays		
<input type="checkbox"/> flip charts		

## **PROTOCOL (ORGANIZATION ETIQUETTE)**

As Bylaws and Parliamentary procedure govern the smooth conduct of a business session, a set of "rules" for organization etiquette provides for the simplification of the more "social" aspects of a meeting. This protocol is intended as a guide for those situations when one says "Help! How do we handle...?" Many sensitive situations are resolved by using courtesy and common sense.

### **Officer Rank**

The usual order of rank is national, state, local organization, current elected officers, appointed officers, committee chairs. A member serving as a national or state officer should be honored when visiting another local organization and within the member's own organization when appropriate, past presidents are usually introduced in order of their seniority by year of term, as "Past [national, state, local] presidents Jane Doe, 1990-91, Mary Smith, 1992-93."

### **Seating of Guests**

The presiding officer is always in the center of the head table. The guest of honor is seated at the right of the presiding officer and takes precedence over any other dignitary. Other guests of honor may be seated right, left, etc., of the presiding officer according to rank, or, all guests of honor may be seated to the right of the presiding officer, and other officers seated to the left of the presiding officer. If a person, in addition to the guest of honor, is to present a program portion of the meeting, this person is seated at the left of the presiding officer. Sometimes it is advisable to have two head tables to accommodate all honored guests and program participants.

### **Courtesies**

Depending upon the formality of the event, there may be a welcoming committee to greet members and guests and to escort guests to their places. The president may include an invocation, grace, or inspiration as appropriate. Recognition of all guests, officers, and speakers is important. Appreciation is expressed to all who participate.

### **Introductions**

National or state officers attending a local organization function are always introduced by the presiding officer. Members rise in recognition of the office when the national or state president is introduced. Language: A guest presenter is introduced to the assembly; a member is presented.

### **Reception Line**

The reception line is headed by the president or chair, usually preceded by a member who announces each person. The guest of honor is next to the president; other guests follow in rank.

### **Installations**

The president introduces the installing officer, who is usually a past president of the organization at any level, the Director of District Directors and/or District Director. Procedures of Installations will vary according to the wishes of the installing officer and the incoming officers. Generally attention is called to the responsibilities involved in holding the office, addressing each officer by reverse rank with the president being installed last. Officers are declared to be duly installed; the gavel is handed to the new president; BPW pins or gifts may be exchanged.

**STATE PRESIDENT-ELECT**

**RESPONSIBILITIES:**

To be a member in good standing throughout the term of office.

To act as the representative of the President when requested.

To attend the Interim Board, Policy and Action Conference (if possible) and attend National Conference

To serve as ex-officio member on all standing and special committees, except the Nominating Committee.

To prepare for the year as President, select members to serve as parliamentarian, corresponding secretary, auditor, and state director of district directors, and standing and special committee chairs to serve during the term of office as president, subject to the approval of the executive committee.

To appoint a state convention committee chair or co-chairs and to announce convention site to be voted by Board of Directors at the Fall Board.

To serve as State Issues Management Chair. To work with the Executive Committee in formulating programs which will attract new members, retain the present membership, and aid in organizing new local organizations.

To assist the Local Issues Management Chair and the Issue Management Committee in developing programs related to National Federation objectives and State and National program themes.

To emphasize National Federation projects and activities, and local participation in same.

To promote local organization use of materials available from the National Federation in the areas of programming and developing individual and group leadership.

To encourage dynamic programming in accordance with the needs and interests of the membership.

To request from the current local president a list of incoming local organization officers and committee chairs.

To appoint a committee to put new updated material in the Green Book for State Convention.

To prepare a letter of welcome and a calendar of events to be inserted into the Green Books for State Convention.

**STATE TREASURER**

**RESPONSIBILITIES:**

To be bonded by a bonding company approved by the Board of Directors, with expense of the bond to be defrayed by the State Federation.

To recommend a bank(s) in which the Federation's accounts may be carried during the Treasurer's term of office. To have signature cards signed, and obtain checks from predecessor for all monies belonging to the State Federation, and deposit same in designated bank(s). To collect and deposit all monies belonging to the State Federation.

To disburse funds only upon original bills approved by the State President and the Finance Committee Chair. To co-sign, with the State President, all checks for approved accounts.

To become thoroughly familiar with the Treasurer's Guidelines provided by the National Federation.

To receive State dues with Statement of Membership forms from the National Federation, and to:

Check same for accuracy;

Notify local organizations of discrepancies;

Enter in State Treasurer's record;

File State Treasurer's Statement of Dues form; and

Make deposits.

To furnish the State Membership chair with monthly membership reports by the 5<sup>th</sup> day of the following month.

To instruct local organization treasurers in their duties.

To make written reports at the Fall and Spring Board meetings, and the State Convention, following the established format.

To be a member ex-officio of the Finance Committee and of the Credentials Committee.

To present the Treasurer's books to the State Auditor after June 30, for audit during July. To have the Auditor's report presented at the Fall Board meeting and reproduced for inclusion in the Fall publication of *BPW/Maine Business Women*.

To give all records to successor and instruct successor in record keeping methods.

**STATE RECORDING SECRETARY**

**RESPONSIBILITIES:**

To take and record accurate minutes of meetings of the Executive Committee, the Board of Directors, and the State Convention. Minutes are to include all business transacted, the exact wording of motions, by whom made, and whether carried or lost. NOTE: Minutes are to reflect action taken, and not discussion.

To be prepared to take a roll call at Fall and Spring Board Meetings and at State Convention, and state if a quorum has been established.

To be prepared to report action of the Executive Committee and/or Board of Directors when called upon to do so.

To be prepared to read back minutes of action taken or motions proposed during a business session.

To bring minutes for the past three years and the current year to all meetings for possible referral purposes.

To use past minutes for reference purposes and format style.

To transcribe all state meeting minutes (Convention, Board, and Executive Committee) and send them to the State President and to the three (3) appointed members (Parliamentarian, Past State President, and a member) for approval before distribution to the Executive Committee members for final approval. (After minutes have been approved, cassette tapes may be erased or re-used.)

To provide copies of the minutes of the State Convention for publication in the next Convention book.

To provide printed transcriptions of minutes that must be maintained in the archives.

To send to the Archive Chair minutes that are more than five years old.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**STATE CORRESPONDING SECRETARY**

A member is appointed by the State President to serve as Corresponding Secretary.

**RESPONSIBILITIES:**

To conduct the correspondence of the State Federation.

To send notices of meetings in accordance with State Federation procedures and direction of the State President.

To keep a file of all important correspondence and submit it to the State President.

To read correspondence at Fall and Spring Board meetings and at State Convention at the request of the State President. To review correspondence before presenting it at a meeting. The following is the order that all correspondence should be read: United States President, Governor, Senator, House, or any other State letters, National BPW, State BPW, District BPW, and Local BPW. To give the name of the person signing a letter before the letter is read. To summarize and read clearly to hold interest.

To send to the National Federation the name and address of the Representative to the National Legislative Platform Committee.

To reply promptly to all correspondence needing an answer. To realize that correspondence reflects the image of the State Federation.

To assist the State President, when requested, with mailings, compiling the Convention Book, and providing the new President's letter and Calendar of Events for the Green Books at Convention.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

**STATE PARLIAMENTARIAN**

A member is appointed by the State President to serve as parliamentarian.

**RESPONSIBILITIES:**

To be familiar with bylaws of the National, State and Local Federation and with basic parliamentary procedure.

To attend all meetings of the Federation and of the Board of Directors, and to have current copies of state and national bylaws and *Roberts Rules of Order Newly Revised* available at all meetings.

To provide advice to the presiding officer and, when requested, to any member, about procedures and conducting meetings.

To clarify for the presiding officer and members any motion or item of business that may need interpretation.

To give, upon request, an opinion on a ruling; however, the presiding officer has the responsibility of making a final ruling.

To speak to issues only in a capacity other than Parliamentarian, and may vote IF she is a voting member in another capacity. However, it is advisable that the Parliamentarian refrain from making motions.

To be mindful of the "Ethics of a Parliamentarian."

**STATE AUDITOR**

A member with appropriate qualifications is appointed by the State President to audit the financial records of the State Federation.

The accounts should be audited during July of each year, and a report of the audit submitted to the State President for presentation to the members at the Fall Board meeting. The report should also be published in the Fall issue of *BPW/Maine Business Women*.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

**DISTRICT ORGANIZATION**

District I & II

Skowhegan  
Waterville

District III

Ellsworth  
Swan's Island  
Uptown

District IV

Caribou  
Fort Kent  
Presque Isle

The State Federation is divided into districts, which serve as a contact between local organizations and the State Federation.

Each district is represented by a District Director who is elected by the members in attendance at the annual Spring District meeting, and who reports to the state Director of District Directors.

Each district elects annually at the spring meeting a member to serve on the state nominating committee.

Each district elects at the spring meeting a member to serve a 2-year term on the BPW/Maine Futurama Foundation Board of Trustees.

**STATE DIRECTOR OF DISTRICT DIRECTORS**

COMMITTEE STRUCTURE:

A member is appointed by the State President to serve as Director of District Directors and is a voting member of the Board of Directors.

RESPONSIBILITIES:

To meet with District Directors at State Convention to plan the calendar for the year. To report calendar dates to State President. To attend all District meetings.

To serve in an advisory capacity to the district directors.

To coordinate the efforts of individual district directors at Fall and Spring meetings and give a written report to the State President on District activities.

To serve as communication link between state president and district directors.

To give a summary report of the Fall and Spring District Meetings at the corresponding State Board Meeting.

To present a written report of the district activities for inclusion in state convention book.

To maintain appropriate files to be given to successor, including recommended procedures.

**DISTRICT DIRECTOR**

**DISTRICT STRUCTURE:**

One director from each District is elected annually at the Spring District Meeting. Each District Director is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To act as the liaison between the local organizations and the State Federation, and to keep the State Director of District Directors informed of activities and/or problems in the District. A District Director may be re-elected serving a term of two years.

To work with the local presidents in the District, assisting with problems as requested.

To plan the Fall and Spring District Meetings (see further details below).

To maintain appropriate files to be given to successor, including recommended procedures.

**DISTRICT MEETINGS:**

To plan Fall and Spring District meetings. To report scheduled dates and location to the State President, the State Director of District Directors, and the BPW Maine Editor for inclusion in the State publication.

To send a Call to the District Meeting, **30 days** in advance, including registration information, to each organization in the District, and to the State Officers and Board of Directors.

To arrange for date, time, place, local sponsoring organization for each meeting. To preside over the meetings, take roll call by number of members from each local at the meeting, and request written reports of the local Presidents of the organizations' activities to present at each district meeting.

To arrange for a speaker or program for the Fall meeting.

To arrange for the Spring meeting for the YC Speak-Off (see the YC Guidelines), and notify the State YC Chair of the winner. To provide for elections of a new District Director for the next year, and of a District member for the State Nominating Committee. To notify the State President of the results of these elections. To provide for the election of a District Trustee to the BPW/Maine Futurama Foundation, and to notify the Futurama President of the result.

**STATE MEETINGS:**

To prepare a summary report after each District meeting and submit a report to the Director of District Directors.

To request written reports of the local Presidents of the organization's activities and present summary report at Fall and Spring Board meetings and to present a written report of District activities for the State Convention book.

**LOCAL ORGANIZATION LEADERSHIP**

**Officers:**

Each local organization bylaws should specify the make-up of the executive committee. They include:

President                                      Treasurer                                      Recording Secretary

They may include:

President-Elect or Vice President  
Corresponding Secretary

The following may be appointed by the President:

Parliamentarian  
Auditor

Duties of each officer and appointee are specified in the local bylaws. Responsibilities and guidelines for each position are found in the Green Book.

A member's dues must be current throughout the fiscal year to hold an elected local office.

**Committees:**

Local organization presidents should appoint members to chair the following standing committees and may appoint for the following special committees as specified in the local organization bylaws. Additionally chairs may be appointed for short term task forces to work on immediate concerns or projects:

**Standing:**

Bylaws	Finance
Foundation	Issues Management
Legislation/Political Action (PAC)	Membership
Public Relations	Young Careerist
Individual Development (IDP)	

**Special:**

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
Scholarship  
*BPW/MAINE Business Women*  
Women's Hall of Fame  
Mentoring

Woman/Member of the Year  
Futurama Foundation  
Telephone/Hostess  
*BPW/MAINE Business Women Ads*

**LOCAL  
PRESID  
ENT**

**RESPON  
SIBILITI  
ES:**

To  
preside at  
all  
meetings  
of the  
local  
organizati  
on, the  
Executive  
Committee,  
and  
local

Board of Directors.

To be familiar with the local BPW bylaws, BPW/ME bylaws. Copies of BPW/ME bylaws and model Local BPW bylaws should be added to the Green Book.

To represent the local BPW at National, State, District and other local organizations' meetings. To attend State Convention and State Board meetings. To report to the members the action taken at these meetings and the plans and programs presented. To present a report at District meeting and give a copy to the District Director. If unable to attend, appoint a representative to attend. Representative is to give a report to the local organization.

To supervise all activities of the local organization and see that actions directed by the local organization members or Board of Directors are carried out. To delegate specific responsibilities to other officers as appropriate, and involve them in planning activities.

To bring before the Board of Directors or the Executive Committee matters requiring immediate decision in the interim between regular local BPW meetings.

To represent BPW in the community. To attend, or designate a representative to attend, meetings or other functions to which the organization is invited to send a representative.

To appoint qualified members as chairs of all committees with the approval of the Executive Committee. To keep in mind the "line of progress" in making appointments. To instruct each chair of the committee's duties. To maintain contact with all committees, guiding them, tactfully, where necessary and seeing that they function continuously throughout the year.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

To see that the names and addresses of local officers and standing and special committee chairs are sent to the President and President-Elect of the State Federation, immediately following their election or appointment.

To serve as ex-officio member of all committees except the Nominating Committee.

To answer promptly all correspondence from the National Executive Offices, State Officers and Committee Chairs, and the District Director. To see that all forms or questionnaires sent to local BPW officers or chairs are answered promptly.

To read carefully all communications and transmit promptly those appropriate for action by other officers or committee chairs.

To encourage participation and attendance of all members at District, State and National meetings, planning sessions, and any other meetings of special interest to business and professional women.

To give pertinent information on local BPW to the *BPW/MAINE Business Women* editor regarding local organization activities. BPW local annual report is submitted for the Spring issue of the *BPW/MAINE Business Women*.

To cooperate with the Treasurer in verifying membership with National and in paying local organization bills.

To see that a change of address of a member who moves to a new locality is sent to the National Headquarters, State President, State Director of District Directors, and State Treasurer (or to the Federation President of another state, if appropriate) to insure transfer of membership.

To keep a file of pertinent material received, records and information concerning local and Federation activities. To see that appropriate materials are preserved as history.

To review the President's files and promptly give to successor only such materials as are of value for reference and continuity.

**LOCAL VICE PRESIDENT**

**RESPONSIBILITIES:**

To be fully informed of the duties of the President.

To perform the duties of the President, if necessary, in the absence of the President.

To act in an advisory capacity at all times.

To be familiar with local, State and National bylaws, protocol and parliamentary procedure.

To attend District meetings, Conventions, and State Board meetings whenever possible.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

To perform the specific duties assigned by the President and as provided in the local bylaws.

To maintain files and materials to be given to successor.

**LOCAL TREASURER**

**RESPONSIBILITIES:**

To be responsible for all monies received and disbursed by the local organization. For specific procedures and deadlines, consult the packets received from the State and National Treasurers.

To maintain a record in a permanent file of all dues, other money received, and disbursements.

To prepare a monthly report of receipts, disbursements, and total number of paid members for the President and for presentation at business meetings.

To assist in preparing a local organization budget.

To serve as ex-officio member of the Finance Committee.

To reconcile members' dues to the National Monthly Dues Report.

To keep a current list of names, addresses, and occupations of all members.

To provide National with New Members Application.

To maintain files and procedures to be given to successor, and instruct successor in record-keeping methods.

The financial records shall be audited within 30 days.

**LOCAL RECORDING SECRETARY**

**RESPONSIBILITIES:**

To keep an accurate record of the proceedings of all meetings of the local organization, Executive Committee, the Board of Directors, and list of guests. (This would be included in the minutes.)

To keep a record in the minutes of the exact wording of motions, by whom made, and whether carried or lost. Note that action taken, but not discussion, is to be included.

To transcribe the minutes promptly and send a copy to the President within a few days. Distribute copies of the minutes in accordance with local policy.

To remind the President of any unfinished business before each meeting.

To record attendance at all meetings, and list names of guests.

To preserve, in a permanent file, all records and letters of value; transfer this file to successor.

**LOCAL CORRESPONDING SECRETARY**

**RESPONSIBILITIES:**

To conduct BPW correspondence and maintain file of important correspondence.

To send notices of meetings in accordance with accepted procedures.

To read correspondence at meetings at the request of the President, having first reviewed the materials received. Give the name of the person signing a letter before the letter is read. Summarize and read clearly to hold interest.

To send to the State President-Elect, the names and addresses of all officers and standing committee chairs as soon as they are elected or appointed.

To maintain and prepare files and materials to be given to successor.

**LOCAL PARLIAMENTARIAN**

A member is appointed by the president.

**RESPONSIBILITIES:**

To be familiar with the bylaws of the local organization and of BPW/Maine and with basic parliamentary procedure.

To attend all meetings of the organization and of the Board of Directors, and to have current copies of bylaws and Roberts Rules of Order Newly Revised available at all meetings.

To provide advice to the presiding officer and, when requested, to any member.

To clarify for the presiding officer and members any motion or item of business that may need interpretation.

To give, upon request, an opinion on a ruling; however, the presiding officer has the responsibility of making a final ruling.

**LOCAL AUDITOR**

A member with appropriate qualifications is appointed by the President to audit the financial records of the local organization.

The accounts should be audited annually after June 30, and a report of the audit submitted to the local president for presentation to the members.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**LOCAL ORGANIZATION PROGRAM BOOKLET OR DIRECTORY**

Most local organizations will compile a booklet which describes the programs for the year, lists members and committees, and may tell something about the local, state or national BPW. This directory should be given to all current members and new members as they join. The program booklet should be available to the general membership at the beginning of the year. Copies should be distributed to the State Director, the District Director, and State Officers. The compilation of the directory may be the responsibility of the local executive committee or the Issues Management or Membership Chair. Pieces of the program book may be useful in a brochure form to be used as a membership tool when guests attend a meeting or when trying to interest a potential member. This could include the programs and information about BPW in general. If local organizations publish a newsletter, please send a copy to the State Director of District Directors, District Director(s) and State Officers.

**Booklet Contents:**

Meeting Schedule:

Date	Place
Time	Program Topic
Speaker's Name	Hostess (if appropriate)

Members:

Officers	Committee Chairs
Members' names, addresses, home and business phones, fax, internet addresses, occupations, date joined BPW, etc.	BPW/ME Officers, District Directors, and Chairs

Special Dates:

Fall and Spring Board	Business Women's Week
BPW/ME Business Women's Breakfast	Women's Hall of Fame
District Meetings (Fall and Spring)	State Convention and National Conference
Local and State Projects or Conferences (Young Careerist, etc.)	Futurama Foundation Annual Meeting

Other Relevant Material:

Annual Budget	Dues/ Fundraisers
State and National Projects	Scholarship recipients
Woman/Member of the Year Recipients	State of Maine Song
State and National Legislative Platforms	Criteria for membership
BPW/USA Mission Statement, Collect, Emblem Benediction	Glossary of BPW Terms

**NOMINATING COMMITTEE**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair, who is elected at State Convention, and one member from each District, who are elected at Spring District meetings. The Chair is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To review materials used for the Nominations process in the previous year, and determine what constitutes the proper **Candidate Data Sheet Form**. The **Candidate Data Sheet** shall include, but not be limited to, the candidate's name, office running for, candidate's qualifications, local organization's endorsement, signature of local president, and candidate's signature.

To send out nomination forms no later than December 1<sup>st</sup> to the president of each local organization and state officers. (Voted by the Convention body, 1988.)

To name the deadline for receipt of completed **Candidate Data Sheets** by the Nominating Committee Chairman in the letter to local presidents, and on Form itself (Voted by the Convention body, 1988).

To recruit qualified candidates for state offices. This should include sending a preliminary letter to local presidents and Board members in September, attending and stimulating interest at Fall and Spring Board Meetings and District meetings, and seeking a geographic balance of candidates.

To distribute blank **Candidate Data Sheets** to local presidents and state Board members by December 1<sup>st</sup> (Bylaws, Art. XII, Sect. 2), and send a follow-up letter in January reminding them of the February deadline for declared candidates.

To review the **Candidate Data Sheets** received by the deadline and determine whether the forms are complete and the candidates meet qualifications for the office desired, then to immediately inform the State President of the slate of candidates.

To send, prior to April 1<sup>st</sup> (Bylaws, Art. XII, Sect. 3), copies of the data on qualified candidates to local presidents and state officers, to be read at local organization meetings.

To send copies of completed **Candidate Data Sheets** to the *BPW/Maine Business Women* editor in time to be published in the Spring issue and to the State President for inclusion in the Convention booklet (NOTE: Only Data Sheets for candidates who submitted forms by the February deadline should be published in both the magazine and the Convention booklet. Other members who decide to run for office are not official candidates until they have been nominated from the floor at Convention. Data sheets for such candidates may be distributed at Convention by candidate or sponsoring local.)

To present data for official candidates at Spring Board Meeting and at Convention.

To prepare the ballot for State Convention voting, and to present any Nominating Committee recommendations to the Convention body.

To maintain appropriate files to be given to successor, including recommended procedures.

**NOMINATION/ELECTIONS**

**LOCAL:**

**COMMITTEE STRUCTURE:**

As specified in local bylaws, but usually a Chair and two other members, appointed by the President.

**RESPONSIBILITIES:**

To recruit a slate of one or more candidates for each office vacancy for the next year. (Members of the Nominating Committee may be candidates.)

To review the local bylaws and become familiar with the duties of officers so as to select qualified candidates and answer questions from potential candidates.

To read the slate of officers at the specified meeting, and then give the report to the President.

**ELECTIONS:**

At the meeting specified for elections, the President presents the slate of candidates, then calls for any further nominations from the floor for each office.

Local bylaws specify when and how elections take place. The results of elections are declared by the President.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**The  
Maine  
Federation of Business and Professional Women**

Candidate Data Sheet  
for the office of

- \_\_\_ **President Elect**
- \_\_\_ **State Nominations Chair**
- \_\_\_ **Recording Secretary**
- \_\_\_ **Treasurer**

**NAME:**  
**ADDRESS:**

**OCCUPATION:**

**EXPERIENCE IN BPW (Local, State and National Offices and Activities):**

**OTHER ORGANIZATIONAL/JOB EXPERIENCE RELATED TO THIS OFFICE:**

**CANDIDATE PRIMARY GOAL FOR THE COMING YEAR (ONE SENTENCE):**

**ENDORSEMENT BY LOCAL ORGANIZATION:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Local Organization**

\_\_\_\_\_  
**Candidate's Signature**

\_\_\_\_\_  
**President's Signature**

**Candidate Data Sheets are due to Nominating Chair by February 15.**

**GENERAL RESPONSIBILITIES OF COMMITTEES**

**STATE:**

**COMMITTEE STRUCTURE:**

Committees are appointed by the President, and are made up of a chair and additional members as specified in the section on each committee.

A member's dues must be current throughout the fiscal year to hold an elected state office and to be on the State Board of Directors.

Each chair is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To examine files obtained from predecessor and consider any recommendations from prior committee.

To become familiar with the purpose and functions of the committee, consulting state bylaws, the state President, and/or the national office.

To attend planning meetings, and other scheduled meetings of the board of directors and the state convention, and to present reports as appropriate.

To work with committee members, state officers, and local chairs or presidents for efficient committee function. A directory of officers and committee chairs is available from the state president.

To give guidance and leadership to local chairs and to request annual reports prior to convention deadlines.

To be prepared to lead or participate in workshops as requested by districts or the state federation.

To make recommendations for future activities as appropriate.

To file a report of committee expenditures, and the proper forms for reimbursement, with the finance committee and state treasurer by the established deadlines.

To prepare an annual report for inclusion in the state convention booklet.

To maintain appropriate files to be given to successor, including recommended procedures.

**GENERAL RESPONSIBILITIES OF COMMITTEES**

**LOCAL:**

**COMMITTEE STRUCTURE:**

Committees are appointed by the President, and are made up of a chair and additional members as specified in the section on each committee.

A member's dues must be current throughout the fiscal year to hold an elected local office.

Each chair is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

Committees established at the local level may have fewer members than state level committees, so more general responsibilities are assumed by the member serving as chair.

A chair should be prepared to give an oral report at regular meetings.

A chair should have a written report for the secretary at the annual meeting.

A chair is a vital member of the president's support team and needs to be in communication with the president, particularly if the committee's responsibilities are seasonal or short-term.

A chair is expected to attend meetings of the board at appropriate times.

A chair should work with the president to invite and appoint other members to serve on specific committees as the need indicates, realizing that in some cases the need may be for a short time involvement, rather than a full year.

A chair, to be active and effective, needs to be well-informed of matters appropriate for the committee, and needs to share information with committee members to encourage their support and participation.

A chair maintains, and passes on, a file of appropriate materials.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**BPW/MAINE BUSINESS WOMEN (OFFICIAL PUBLICATION)**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair and at least one member. One member shall be responsible for soliciting ads for publication.

The chair of this committee is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To ensure that three issues of the *BPW/Maine Business Women* are published and distributed to all members. Publication **must** be to the membership **30 days** prior to Fall and Spring Board and State Convention Meetings. Publication must have "call" to Fall and Spring Board and State Convention signed by the President.

To ensure that the publication provides interesting and appropriate content, and that the information is accurate.

To encourage state officers, committee chair, and local organizations to submit news and articles for publication to be in accordance with the deadline.

To request each local organization obtain ads for the publication.

To be accountable for the finances for the publication, reporting frequently to president and treasurer.

To maintain appropriate files to be given to successor, including recommended procedures.

**LOCAL:**

**COMMITTEE STRUCTURE:**

Each local organization is encouraged to appoint a chair, or designate one member, who might be a local elected officer, to represent the *BPW/Maine Business Women* publication on the local level.

**RESPONSIBILITIES:**

To promote the *BPW/Maine Business Women* publication at meetings and in media announcements.  
To submit articles about the local organization, in accordance with deadlines and other criteria issued by the editor(s), or as included in the state president's "Planning Calendar" in the Green Book.

To assure accuracy and legibility in all materials submitted to the publication, and to provide clear identification of any photographs submitted.

To secure paid advertising from members and local businesses for each issue of the publication, in accordance with deadlines, prices, and other criteria issued by the business manager of the publication.

**BYLAWS COMMITTEE**

**STATE**

**COMMITTEE STRUCTURE:**

A chair and two members, the member with the longest tenure to be chair. One member to be appointed each year for a three-year term. See Article XVII of the bylaws—Standing Committee.

The chair of this committee is a voting member of the Board of Directors and should attend and participate in board meetings and the convention.

**RESPONSIBILITIES:**

To receive and review proposed amendments to the state bylaws and prepare them for presentation to the Board of Directors of the Federation.

To review changes to state and/or local organization bylaws and, where conflicts with national bylaws appear, to bring these bylaws into conformity.

**Recommended Procedures:**

Each member should receive a copy of proposed amendments to the bylaws at least 60 days prior to State Convention. Proposed amendments should be printed in State Convention Book.

To provide amended state bylaws to BPW/USA for review.

To provide copies of current state bylaws, and any subsequent revisions, to all State Board members.

To approve local organization bylaws.

To maintain appropriate files to be given to successor, including recommended procedures.

**PROCEDURES:**

Amendments to the state bylaws may be proposed by the board of directors, the executive committee, the bylaws committee, a district, or local organization.

Amendments proposed by any of the above shall be sent in writing to the state president, with a copy to the bylaw's chair, at least 60 days prior to the state convention.

Proposed bylaw changes are to be presented to the Spring Board meeting for consideration. Bylaw changes approved by the Board for presentation to the Convention body are then to be reviewed at the pre-convention board meeting and finally brought to the convention business session for voting.

For adoption, proposed amendments require a two-thirds vote of the voting body. A unanimous vote is required to approve any amendment proposed in writing from the floor of the convention without prior consideration of the board of directors, and must be read to the convention at a business session preceding the session during which the vote is taken.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**BYLAWS COMMITTEE**

**LOCAL:**

**COMMITTEE STRUCTURE:**

Refer to bylaws of specific local organization for committee structure.

**RESPONSIBILITIES:**

To receive and review proposed amendments to the local bylaws and prepare them for presentation to the board of directors and then to the membership for appropriate action following any specific procedures included in local bylaws.

To review changes to state and/or national organization bylaws and, where conflicts appear or changes are made, to bring local bylaws into conformity [approval by local members is not required in such cases].

To provide amended local bylaws to BPW/Maine for review and approval.

To provide copies of current bylaws, and any subsequent revisions, to all members.

To have the current bylaws available for reference at all business meetings.

To maintain appropriate files to be given to successor, including recommended procedures.

**PROCEDURES:**

Amendments to the local bylaws may be proposed by the board of directors, the executive committee, or the bylaws committee.

Proposed amendments, with their rationales, shall be sent in writing to the membership, in advance of voting, following any specific procedures included in the local bylaws.

For adoption, proposed amendments require a two-thirds vote of the voting body.

**FINANCE**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair and two members. A member is appointed near the end of each fiscal year to serve a three year term; that member serves as chair in her third year. The President, the President-elect, and the Treasurer are ex-officio members of the committee. Vacancies on the committee are filled by appointments made by the President.

Each member serves in turn as chair. The chair is a voting member of the Board of Directors, and serves ex-officio on all committees which disburse money.

**RESPONSIBILITIES:**

To prepare an annual budget with the President-Elect and Treasurer for presentation at the State Convention.

To have general supervision of, and to **approve** for payment, all expenditures made by the Federation.

To review requests for funds not covered by the budget and make recommendations to the Executive Committee, the Board of Directors and/or the Convention body.

To assist local organizations in setting up budgets and in developing sound financial policies.

To maintain appropriate files to be given to successor, including recommended procedures.

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair, and other members as specified in local bylaws.

**RESPONSIBILITIES:**

In conjunction with the Executive Committee, prepare an annual budget for the local organization, and present it to the membership for approval.

To have general supervision of all financial matters of the organization, and to review requests for funds not covered by the budget, and recommend action to the Executive Committee.

To assist in local fundraising.

To maintain appropriate files to be given to successor, including recommended procedures.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**BPW NATIONAL FOUNDATION**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair who is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To act as liaison between BPW Foundation (National) and local organization chairs and be prepared to speak on the Foundation when invited.

To promote the Foundation by striving to establish more recognition of and appreciation for the Foundation, and to assist local chairs in preparing interesting programs.

To encourage local organizations to make donations to the Foundation by including it in their budgets or by sponsoring a special fund-raising event, making sure they meet the **March 31 deadline** for national recognition.

To encourage women to apply for National Foundation scholarships and make members aware of the scholarships awarded to Maine women.

To increase local organization awareness of the resources available through the Foundation library and Marguerite Rawalt Resource Center in Washington, DC.

To maintain appropriate files to be given to successor, including recommended procedures.

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will act as liaison between the local organization and the State Foundation Chair.

**RESPONSIBILITIES:**

To be familiar with programs, services and scholarships offered by the National Foundation.

To promote the Foundation by presenting orientation material for members and by giving timely reports and preparing programs, such as during "Foundation Month " of February.

To encourage the inclusion of the recommended Foundation contribution in the annual local budget, and suggest memorial or private contributions.

To maintain appropriate files to be given to successor, including recommended procedures.

**FUTURAMA FOUNDATION**

**LOCAL:**

**COMMITTEE STRUCTURE:**

Each local organization is encouraged to appoint a chair, or designate one member, who might be a local elected officer, to represent the BPW/Maine Futurama Foundation on the local level.

**RESPONSIBILITIES:**

To promote the Futurama Foundation at meetings and in media announcements, in local budget planning, in assisting with other fund-raising efforts, in sponsoring candidates for scholarships, and in encouraging attendance at annual Futurama Foundation meetings (held in conjunction with the annual convention of BPW/Maine).

**HISTORIAN/ARCHIVIST**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair and two members.

**RESPONSIBILITIES:**

To be a resource and to network with other organizations presenting BPW History during National Business Women's Week in October and Women's History Month in March.

To maintain contact with the Librarian of the Fogler Library, University of Maine, Orono, who is responsible for the special collections department and make arrangements to add material to the BPW files there.

To record the yearly history of BPW/Maine and file with the Fogler Library.

To establish and maintain rosters of recipients of BPW scholarships and other BPW honors such as Young Careerist, Member of the Year, and Woman of the Year.

To establish and maintain in the Fogler Library a file of the history of Maine Women's Hall of Fame.

To oversee the maintenance and monitor criteria of the BPW/Maine records to be stored.

Suggested criteria is as follows:

Secretary's Minutes

Treasurer's Ledger and Annual Reports

Convention Booklets

*BPW/Maine Business Women*

BPW/Maine Scrapbooks

Membership Listing (annual)

Futurama Foundation (meeting minutes and annual reports)

State Projects

To encourage local organizations to record and preserve their own histories.

To maintain appropriate files to be given to successor, including recommended procedures.

**INDIVIDUAL DEVELOPMENT**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair who is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To promote the BPW Individual Development program and encourage local organizations and/or districts to schedule the program for members and non-members.

To encourage speak-offs at local, district and state levels.

To assist the local chairs, on request, to organize an individual development program, explaining the benefits in developing members who will become skilled in leadership roles with an enhanced knowledge of BPW history, objectives, and procedures.

To maintain appropriate files to be given to successor, including recommended procedures.

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will utilize information from the State Chair.

**RESPONSIBILITIES:**

To be familiar with the Individual Development (ID) program and to utilize information from National and State Chairs.

To promote interest in ID among members and other interested community people, and to explain the program benefits of increased knowledge of BPW plus public speaking skills.

To coordinate the ID course and to encourage a Speak-Off at local and district levels.

To work with the local Public Relations Committee to publicize the ID program.

To maintain appropriate files to be given to successor, including recommended procedures.

**ISSUES MANAGEMENT**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair and two members, the member with the longest tenure on the committee to be the chair. The chair is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To establish, with the president, a theme for the year and make recommendations at the convention for participation by other committees.

To work with chairs of the finance, membership and legislation committees.

To develop and implement a coordinated program of projects and activities in accordance with the objectives of BPW/USA and BPW/ME, and to consider a state-wide project which could involve and benefit all local organizations.

To encourage the incoming president-elect and the committee responsible for the initiation and development of issues for the following year.

To offer services to local organizations, so that ideas may be expanded and shared, and to relay materials from BPW/USA which may help local organizations in their program preparation.

To emphasize, at state and local levels, the importance of detailed issues management preparation as it affects both new members and continuing members.

To advise local issues management chairs of awards available and encourage application by the appropriate dates. To recognize all entries submitted by local organizations, and to select one entry from Maine to submit to the national office.

To maintain appropriate files to be given to successor, including recommended procedures.

**ISSUES MANAGEMENT**

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will act as liaison between the local organization and the State Issues Management Chair.

**RESPONSIBILITIES:**

To establish, at an early planning meeting with the President, a theme for the year and make recommendations for participation by other committees for integrated programming.

To utilize various methods of program presentation when initiating and implementing a coordinated program of projects and activities with the objectives of BPW/USA and BPW/ME for the ensuing year.

To involve the Membership Chair in emphasizing the importance of detailed issues management preparation as it affects both new members and continuing members.

To work with the Public Relations Chair by providing all pertinent information (date, time, place, program topic, speaker, and any special notes) about the meeting at least one month prior to the meeting.

To follow through on arrangements, contacting speakers, reserving meeting places, providing audio-visual equipment, etc. on an appropriate schedule.

Obligations to guest speaker:

1. Be sure the speaker has been informed as to the time and place of the meeting, the length of time for presentation, and desired topic.
2. Be sure that speaker is courteously welcomed upon arrival.
3. Arrange the agenda with the President so that the speaker may have the allotted amount of time and speak before the business meeting, if preferred.
4. Be sure the speaker is thanked in person and by letter. If the local organization usually gives a gift, honorarium, or buys the speaker's dinner, it is the chair's duty to arrange this.

To encourage the President-Elect, and the committee responsible for the initiation and development of issues for the following year, to utilize State and National program and legislative materials when planning.

To submit an outstanding program of the year (on appropriate entry form) to State Issues Management Chair by the deadline for consideration for the State and National Issues Management Awards.

To maintain a working file of program source material received from State and National, including recommended procedures and materials gathered locally to be given to the successor.

**LEGISLATION/PAC**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair and two members, the member with the longest tenure on the committee to be the chair. All must support the National and State Legislative Platforms, and have an understanding of the political process.

The chair of this committee is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To be knowledgeable and keep up to date on any state Legislative bills or programs which are relevant to BPW issues as outlined in the Legislative Platforms, and keep the State Officers and local organizations aware of action proposed or taken.

To prepare and present testimony at State Legislative hearings on bills which are pertinent to BPW issues.

To prepare the State Legislative Platform for presentation at State Convention.

To report on legislative items, and on National BPW PAC, at State Board meetings.

To speak at local organization meetings when invited.

To encourage members to participate in the political process, including running for office, seeking appointments to boards and commissions, working for candidates, contributing to candidates, and contributing to National BPW/PAC.

To advise local organizations of the National Legislative Award, and encourage entries. With the State President, and other State Officers if desired, select one official entry from Maine to submit to National. Forward that entry and any legislation-related Resolutions approved at Convention, to National.

To seek support, meet with and/or communicate with other groups or committees who are working on BPW issues.

To maintain appropriate files to be given to successor, including recommended procedures.

**LEGISLATION/PAC**

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will act as liaison between the local organization and the State Legislation/PAC chair.

**RESPONSIBILITIES:**

To be familiar with and to acquaint the members with the National and State Legislative Platforms by circulating them to members of the local organization.

To be knowledgeable and to keep up to date on any National, State, and Local legislative bills or programs which are relevant to BPW issues as outlined in the Legislative Platforms, and to stimulate interest and activity in legislation by reporting regularly during the legislative session.

To carry out the BPW legislative program by supporting appropriate legislation and administrative action, and to cooperate with other committees whose programs may be pertinent to or affected by legislative or administrative action.

To contact appropriate legislators promptly upon the request of the State Legislative Committee and to urge each member to do so. To prepare a sample letter or script to show members how to address legislators.

To encourage members to participate in the political process, including running for office, seeking appointments to boards and commissions, working for candidates, and contributing to candidates and the National BPW/PAC (Established by BPW National Convention action, July 26, 1979, in Boston, Massachusetts).

To submit the organization's legislative activities for the past year (on official entry form) to the State Legislative Chair by the date established by the State President, for consideration for the State and National Legislative Awards.

To maintain appropriate files to be given to the successor, including recommended procedures.

**MEMBER/WOMAN OF THE YEAR**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair, who is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To arrange for the selection and acknowledgement of a Member of the Year and a Woman of the Year; to be honored annually by BPW/Maine.

To submit applications to the State Executive Committee for final selection of Member/Woman of the Year.

Suggested procedures include:

Announce the Member/Woman of the Year opportunity to the local organization members in early Fall; collect nominations for review and selection in early spring; arrange for awards ceremony for recipients at state convention. Nomination form to be published in Fall issue of BPW/ME.

To encourage participation of local organizations in the selection process and of the media for appropriate public relations.

To provide names of recipients to historian/archivist for a permanent record.

To maintain appropriate files to be given to successor, including recommended procedures.

**MEMBER/WOMAN OF THE YEAR**

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will act as a liaison between the local organization and the State Member/Woman of the Year Chair.

**RESPONSIBILITIES:**

To arrange for the local organization selection and acknowledgement of a Member of the Year and a Woman of the Year, to be honored by the local organization and submitted to BPW/Maine by April 15.

To arrange for appropriate public relations.

To maintain appropriate files to be given to successor, including recommended procedures.

**WOMAN OF THE YEAR CANDIDATE FORM**

The  
Maine  
Federation of Business and Professional Women's Clubs

**NAME:**

**Address:**

**Phone:**

**Education:**

**Employment:**

**Organizations:**

**Contributions to Community:**

**Endorsements of members of BPW local organization explaining reasons for promoting candidate**

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President or Secretary of Local Organization

**MEMBER OF THE YEAR CANDIDATE FORM**

The  
Maine  
Federation of Business and Professional Women's Clubs

**NAME:**

**Address:**

**Phone:**

**Education:**

**Employment:**

**Organizations:**

**Contributions to Community:**

**Endorsements of members of BPW local organization explaining reasons for promoting candidate**

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President or Secretary of Local Organization

**MEMBERSHIP**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair who is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To work to equalize, increase, and retain the membership of the Federation.

To take appropriate action on membership referrals and prospects received from the National offices.

To encourage and assist local organizations in recruiting and orienting new members.

To encourage local organizations to obtain and use membership materials available from BPW/USA.

To announce state and national membership awards and citation programs, and to present awards at the convention.

To conduct membership workshops at district meetings, state board meetings and conventions when requested.

To issue regular membership reports to the state president and local presidents.

To maintain appropriate files to be given to successor, including recommended procedures.

**MEMBERSHIP**

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will act as liaison between the local organization and the State Membership Chair.

**RESPONSIBILITIES:**

To work to equalize, increase, and retain the membership of the local organization through a coordinated plan using membership materials available from BPW/USA and the State Membership Chair. This could include maintaining a file of prospective members in the community through references, newspaper clippings, etc. It may also include assessing reasons why members do not renew membership.

To take appropriate action on membership referrals and prospects received. Contact promptly all Federation members moving into or working in the area when notified by National or State, and urge their attendance at meetings and transfer of membership, if appropriate.

To recruit and orient new members by informing members about BPW and local organization objectives and encouraging each member's assistance in achieving them.

To work with the Public Relations and Issues Management Chairs in publicizing activities (i.e., Young Careerist, Individual Development, Business Women's Week, Member/Woman of the Year) to generate interest in business and professional people in the community.

To issue regular membership reports including membership information from State and National.

To work with the contact/hostess committee to maintain contact with members who have missed several meetings.

To be informed about State and National Membership Awards and apprise the members of the criteria and deadlines.

To conduct initiation/induction ceremony for new members; provide a membership certificate, bylaws, roster, history, and membership pin (if provided for in membership budget).

To maintain appropriate files to be given to successor, including recommended procedures.

**PUBLIC RELATIONS**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair who is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To direct communications of the Federation to the press, radio, and television media.

To arrange for publicity of state Board Meetings, Convention, and such special events as seminars, scholarships, National and Maine Business Women's Week, the BPW/Maine Breakfast, and the Maine Women's Hall of Fame, working with local public relations chairs for best media exposure.

To keep a record of media contacts made and press releases distributed.

To collect copies of articles published and preserve these for the state archives.

To attend and participate in Board meetings and the Convention.

To maintain appropriate files to be given to successor, including recommended procedures.

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair who will act as a liaison between the local organization and the State Public Relations Chair.

**RESPONSIBILITIES:**

To arrange for publicity for local meetings and special events such as ones listed above in the State Committee responsibilities.

To forward names of local media contacts to the State Chair.

To forward clippings of press releases and published articles to the State Chair.

To maintain appropriate files to be given to successor, including recommended procedures.

**RESOLUTIONS**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair who is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To receive proposed resolutions, review them, and present them for action at the appropriate meeting.

To provide copies of proposed resolutions to the state president for inclusion in the state convention printed program.

To attend and participate in board meetings and the convention.

To maintain appropriate files to be given to successor, including recommended procedures.

**PROCEDURES:**

A resolution is a formal method of directing specific action or stating the position of the Federation on an issue. The content shall be in keeping with the mission of the state and national federations.

Resolutions may be proposed by the Board of Directors, the Executive Committee, the resolutions committee or other standing committee, a district, or a local organization.

Resolutions, except emergency, must be received by the chair at least 30 days before a board meeting and before the convention.

Resolutions to be considered at a Board of Directors meeting shall be reviewed in advance by the executive committee for recommendation.

Resolutions to be considered at a Convention shall be presented to the executive committee and to the pre-convention board meeting for recommendation.

Courtesy resolutions require no prior review except by the chair and the president. It was voted by the Convention body in 1995 to not have normal courtesy sentiments submitted as resolutions.

Emergency resolutions, when the issue is of immediate import, shall be submitted to the chair in writing during the business session prior to the final business session of the board meeting or the convention scheduled closing time.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**SCHOLARSHIP**

**STATE:**

Scholarships at the state level are awarded by the BPW/ME Futurama Foundation.

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair, who will act as a liaison between the local organization and the BPW/ME Futurama Foundation Scholarship chair, and at least two members (or as specified in the local organization bylaws)

**RESPONSIBILITIES:**

To be informed about the scholarship programs sponsored by BPW/ME Futurama Foundation, the BPW National Foundation, and the local organization.

To distribute information about scholarships to members, area high schools, and the media. (State Futurama Scholarship Committee sends information to colleges, universities and community colleges, including a list of local presidents, but the local organization could also contact any local colleges.)

To encourage local students to apply for scholarships, and to adhere to local and state policies and procedures in submitting applications or presenting scholarships, keeping deadlines in mind.

To determine from the local applicants which one(s) most closely meet stated criteria; choose local recipient(s), and forward appropriate application(s) to the Futurama Scholarship Committee by **April 30**.

To invite recipient(s) to the luncheon at State Convention.

To invite recipient(s) to a local meeting, and include winner(s) in the local program booklet.

To maintain appropriate files to be given to successor, including recommended procedures.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**STRATEGIC LONG RANGE PLANNING**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair, and at least two members, the member with the longest tenure on the committee to be the chair. One member should be a past State President.

The chair of this committee is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To establish goals and directions for the Maine Federation.

To send a report to the archives chair.

To review, revise, and present to the Convention body in 1998 and thereafter at five-year intervals, a five-year plan of action for the Federation, or as requested by the executive committee, the board of directors, or the convention body.

To monitor, along with the President and the Board, the implementation of the Strategic Plan as voted by the Convention body.

To review every three years, and revise as necessary, the Guidelines for the Maine BPW Green Book.

To maintain appropriate files to be given to successor, including recommended procedures.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**BPW/MAINE STRATEGIC LONG RANGE PLAN**

**Mission Statement**

BPW/Maine promotes full participation, equity, and economic self-sufficiency for working women.

**General Objective I:**

Promote an environment in which personal development and career enhancement are encouraged through interaction among working women.

- A. Continue to develop and sponsor Individual Development courses.
- B. Encourage all local organization to recruit young career women and become involved in the Young Careerist Program.
- C. Continue to provide leadership development seminars and programs for district and local leaders.
- D. Continue to sponsor the annual Maine Women's Hall of Fame selection and celebration, and other Women's History month activities.
- E. Continue to provide and encourage career awareness activities, with emphasis on nontraditional occupations for junior high and high school students.
- F. Encourage the development of discussion groups or roundtables among members on topics of mutual interest (e.g. The Federation Focus issues).
- G. Continue to support research projects concerning the socio-economic status of Maine women (e.g. pay equity, harassment, discrimination, and other workplace issues).
- H. Continue to sponsor seminars on specific concerns of women in all socio-economic levels (e.g. women in transition, dependent care, equal educational opportunities, job training, entrepreneurship).
- I. Continue to support and promote the BPW/Maine Futurama Foundation in awarding at least three scholarship annually.
- J. Continue to recognize outstanding women, both within and outside BPW membership through the Woman/Member of the Year program.
- K. Continue to promote and participate in National and Maine Business Women's Week activities and annual Equal Pay events.

**General Objective II:**

Formulate, monitor, influence and support laws, regulations and policies which have an impact on working women.

- A. Continue to support the BPW/USA and BPW/Maine Legislative Platforms.
- B. Support BPW/USA's PAC activities.
- C. Continue to support and participate in women's coalitions and in activities with other Maine groups to impact the political system.
- D. Continue to seek appointment of BPW members to state boards and commissions.
- E. Encourage women to run for office, at the local, state and national levels.
- F. Continue support for the ERA at both the state and national levels.
- G. Educate members concerning public policy issues affecting working women.
- H. Formulate and support legislation, regulations, and policies which have a positive impact on working women.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

- I. Continue to sponsor seminars regarding legislation, lobbying, and running for office.
- J. Continue to sponsor and participate in Legislative Day activities.

**General Objective III:**

Collect, analyze and disseminate information for and about working women.

- A. Encourage local/district organizations to develop programs and activities in keeping with the BPW mission and objectives.
- B. Develop a good public relations package for local/district organizations.
- C. Reinforce and improve internal communications with district/local organizations.
- D. Review guidelines and policies governing the state publication, *BPW/Maine Business Women*.
- E. Continue to support BPW networking at all levels - local/district/state/national.
- F. Promote the establishment of a Speakers' Bureau - state/district/local.
- G. Continue to network with other women's organizations in Maine.
- H. As a part of the BPW/Maine Futurama Foundation, promote the establishment of a BPW Resource Center that will collect, research, analyze, and disseminate information for and about working women.

**General Objective IV:**

Strengthen the Maine/BPW structure and decision-making process to better serve the needs of members.

- A. Develop a Public Relations/Media program that will help promote BPW.
- B. Develop a Marketing program that will help attract BPW members who reflect the diversity of the workforce in the State of Maine.
- C. Review and evaluate the Maine Federation structure and operating methods to determine their effectiveness in fulfilling the mission statement and objectives.
- D. Review and evaluate district/local structures and operating methods in the light of missions, goals, and objectives.
- E. Develop a long range financial plan to ensure sound management of Federation funds.
- F. Utilize National and State Federation and Foundation information and resources to assist local organization in the retention of members.
- G. Update the BPW/Maine Green Books on Policies and Procedures reviewing every three years.
- H. Continue to support and promote the BPW/Maine Futurama Foundation's fund raising activities and long-range plans.
- I. Continue to appoint an acting Archives/History committee to maintain the BPW/Maine archives at Fogler Library.

Initially approved at Fall Board, 1987; Revised Spring 2006.

## Guidelines for the Maine Federation of Business and Professional Women's Clubs

### **STATE CONVENTION**

A state convention will be held annually to hear reports of officers, state director of district directors, district directors, and committee chairs; elect officers for the coming year; act on recommendations, resolutions, bylaws, and other business presented; adopt a budget; adopt a state legislative platform; consider recommendations from BPW/USA; select a representative to serve on the National Legislative Platform Committee; consider proposed changes in national bylaws; take action on any proposed endorsement of members from the state federation for National office or appointment; consider proposed changes in current national legislative platform for submission to national legislative platform committee; study the national program for the coming year.

The site of the convention is voted by the board of directors usually at the Fall Board Meeting.

An officer or committee chair from BPW/USA is appointed every other year to represent the National Federation at the state convention and to serve as installing officer for the new state officers. In off years, it is optional for the state federation to request and pay for a National Representative.

Workshops or other presentations on appropriate issues may be a part of a convention. An informative session is presented by the incoming state president for local presidents and district directors when dates and hosting locals are scheduled for the following year for the Fall and Spring Board Meetings and the Fall and Spring District Meetings.

A separate sessions is also held for local treasurers for the coming year meeting with the state treasurer.

Highlight of the convention is the Young Careerist, and Individual Development speakoff to select winner, who will then represent BPW/Maine at the National Conference. State convention is usually the occasion for presentation of annual awards which may include membership, issues management, legislation, foundation, Member of the Year, Woman of the Year and awarding of the BPW/ME Futurama Scholarships.

The annual meeting of the BPW/Maine Futurama Foundation is scheduled during the state convention.

The convention and all its scheduled events are open to all members. The social functions, banquet, etc., are open to guests.

**STATE CONVENTION PLANNING**

**COMMITTEE STRUCTURE:**

A chair, plus a co-chair and/or other members as needed. The chair is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To establish a working committee at least one year prior to State Convention.

To review and become familiar with the Convention Committee files, and previous convention books and taking suggestions from the previous chairs into consideration.

To work closely with the State President on all aspects of Convention planning and administration.

To appoint or assist the President in appointing sub-committees, which may include:

function arrangements, convention budget, credentials, elections, registration, public relations, rules, doorkeepers, floor tellers, timekeepers, and hostesses.

To serve as a member of all sub-committee planning.

To ask the local organizations in appropriate district to help with State Convention.

To present bids for State Convention package to be voted upon at Fall Board.

To arrange for luncheon expenses for Young Careerist and Judges to be paid from convention budget.

To arrange for luncheon expenses for scholarship recipients to be paid by BPW/Maine Futurama Foundation.

To arrange for banquet expenses for those honored as BPW/Maine Woman of Year and Member of Year to be paid from convention budget (reimbursement for this expense may be appropriate).

To arrange for banquet expenses for Young Careerist state finalists to be paid from convention budget.

To maintain detailed files including procedures, income, and expenses to be given to successor and President-Elect.

**YOUNG CAREERIST**

**STATE:**

**COMMITTEE STRUCTURE:**

A chair and two other members. The chair is a voting member of the Board of Directors.

**RESPONSIBILITIES:**

To administer the Young Careerist program in the state, informing local presidents, local chairs, and district directors of the Young Careerist guidelines and procedures.

To aid local chairs and district directors in the competition and selection process at both local and district speak-offs, encouraging each district to sponsor one candidate for the state-level competition.

To work with the state president. To organize and implement the final competition at state convention, arranging for candidates and judges to participate and arranging for appropriate meal expenses to be paid from convention budget.

To assist the state YC finalist with arrangements for participation at National Conference.

To work with the Public Relations Chair to promote media coverage of the program.

To maintain appropriate files to be given to successor, including recommended procedures.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**YOUNG CAREERIST**

**LOCAL:**

**COMMITTEE STRUCTURE:**

A chair, with additional members as needed.

**RESPONSIBILITIES:**

To be familiar with the YC guidelines, criteria and procedures, both National and State.

To encourage and solicit YC candidate(s) for the local organization.

With the local Executive Committee, to organize a Speak-Off at the local level in the month or two prior to the Spring District Meeting.

To arrange for impartial judges at the local level, if needed, and to provide orientation to the judges regarding YC criteria and guidelines, prior to the Speak-Off.

To help prepare the local candidate(s) for Speak-Offs at the local and district levels.

To work with the District Director in coordinating the Speak-Off at the Spring District meeting.

To work with the Public Relations Chairman to promote media coverage of the YC program.

YC Banquet expenses are funded from Convention budget.

To maintain appropriate files to be given to successor, including recommended procedures.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**YOUNG CAREERIST PROGRAM**

**MISSION STATEMENT** (As approved at 1988 State Convention)

BPW/Maine promotes full participation, equity, and economic self-sufficiency working women.

**GENERAL OBJECTIVE:**

Promote an environment in which personal development and career enhancement are encouraged through interaction among Young Career Women.

- A. Continue to develop and sponsor the Young Careerist Program at the Local, District and State Levels.
1. The following is a list of suggestions only for the Local Organization.
    - a. No monies will be provided from State Level.
    - b. Have all Young Careerist participants involved in an orientation with other BPW members.
    - c. Budget monies specifically for the Young Careerist program annually.
    - d. Topics for the Young Careerist Speak-off will be given by the State Young Careerist Chair to the local Young Careerist Chair.
    - e. Each local organization will be responsible for staging its own Speak-off before March 15.
    - f. The local YC Chair is responsible for selecting three (3) non-partisan judges
    - g. The local organization may wish to invite the judges to dinner.
    - h. Judges will select a winner and a runner-up at the Speak-off.
    - i. Each local organization could pay for the winning Young Careerists next year's membership.

**RATIONALE:**

1. To give local organizations flexibility, consideration might be given to these suggestions.
2. The following are recommendations for the District Level Young Careerist Program voted by the 1988 State Convention body.
  - a. 25% of monies in the State Young Careerist Fund as of May 31 of the current year are to be earmarked and divided equally among the districts.
  - b. All bills must be submitted to the State Finance Chair no later than May 31 and the state Treasurer will reimburse each District by the Annual State Convention.
  - c. The winner or the runner-up of each local organization will compete at the Spring District Meeting.
  - d. The same topic used at the local Speakoff will be used at the District Competition.
  - e. Each District Director is responsible for selecting three (3) non-partisan judges.
  - f. Each District may wish to invite the judges to dinner.
  - g. Judges will select a winner and a runner up at the district competition.

## Guidelines for the Maine Federation of Business and Professional Women's Clubs

3. The following are recommendations for the State Young Careerist Program voted by the 1988 State Convention body.
  - a. 25% of monies available as of May 31 of the current year are to be earmarked for the State Young Careerist Competition.
  - b. The State Young Careerist Chair should submit all expenses incurred to the State Finance Chairman no later than May 31<sup>st</sup> and the state Treasurer will reimburse her/him by the annual State Convention.
  - c. The State Young Careerist Committee is responsible for selecting three (3) non partisan judges.
  - d. Compensation should be made for the judges either in travel monies or meals.
  - e. An invitation should be extended to all judges to attend the convention banquet.
  - f. Judges will select a winner and a runner up at the State competition. (See section C for judges guidelines.)
  - g. The State level should offer an orientation and/or Parliamentary Workshop for all the YC participants at the State Convention. Other BPW members and convention guests may attend this workshop.
4. The following are recommendations for the State Young Careerist Winner voted by the 1988 State Convention body.
  - a. 50% of the monies earmarked from the State Budget available as of May 31 of the current year may be used for the YC Winner to attend National Conference.
  - b. National has its own Young Careerist program plan for the State Young Careerist winners. The State Young Careerist winner will be notified directly by National or National will notify the State Young Careerist Chair.

### RATIONALE:

- 1, 2, 3, 4 Provides specific guidelines at both levels to create a stronger YC program within our State Federation.

### B. Criteria for the Young Careerist Program.

1. The candidates must be between the ages of 21 and 35 inclusive, by July 31. (Passed by National Convention 1988)
2. The candidates must be dutifully employed in their career for at least one year.
3. The candidates must be outstanding in their work or in community service.
4. The candidates must work or live in the area served by the State Federation they represent.
5. The candidates must support the goals and objectives of the Business and Professional Women's Organizations - - Maine/USA.
6. The candidates must review the National Legislative Platform and pledge they will not speak against platform items as a Young Careerist, if selected.

Guidelines for the Maine Federation of Business and Professional Women's Clubs

C. Criteria for the judges to follow in selection of a District or State Young Careerist Representative.

1. Each local and district Young Careerist Chair is responsible for his/her own criteria for the Young Careerist selection. This criteria should be given to the judges prior to the competition.
2. At the State Level, judges will use the following as criteria for the Young Careerist Competition:
  - a. Each candidate will fill out a Young Careerist Biographical Information sheet. This information contains Personal Data, Employment, Education, Publications, Papers Presented, Speeches Given, Honors, Hobbies and Goals for the Future. This will account for up to 20% of the candidate's points.
  - b. Each candidate will be required to present a five minute presentation on a topic selected by the Young Careerist Committee. This will account for up to 40% of the candidate's points.
  - c. A group discussion will be held with all the candidates participating. Various topics will be given at the time of the competition. The judges will be observing this discussion. This will account for up to 20% of the candidate's points.
  - d. Each candidate will be interviewed by one panel of judges. This will account for 20% of the candidate's points. (Each candidate will have the opportunity to accumulate 100 points. The judges will observe the candidates for preparedness, poise, interaction with other candidates, speech and will assign points accordingly).
  - e. The judges will select a winner and a runner-up at the State Competition. In case the winner is not able to go to National Conference, the runner-up will be eligible to attend so the State will have representation at National.

**OTHER LOCAL COMMITTEES**

The local organization may have other committees such as the following, to help welcome, encourage, and retain members:

Hostess: To greet members/guests at meetings, to be sure seats are available, escort honored guests to their places, and introduce members and guests to each other. Might also assist with decorations or refreshments.

Orientation: To keep members, especially new members, informed about new and pertinent information, as well as educating members about BPW history, objectives and procedures.

Sunshine: To send cards, flowers or gifts to members for occasions such as birthday, illness, death in the family, promotion, etc.

Telephone: To call members as necessary for -- a meal count, meeting reminder, change of meeting time or place, special events, etc.

Social Events: To help arrange and implement events such as hosting District or Board meetings, anniversary celebrations, joint organization meetings, etc.

Civic Participation: To encourage involvement and networking with other community groups around pertinent issues or events.

Guidelines for the Maine Federation of Business and Professional Women's Clubs  
**ANNUAL EVENTS**

**NATIONAL BUSINESS WOMEN'S WEEK**

At the suggestion of Emma Dot Partridge, executive secretary of the National Federation of Business and Professional Women's Clubs, the 1927 convention in Oakland, California, adopted Business Women's Week to "dramatize women's contributions to the economic, social and political life of the community, state, nation, and the world." First observed in 1928, the Week is widely celebrated in every state, with emphasis each year upon special projects that stress the citizenship responsibilities of business and professional women. Celebrating the achievements of working women, the week highlight the mission of the Federation.

**MAINE BUSINESS WOMEN'S WEEK**

At the initiative of the Maine Federation of Business and Professional Women's Clubs, Inc., and with the assistance of Representative Ruth Joseph of Waterville, the Maine Legislature in 1985 established the third week of October as Maine Business Women's Week. Then president of BPW/Maine, Jeanne Hammond spoke at the legislative hearing on February 14<sup>th</sup> of that year, a day when all women members of Legislature wore red carnations!

**BPW/MAINE BREAKFAST**

The third week of October is observed by BPW members as National Business Women's Week (since 1928) and also Maine Business Women's Week (since 1985).

The BPW/Maine Breakfast (formerly known as the BPW/Maine Prayer Breakfast) is sponsored by BPW/Maine and traditionally held on Sunday to open the week's various activities. From the initial event, established by then state president Virginia Grant, through 1994, the breakfast was held in the Waterville area and was coordinated by that local organization. Currently, the Breakfast moves in rotation from District I to District IV (District I & II in 2005, etc.) with coordination responsibilities shared by the local organizations in each district in turn.

A theme for the breakfast is chosen, relating to the agenda of the state president, who may serve as consultant for the event. A district coordinating committee is formed (at or before the state convention) and is responsible for the following basic duties:

- To arrange an appropriate program and speaker
- To select a non-smoking site accessible to persons with physical handicaps
- To plan a menu (and decorations if desired)
- To publish reservation form in Fall *BPW/Maine Business Woman*
- To send notices to State Board of Directors **30 days** prior to the breakfast
- To send invitation to speakers and selected guests
- To collect reservations and payments. Meals for main speaker and State President should be paid from registration income
- To provide a full financial accounting, as well as any income over expenditures, to the state treasurer immediately after the event.

The Breakfast is an especially important vehicle to showcase BPW, both locally and state-wide, to members and guests with BPW membership materials displayed or distributed.

For information and future planning, a list of BPW/Maine Breakfast topics is reprinted here.

**BPW/MAINE BREAKFAST HISTORY**

- 1970 Women's Roles; Rev. Benjamin Bubar  
Virginia Grant; Marilyn Ladd, Waterville BPW President
- 1971 Honoring Women for Community Achievements; a panel  
Jean Carrigan; Meheba Cutter, Waterville BPW President
- 1972 Role of Women in Television; Jean Murray, TV Commentator  
Jean Carrigan; Jeanne L. Hammond, Waterville BPW President
- 1973 ERA: Pro and Con; Rep. Ted Curtis and Rep. Glenys Berry  
Mae D. Plourde; Jeanne L. Hammond, Waterville BPW President
- 1974 Governor's Council on the Status of Women; Shirley Ezzy  
Catherine B. Bell; Irvine Doe, Waterville BPW President
- 1975 Maine Mother of the Year; Priscilla McCallip  
Corinne Cartwright; Sally Ann Parks, Waterville BPW President
- 1976 Gender in Maine Statutes; Prof. Judy Potter, Maine Law School  
Arline A. Lovejoy; Sally Ann Parks, Waterville BPW President
- 1977 Color in Women's Lives; Muriel Ragsdale, artist and teacher  
Viola Willard; Sheila Jobber, Waterville BPW President
- 1978 Citizen Impact on Legislation; Elizabeth Mitchell, legislator  
Bertha Rideout; Carole McCaslin, Waterville BPW President
- 1979 Marketing Women's Crafts; Sr. Lucy Poulin of H.O.M.E.  
Delberge Albert; Carole McCaslin, Waterville BPW President
- 1980 Sexual Abuse and the Courts; District Attorney David Crook  
Jacqueline Caron; Carol Souviney, Waterville BPW President
- 1981 Women's Responsibility to the Family; Linda Crawford, Attorney  
Val Schurman; Carol Souviney, Waterville BPW President
- 1982 Lobbying for Women; Patricia Riley, Bureau of Maine's Elderly  
Linda Landry; Carol George, Waterville BPW President
- 1983 Gender Inequities in the Workforce; U. S. Sen. George Mitchell  
Nancy Adams; Carol George, Waterville BPW President
- 1984 Title IX & Educational Equity; Patricia Ryan, Human Rights Commission  
Jeanne L. Hammond; Louise Hinkley, Waterville BPW President

Guidelines for the Maine Federation of Business and Professional Women's Clubs

- 1985 Multiple Roles of Women; Sherry Huber, Portland BPW  
Sally Ann Parks; Marji FitzGerald, Waterville BPW President
- 1986 BPW's National Picture; Rosalie Tydings, Treasurer BPW/USA  
Clare Burgess; Carol George, Waterville BPW President
- 1987 Women in Transition; Jane Searles and Barbara Steller, BPW/ME  
Donna Leland; Mary Lou Bolduc, Waterville BPW President
- 1988 Child Care/Dependent Care; Beth I. Warren, University of Southern Maine  
Betty J. Hill; Mary Lou Bolduc, Waterville BPW President
- 1989 Legislative Issues; Congressman Joseph Brennan, Representative Christine Burke  
Patricia C. Bourgoin; Rita Ryan Low, Waterville BPW President
- 1990 Political Education Forum: Gubernatorial, Congressional, and Senatorial Candidates  
Caroline Gentile; Donna Farnham, Waterville BPW President
- 1991 Equality in the Workplace; Angela Rizzolo, Women's Bureau, Department of Labor  
Debora Noone; Mary Hammond, Waterville BPW President
- 1992 Political Education Forum: Congressional Candidates  
Dawn Orr; Mary Hammond, Waterville BPW President
- 1993 Health Care Issues  
Maxine Russakoff; Althea Lathrop and Alice Hammond, Waterville BPW Co-Presidents
- 1994 Political Education Forum: Congressional Candidates Addressed BPW Issues  
Barbara Grant; Alice Hammond, Waterville BPW President
- 1995 International Women's Conference in Beijing, China, Lydia Horton (South Portland)  
Lynn Soucy; Betty Totman, Bath BPW President
- 1996 Joyce Fitzpatrick
- 1997 Phyllis Quinn
- 1998 Nancy Davis
- 1999 Anne Spencer
- 2000 Traci Tenggren, Personnel Banking Officer of MBNA and Carmen Michaud, 1st Vice  
President of Recruitment for MBNA's Mid-Coast Maine Officers  
Evelyn Rowland
- 2001 Geri Martin

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- 2002 Leah Ewing
- 2003 How Women Influence Farming in Maine; Pam Harnden (Bangor)  
Ronda Crosson
- 2004 Balancing Work/Life Responsibilities; Pam Palm  
Geri Martin
- 2005 Omega Female, Circle of Influence; Women Empowering Women, Kathleen Duprey  
Marilyn Ladd; Marilyn Ladd, Waterville BPW
- 2006 Janice Bouchard, Vice President, Bouchard Family Farms  
Shawn Cunningham; Susan Tardie, Fort Kent BPW
- 2007 Bonnie Cousins, Registrar of Probate; "Setting Up and Running a Political Campaign"  
Burnette Bowker; Jeri White, Ellsworth BPW

Guidelines for the Maine Federation of Business and Professional Women's Clubs

**MAINE WOMEN'S HALL OF FAME**

The Maine Women's Hall of Fame was officially dedicated in March, 1990, and the annual induction ceremony is in observance of Women's History Month.

The Maine Women's Hall of Fame is "dedicated to women who have made an outstanding contribution to improving opportunities for all Maine women." It is located at the Bennett D. Katz Library of the University of Maine at Augusta. The University has donated the space and is cosponsor. In 1998, BPW/Maine Futurama Foundation became a cosponsor of this event with BPW/Maine and UMA.

Specific criteria have been established for nominees as follows:

Woman's achievements have had a significant statewide impact  
Woman's achievements significantly improved the lives of women in Maine  
Woman's contribution has enduring value for women

Selection is limited to not more than two inductees each year.

The date for the Hall of Fame Induction Ceremony has been established as the third Saturday in March each year.

The deadline for nominations is **December 1**.

Responsibilities of the committee include:

To distribute informative materials and nomination forms to BPW local presidents and to other organizations (currently, a fee of \$25 is charged for each nomination).

To solicit judges who represent women's organizations in Maine, and to set a meeting for the judges.

In consultation with a representative of the University of Maine at Augusta, to manage details for the induction ceremony, including (but not limited to) invitations, programs, advance and on-site media coverage, certificates, framed citations and photographs, videotaping, and refreshments.

To establish a committee to coordinate all details of the Silver Tea held annually in conjunction with the Induction Ceremony. This committee will have the use of and responsibility of managing the financial contributions made for the Silver Tea by the past state presidents of BPW/Maine.

To maintain and preserve albums and other records for inclusion in BPW/Maine archives.

To maintain appropriate files to be given to successor, including recommended procedures.

**MAINE WOMEN'S HALL OF FAME INDUCTEES**

- 1990 the late U.S. Senator Margaret Chase Smith (Senator 1949 to 1973)  
the late Mabel Wadsworth, founder and first president of the Maine Family Planning Association
- 1991 the late Gail Laughlin, J.D., the first national president of BPW/USA  
the late Dr. Elizabeth Russell of the Jackson Laboratories in Bar Harbor
- 1992 the late Ninetta M. Runnals, dean of women and professor of mathematics at Colby College
- 1993 Gilda Nardone of Freeport, the first and only director of Maine Displaced Homemakers Program  
the late Dorothy M. Healy, curator and cofounder of the Maine Women Writers Collection at Westbrook College
- 1994 the late Esther Elizabeth Wood, author, journalist, and professor of history at Gorham State Teachers College
- 1995 Eloise Vitelli of Arrowsic, associate director of Maine Centers for Women, Work and Community
- 1996 the late Elizabeth (Liz) W. Crandall, home economist, feminist, and citizen activist  
the late Marti Stevens, humanitarian, educator, and director of theater
- 1997 the late Mildred Brown (Brownie) Schrupf, home economist, nutritionist, columnist, humanist, author and cook  
Ethel Wilson (Billie) Gammon of Livermore Falls, founder, Washburn-Norlands Living History Center, teacher, and humanitarian
- 1998 Lois Galgay Reckitt of South Portland, women's advocate, human rights protector, skillful mediator, articulate educator, and dedicated feminist
- 1999 Elizabeth (Libby) H. Mitchell of Vassalboro, the first female Speaker of the Maine House of Representatives  
U.S. Senator Olympia J. Snowe of Falmouth (Senator since 1995)
- 2000 Professor Caroline Gentile of Presque Isle, educator in the field of health, physical education and recreation  
Joan Benoit Samuelson of Freeport, first women's Olympic marathon winner in 1984
- 2001 the late Linda Smith Dyer, J.D., cofounder of Maine Women's Lobby  
Chellie Pingree of North Haven, former Majority Leader of Maine Senate
- 2002 Dr. Theodora J. Kalikow of Farmington, president of the University of Maine at Farmington
- 2003 Dr. Nancy Hensel of Washington, DC, former president of the University of Maine at Presque Isle
- 2004 Sharon H. Abrams of Winslow, executive director of the Maine Children's Home for Little Wanderers  
Judith Magyar Isaacson of Auburn, educator, Holocaust survivor, and author of *Seed of Sara: Memoirs of a Survivor*
- 2005 Patricia M. Collins of Caribou, community leader and artist  
Judy Ayotte Paradis of Frenchville, educator, Senator, Representative, humanitarian, and author
- 2006 The Rt. Rev. Chilton R. Knudsen of Bath, the Episcopal Bishop of Maine since 1999
- 2007 Laura A. Fortman of Nobleboro, Commissioner of the Maine Department of Labor  
Dale Mc Cormick of Augusta, founder of Women Unlimited and the Maine Lesbian/Gay Political Alliance

Guidelines for the Maine Federation of Business and Professional Women's Clubs

P.O. Box 84  
Hinckley, ME 04944  
207-453-6004

October 1, 2006

Dear Friend,

We invite your participation in our 2007 celebration of Maine women of achievement! We encourage you to complete and submit the enclosed form to nominate the women of your choice for the Eighteenth Induction Ceremony of the Maine Women's Hall of Fame.

On March 17, 2007, one or two nominees will be honored by induction into the Maine Women's Hall of Fame. Their photographs and citations will be permanently displayed along with previous honorees—the complete roster of Hall of Fame Inductees is included.

The ceremony offers an unusual opportunity for the selected women to be honored formally to an audience of family, friends and supporters. Their accomplishments are presented by a panel of their sponsors, and each honoree participates in the program with her personal comments. Each March, the Induction Ceremony is unique, as are all of the women honored.

You are encouraged to visit the Maine Women's Hall of Fame display in the Bennett D. Katz Library at the University of Maine at Augusta, at your convenience, and also to be our guest at the Induction Ceremony.

Please consider these criteria carefully as you endorse your nominee:

- (1) Woman's achievements have had a significant statewide impact.*
- (2) Woman's achievements significantly improved the lives of women in Maine.*
- (3) Woman's contribution has enduring value for women.*

Thank you.

Sincerely,

Sally Ann Parks  
Chair

The Maine Women's Hall of Fame, established in 1990, is co-sponsored by the Maine Federation of Business and Professional Women, the BPW/Maine Futurama Foundation and the University of Maine at Augusta.

**NOMINATION FORM**  
**MAINE WOMEN'S HALL OF FAME**  
**INDUCTION CEREMONY**  
March 17, 2007

**The MAINE WOMEN'S HALL OF FAME honors women who have made an outstanding contribution to improving opportunities for all Maine women.**

A woman may be nominated by an organization or an individual. It is the responsibility of the nominator to provide a complete nomination packet. All nominations must be submitted by December 1, 2006.

CRITERIA FOR NOMINATION – Each nominee must meet **all** of the following:

- (1) Woman's achievements have had a significant statewide impact.
- (2) Woman's achievements significantly improved the lives of women in Maine.
- (3) Woman's contribution has enduring value for women.

REQUIRED FOR NOMINATION:

- (1) This completed nomination form with payment of \$25 fee.
- (2) A statement defining how nominee has fulfilled **all** the criteria (limit of 300 words or two double spaced pages).
- (3) Supporting documents such as letters of recommendation, published articles, etc.
- (4) Nominee's resume or *curriculum vitae* and list of accomplishments.

Sponsors will be notified as soon as judging is completed. Once final selections have been made, the nominee must agree to be present at the Induction Ceremony **and** must provide a photograph which will then become the property of the Maine Women's Hall of Fame. If the nominee is deceased, the sponsor must assume these responsibilities.

NOMINEE:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

SPONSORING ORGANIZATION OR INDIVIDUAL:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Mail completed packet and a check for \$25.00 payable to Maine Women's Hall of Fame by December 1, 2006 to: Maine Women's Hall of Fame, P.O. Box 84, Hinckley, ME 04944. For further information, call Sally Ann Parks: 207-453-6004 or e-mail Jeanne La Vance: [pinpalsj@suscom-maine.net](mailto:pinpalsj@suscom-maine.net).  
BPW/ME

Revised April 1, 2006

### **BPW/ME FUTURAMA FOUNDATION**

The BPW/Maine Futurama Foundation is a separate entity from the Federation, (as the national BPW Foundation is separate from BPW/USA) and yet is closely related through membership and mission. The Futurama Foundation has its own bylaws, is incorporated under the laws of the State of Maine, and has a 501c (3) status with the Internal Revenue Service. Contributions to the Futurama Foundation are tax exempt for the donors.

The Futurama Foundation was established in 1987 as a vehicle to continue a scholarship-awarding program that had previously been funded by the Federation through the BPW Futurama, an annual crafts and small business show, and later by various raffles. The annual meeting of the Futurama Foundation is held in conjunction with the annual convention of BPW/ME and is open to BPW members. The announcement of scholarship recipients is made during the convention.

The Futurama Foundation is directed by a Board of Trustees made up of the elected officers of BPW/ME, the immediate past presidents of both BPW/ME and the Foundation, trustees representing each district, trustees at large (BPW members) and trustees at large (non-members). The president and vice president of the Foundation are elected from the Board. Other officers and committees are appointed by the president and confirmed by the Board.

Through its bylaws, the Futurama Foundation is empowered to work to improve the lives of working women in various ways, which might include awarding scholarships and/or grants, sponsoring seminars or workshops, conducting research, as well as establishing a library and/or special collections.

The Futurama Foundation, in cooperation with BPW/ME and the Past State Presidents, administers the Maine Women's Hall of Fame, arranging for the selection and induction of one or two outstanding women each year. The photographs and framed citations are on permanent display in the Bennett Katz Library at the University of Maine at Augusta campus. UMA maintains the collection and assists with the annual Induction Ceremony held on the third Saturday of March (during Women's History Month). Due primarily to the tax-exempt status of the Futurama Foundation, the Women's Hall of Fame has become financially self-sustaining, and proceeds from the induction ceremony augment the BPW scholarship program.

Both the BPW/ME Futurama Foundation and the Maine Women's Hall of Fame have a page on the internet through the University of Maine at Augusta. Library web pages:  
<http://www.uma.maine.edu/libraries>

Local organizations are encouraged to participate in the work of the Foundation by endorsing applicants for scholarships, submitting nominees for the Maine Women's Hall of Fame, and by assisting with both public relations and fund-raising through local or district projects. Local organizations are urged to include a budget allocation for the Futurama Foundation and to encourage members to volunteer services and/or financial contributions. It is suggested that members may wish to include the Futurama Foundation in estate planning.

**BPW/MAINE SCHOLARSHIPS**

The BPW/MAINE FUTURAMA FOUNDATION awards seven annual scholarships to Maine students. In 2007, each scholarship provides \$1200.

The **Rachel E. Lemieux Youth Scholarship**, given in memory of the late Rachel Lemieux of Augusta, is awarded to a high school senior (girl or boy) or recent graduate who will attend college beginning in the fall of 2007.

The **Arline Andrews Lovejoy Scholarship**, given in memory of the late Arline Andrews Lovejoy of Winthrop and Wayne, is awarded to a high school senior girl or recent graduate who will attend college beginning in the fall of 2007. (Ms. Lovejoy was a Past State President of Maine Business and Professional Women.)

The **Continuing Education Scholarship** is awarded to a woman whose post-secondary education is in progress with at least one year of an accredited college or training program completed.

The **Career Advancement Scholarship** is awarded to a woman thirty years of age or older who is enrolled in an accredited college or training program of study.

The **BPW/Maine University of Maine at Augusta Scholarship** is awarded to a female student who is a single parent enrolled at UMA.

The **Kennebec Savings Bank/BPW Scholarship** is awarded to a female resident of Kennebec County enrolled in a post-secondary educational program.

The **Caroline D. Gentile Business and Professional Women's Scholarship** is awarded to a woman student at the University of Maine at Presque Isle. (Ms. Gentile is a Past State President of Maine Business and Professional Women.)

Applications and supporting documents are submitted to the Foundation through the various local BPW organizations in Maine. Financial need and educational goals are important criteria in consideration for all of these scholarships.

Application forms are available at the guidance office of area high schools and/or the financial aid offices of Maine colleges. Application forms may also be requested from the chair of the scholarship committee, Nancy Wadman, 478 Surry Road, Ellsworth, ME 04605. A self-addressed, stamped envelope is appreciated.

April 20 is the deadline for completed application packets to be submitted. The recipients are named in June, and the funds are paid directly to the school attended.

## Guidelines for the Maine Federation of Business and Professional Women's Clubs

### BPW/MAINE FUTURAMA SCHOLARSHIP RECIPIENTS

1962	Youth Scholarship:	Anita L. Auclair – Winthrop
1963	Youth Scholarship:	Carolyn J. Shaw – Bath
1964	Youth Scholarship:	Karen L. Anderson – Stockholm
1965	Youth Scholarship:	Linda C. Parent – Rockland
1966	Youth Scholarship:	Ann Poulin – Winslow
1967	Youth Scholarship:	Pamela Jean Parker – Augusta
1968	Youth Scholarship:	Cynthia Anne Parker – Augusta
1969	Youth Scholarship:	Diana Parks – Oakland
1970	Youth Scholarship:	Martha Lorraine Palmer – Houlton
1971	Youth Scholarship:	Carla A. Randolph – Caribou
1972	Youth Scholarship:	Linda Condon – Winthrop
1973	Youth Scholarship:	Karen S. Chaloult – Caribou
1974	Youth Scholarship: Career Advancement:	Karen Loper – Brewer Nina Rogers – Farmington
1975	Youth Scholarship: Career Advancement:	Marjorie Hammond – Waterville Diana LaChance Arsenault – Lewiston
1976	Youth Scholarship: Career Advancement:	Sharon Throp – Skowhegan Ruth Richardson Moore – Bath
1977	Youth Scholarship: Career Advancement:	Rita Pineau – Jay Pat McCormick – Rockland
1978	Youth Scholarship: Career Advancement: Interim Scholarship:	Deborah Sykes – Farmington Nancy Currier – Fort Kent (BPW Member) Marjorie Hammond – Waterville (BPW Mewmber)
1979	Youth Scholarship: Career Advancement: Interim Scholarship:	Kathy Rancourt – Waterville Colleen Reed – Portland (BPW Member) L. Cathryn Cain -- Farmington (BPW Member)
1980	Youth Scholarship: Career Advancement: Interim Scholarship:	Mary-Elise Bergeron -- Sanford-Springvale Mary Ellen La Barge, R.N. – Waterville Carla J. Wheaton – Caribou
1981	Youth Scholarship: Career Advancement: Interim Scholarship:	Alicia D'Entremont – Portland Pauline M. Lamontagne – Lewiston-Auburn Robin A. Jones – Augusta
1982	Youth Scholarship: Career Advancement: Interim Scholarship:	Carolynne Hong – Damariscotta Pauline M. Lamontagne – Sanford-Springvale Doretta York – Old Town
1983	Youth Scholarship: Career Advancement: Interim Scholarship:	Jeanne Rynne – Waterville Ronda L. Cyr Fraser – Fort Kent Sherry Lee Prescott – Winthrop

# Guidelines for the Maine Federation of Business and Professional Women's Clubs

## BPW/MAINE FUTURAMA SCHOLARSHIP RECIPIENTS

1984	Youth Scholarship: Career Advancement: Interim Scholarship:	Donna Lynn Richards – Norway-Paris Betty-Lou Carroll Jones – Winthrop Sarah Claxton Rittenhouse – Augusta
1985	Youth Scholarship: Career Advancement: Interim Scholarship:	Ronda L. Lawless – Bangor Regina A. LeBlanc Culleton – Lewiston-Auburn Elizabeth Sylvia Walker – Ellsworth
1986	Youth Scholarship: Career Advancement: Interim Scholarship:	Rebecca York – Rockland Anita Baldwin – Damariscotta Wenonah Timmerman – Skowhegan
1987	Youth Scholarship: Career Advancement: Interim Scholarship:	Julia Lynn Yates – Brunswick Judith E. Akeley – Presque Isle Karole Anne Prouty -- Newport
1988	Youth Scholarship: Career Advancement: Interim Scholarship:	Heather R. Hammond – Waterville Mary C. Hartley Noke – Bangor Roberta J. Salisbury – Farmington
1989	Youth Scholarship: Career Advancement: Interim Scholarship:	Deborah L. Poirier – Waterville Diane Theresa Poulin Palmer – Skowhegan Pamela Jean Staples – Sanford-Springvale
1990	Youth Scholarship: Career Advancement:	Maya Floyd – Ellsworth Donna Jean Ricker – Skowhegan
1991	Youth Scholarship: Career Advancement: Interim Scholarship:	Heather Ann Loretta Higham – Augusta Joann Marie Emard Woodward – Sanford-Springvale Diane I. Keene – Newport
1992	Youth Scholarship: Career Advancement: Interim Scholarship:	Rita Marie D'Auteuil – Sanford-Springvale Susan K. Libby Lohnes – Waterville Joy B. Dorr – Livermore Falls
1993	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Karen Ann Brackett – Livermore Falls Carla M. Ganiel – Ellsworth Carol George – Waterville (BPW Member) Helen Bell – Caribou
1994	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Valerie D. Giusani – Knox County Jessica L. Skillin – Damariscotta Nathalie Williams K. Pommier – Sanford-Springvale Julie Ann Whited – Houlton
1995	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Lindsay Lawrence-Marks – Uptown Jennifer Bourque – Augusta Pat Nadeau – Bangor Patricia Curtis – Lewiston-Auburn
1996	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Melissa Gilbert – Waterville Vivian Beer – Ellsworth Sheri Smith Drake – Fort Kent Elena Odlin – Portland
1997	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Diane Ward – Livermore Falls Jeremy Guerrette – Caribou Lorene Taylor – Winthrop Renee Powers – Houlton

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1998	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Catherine Sibley – Bangor Emily Rodgers Read – Damariscotta Sophia Beauchemin – Houlton Diane Shorey – Augusta
1999	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Amber Elizabeth Asselin – Skowhegan Sarah E. Decker – Ellsworth Carole Plummer – Waterville Angel M. Doyle – Bangor
2000	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship:	Abby Gross – Ellsworth Cheri Leigh Young – Waterville Myrth Schwartz – Caribou Carla Pelletier – Winthrop
2001	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Interim Scholarship: BPW/ME/Caroline Gentile (UMA): BPW/ME/Kennebec Savings Bank:	Jennifer R. Petrell – Bangor Mark Ayotte – Fort Kent Mary McKillop – Ellsworth Jana Lynn Burdin – Augusta Linda Flynn – Lincoln Jane Brennan – Winthrop
2002	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Continuing Education: BPW/ME/UMA: BPW/ME/Kennebec Savings Bank: BPW/ME/Caroline Gentile (UMPI):	Cameron Tobey -- Skowhegan Margaret Chabot -- Houlton Patricia Borden -- Caribou Jennifer Sanderson -- Bangor Adeline Mitchell – Lewiston Jacquelynne Charity – Waterville Shannon L. Cheviot – New Sweden
2003	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Continuing Education: BPW/ME/UMA: BPW/ME/Kennebec Savings Bank: BPW/ME/Caroline Gentile (UMPI):	Monique Fiette Emerson – Ellsworth Deirdre Charette – Fort Kent Barbara Pineau – Caribou Heather Blain -- Bath Debora Strout -- Portland Eric Scott Gagne – Waterville Amy Goulet – Presque Isle
2004	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Career Advancement: Continuing Education: BPW/ME/UMA: BPW/ME/Kennebec Savings Bank: BPW/ME/Caroline Gentile (UMPI):	Yolanda Elliott -- Bangor Ashley Martin – Main Street Katherine Blake -- Ellsworth Lisa Brown – Ellsworth Karen Bourgoin -- Bangor Samatha Rossignol -- Waterville Rachel Williams – Houlton
2005	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Arline Lovejoy Scholarship: Career Advancement: Continuing Education: BPW/ME/UMA: BPW/ME/Kennebec Savings Bank: BPW/ME/Caroline Gentile (UMPI):	Gina Luchini – Ellsworth Kaitlin Walmsley – Bangor Lacey Merrill – Skowhegan Katherine Fernald – Ellsworth April Davis – Sanford-Springvale Karen Ramsey -- Waterville Tina Soucie – Winthrop Marilee Waugh – Caribou

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## BPW/MAINE FUTURAMA SCHOLARSHIP RECIPIENTS

2006	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Arline Lovejoy Scholarship: Career Advancement: Continuing Education: BPW/ME/UMA: BPW/ME/Kennebec Savings Bank: BPW/ME/Caroline Gentile (UMPI):	Jennifer Hutchins -- Bangor Ashley Roberge – Waterville Leticia Van Vuuren Monahan – Rockland Cynthia Nadeau – Bangor Heidi Roy – Sanford-Springvale Tatsiana Mitchell -- Hampden Cassandra Hammond – Albion Leah Joy – Swans Island
2007	Rachel Lemieux Youth Scholarship: Rachel Lemieux Alternate: Arline Lovejoy Scholarship: Career Advancement: Continuing Education: BPW/ME/UMA: BPW/ME/Kennebec Savings Bank: BPW/ME/Caroline Gentile (UMPI):	Kelsie Bouchard – Fort Kent Megan Pinkham – Skowhegan Katelyn St. Claire – Ellsworth Terry Caron – Fort Kent Michelle Plourde – Fort Kent Crystal La Breck -- Auburn Jessie Beardsley-Horton – Waterville Nicole Russell -- Newcastle

**RESPONSIBILITIES OF A PRESIDING OFFICER**

Organize the meeting well in advance. Prepare a written agenda and follow it as closely as possible. Refer to minutes of the preceding meeting, noting additions or corrections to be made, and being aware of unfinished business. Be familiar with incoming correspondence and advise corresponding secretary of essential elements for presentation. Have all materials sorted and available for ready reference if needed. Try to anticipate issues that may be brought up at the meeting under new business.

Call meetings to order (with one firm rap of the gavel\*) promptly at the time stated. Keep order at meetings and expedite the smooth handling of business. Remain at the presiding table at all times, delegating any necessary errands. Have the parliamentarian at the presiding table for consultation and advice. Arrange for an interim secretary to take notes of meeting in the absence of recording secretary.

Preside with tact, courtesy, and calmness. Speak clearly and be responsive to members comfort. Be familiar with parliamentary procedure and meeting protocol. Listen attentively during discussions. Introduce guests and new members. Give recognition to members for special achievements.

Encourage committee chairs to present brief reports that are informative and timely. Check with chairs prior to the meeting, and call upon chairs only if they are prepared with a report.

State each motion clearly after it has been made and seconded, allow discussion, repeat the motion, call for a vote, and announce the result. Remember that nominations do not require a second.

Remain neutral, directing action but not influencing decisions. While presiding, refrain from expressing personal opinions and from participating in discussion. The presiding officer may request the vice president (or president-elect if no vice president) to preside temporarily, allowing the president to speak on a matter under discussion.

A presiding officer may vote in case of a tie, a roll call, or by ballot.

The presiding officer conducts the entire meeting and does not "turn the meeting over to .."; the presiding officer may "call upon.., who will present the proposed bylaws," or "introduce. .., who will present our speaker".

\*"A gavel is an essential tool. Attempting to preside at a meeting without a gavel is like trying to drive a car without a steering wheel!"

**Suggested agenda for a business meeting:**

- Call to order
- Reading and approval of secretary's minutes
- Treasurer's statement presented and filed
- Communications and their disposal
- Report of board meeting preceding business meeting
- Report of officers, standing and special committees
- Unfinished business
- New business
- Announcements
- Adjournment

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Program [may precede business session to accommodate guest speaker]

### **Order of Business for the Presiding Officer**

[Note: The italicized words are statements to be made by the presiding officer.]

#### CALL TO ORDER:

Rap the gavel only once to call the meeting to order; wait for attention of members.  
Establish a quorum (this fact should be included in the minutes.)

*The regular meeting of the \_\_\_\_\_ Business and Professional Women will now come to order.  
Please stand for the (any of the following used by the local organization)*

*Collect, which will be led by \_\_\_\_\_*

*Pledge of Allegiance to the flag of the United States of America, led by \_\_\_\_\_*

*State of Maine Song, led by \_\_\_\_\_*

#### WELCOME AND INTRODUCTION OF MEMBERS AND GUESTS

#### READING AND APPROVAL OF MINUTES

*The minutes of the (date) meeting will be read by the secretary. OR  
The minutes of the (date) meeting have been distributed (in newsletter or at the meeting) for your  
information.*

*Are there any corrections?*

*If not, the minutes stand approved as read. OR*

*Corrections are noted. Are there any other corrections? If not, the minutes stand approved as  
corrected.*

#### TREASURER'S STATEMENT

*The treasurer's statement will be presented by the treasurer. OR  
The treasurer's statement has been distributed (in newsletter or at meeting) for your information. Are  
there any questions?*

*This statement was read for your information and will be filed.*

#### CORRESPONDENCE

*The correspondence will be read by \_\_\_\_\_.*

The sender and date of the correspondence is read first, followed by the body of the communication.  
This may be summarized at the direction of the presiding officer.

*This correspondence has been read for your information. Any action necessary will be deferred until  
unfinished or new business.*

## REPORTS

Call for reports from executive committee, standing, and/or special committees as appropriate and only if a report is available. If a report contains recommendations or resolutions, action is required to resolve the individual issue(s).

## UNFINISHED BUSINESS

*We have unfinished business.* OR

*We have no unfinished business.*

Present for consideration and action; usually a motion is required:

Business postponed from the previous meeting

Business on which action has not been completed

*Since we have no (no other) unfinished business, we will proceed to new business.*

## NEW BUSINESS

*We have new business* OR

*We have no new business.*

New business is introduced by a motion or by a resolution.

New business may result from correspondence read earlier in the meeting.

New business may be presented for consideration by the presiding officer; a motion for action must be made by another member.

Bills that are not covered by the budget are presented for approval.

## ANNOUNCEMENTS

Whatever is timely and appropriate, such as information on next meeting, state or district meetings, fundraisers, etc.

## ADJOURNMENT

By motion or by general consent.

*Is there any other business to be presented at this meeting? There being none, this meeting is adjourned.*

## PROGRAM

Present chair of the program who will introduce speaker(s).

[NOTE] Presiding officers are encouraged to consult the section on "Parliamentary Procedure" in this manual as well as *Roberts' Rules of Order Newly Revised*.

## **THE PROCESS OF A MOTION**

**THE PROCESS OF A MOTION** (a brief outline of the procedure; refer to parliamentary procedure guide for more detailed instruction)

- Member is recognized; rises and addresses the presiding officer: *Mr. or Madam President, I move that...*
- Presiding officer: *Is there a second?*
- Another member seconds the motion (does not rise or address the chair).
- If there is no second: *There being no second, the motion is not before the assembly.*
- If the motion is seconded, the presiding officer states the motion: *It is moved and seconded that ...*
- *Is there any discussion?*

Rules for discussion: Speakers must be entitled to the floor and be recognized by presiding officer.

Speaker stands and addresses remarks to the presiding officer *M- President, I am speaking for (or against) the motion.*

Confine discussion to the question pending.

Observe the rules concerning speaking to a question (Usually, each member has the right to speak twice on the same question but cannot make a second speech as long as any other member who has not spoken desires the floor.)

Observe any preset time limits.

- Presiding officer: *Are you ready for the question? Those in favor of the motion say 'Aye' (or raise your right hand). Those opposed, say 'No' (or raise your right hand). Those abstaining.*
- If the presiding officer is in doubt about the result of the vote, a standing vote must be taken.
- Announce the vote: *The Ayes have it and the motion is carried, OR The Noes have it and the motion is lost. If a standing vote: The affirmative has it and the motion is carried, OR The negative has it and the motion is lost.*
- When the vote is a tie, the motion is lost unless the presiding officer votes in the affirmative in order to carry the motion.

**PARLIAMENTARY PROCEDURES**

UNDERLYING PRINCIPLES

Courtesy; order; one thing at a time; equality; justice for all and prejudice to none; right of the minority to be heard; and the majority to rule.

PURPOSE

To expedite business and assist in harmonious consideration of difference of opinions of members present and to protect the rights of absent members.

MAIN MOTIONS

Most motions are main motions; main motions are lowest in rank and introduce business to the assembly. Once a motion is made, seconded, and stated by the presiding officer, it belongs to the assembly.

SUBSIDIARY MOTIONS

Subsidiary motions assist the assembly in treating or disposing of a main motion. Each of the following subsidiary motions take precedence over the main motion, and also any or all of the motions listed before it.

Postpone Indefinitely: A motion that allows the assembly to decline to take a position on the main question. Its adoption kills the main motion (for the duration of the session) and avoids a direct vote on the main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Amend: A motion to modify the wording, and within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. A motion can be amended by:

- 1) Insert or Add: insert words or paragraphs, or, if placed at the end of the sentence, to add.
- 2) Strike out: strike out words or paragraphs.
- 3) Strike out and insert: strike out and insert words, whereas substitute refers to paragraphs or the entire text.

Commit: A motion to commit or refer is generally used to send a pending question to a relatively small group of selected persons such as a committee, so that the question may be carefully investigated and put into better condition for the assembly to consider.

Postpone Definitely: This motion allows action on a pending question to be delayed to a definite date, meeting, or hour, or until after a certain event.

Limit or Extend Limits of Debate: Allows for modification on the normal limits of debate.

Previous Question: This motion stops debate and calls for the vote on the pending motion.

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Lay on the Table: This motion allows the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides, but not later than three months.

INCIDENTAL MOTIONS

An incidental motion is incidental to the pending motion and related to the main motion in such a way that they must be decided upon immediately. Incidental motions are as follows:

Point of Order: The presiding officer has the responsibility of enforcing the rules, but any member who believes the chair is failing to do so, may call attention to it by calling for a Point of Order. This requires the Chair to make a ruling on the question involved.

Appeal: The duty of ruling on all questions of parliamentary procedure affecting the assembly’s proceedings rests with the chair. Any two members, by moving and seconding an appeal immediately after the chair has made such a ruling, can require the chair to submit the matter to a vote of the assembly.

Suspend the Rules: When it is desired that the assembly take up a question to do something that would be in violation of a rule that applies, it can be proposed to suspend the rules to permit accomplishment of the desired purpose.

Objection to the Consideration of the Question: If an original main motion has been made and a member believes that it would do harm for the motion to be discussed, she can raise an objection to the consideration of the Question provided it is done before debate has begun or any subsidiary motion has been stated.

Division of a Question: If a pending main motion (or amendment) contains two or more parts capable of standing as separate questions, the assembly can vote to treat each part accordingly.

Consideration of a Paragraph or Seriatim: If the main motion is in the form of a resolution or document containing several paragraphs or sections which could more efficiently be handled one at a time, the motion of Consideration of a Paragraph or Seriatim is in order.

Division of the Assembly: If a member doubts the accuracy of the chair’s announcement of the result of a voice vote or show of hands, then a demand can be made for a division of the assembly – a standing vote.

PRIVILEGED MOTIONS

Privileged motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. Following privileged motions are listed in ascending order of rank:

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Call for the Orders of the Day: If the adopted program or order of business is not being followed, or if consideration of a question has been set for the present time and is now in order, but the matter is not being taken up, a single member by making a Call for the Orders of the Day can require such a schedule to be enforced, unless the assembly decides by a two-thirds vote to set the orders of the day aside.

Raise a Question of Privilege: If a pressing situation is affecting a right or privilege of the assembly or an individual member (i.e., noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), a member can Raise a Question of Privilege, which interrupts business and is to be taken care of immediately.

Recess: A short intermission in a meeting, even while business is pending, can be proposed to moving to Recess for a specified length of time.

Adjourn: A member can propose to close the meeting entirely by moving to Adjourn. This motion can be made and the assembly can adjourn, even while business is pending, provided that the time for the next meeting is established.

Fix the Time to Which to Adjourn: The object of this motion is to set the time, and sometimes the place, for another meeting to continue business of the session, with no effect on when the present meeting will adjourn.

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**BASIC INFORMATION ON MOTIONS**

**RANKING MOTIONS**

These motions are listed in order of rank. When any one of these motions is immediately pending, those above it are in order and those below it are not in order.

**Principal Requirements**

	Second	Debatable	Amendable	Vote Required	Reconsiderable	May Interrupt
<b>PRIVILEGED MOTIONS</b>						
13. Fix the time to which to Adjourn	Yes	No	Yes	Maj	Yes	No
12. Adjourn	Yes	No	No	Maj	No	No
11. Recess	Yes	No	Yes	Maj	No	No
10. Raise or Question of privilege	No	No	No	X	No	Yes
9. Call for orders of the day	No	No	No	X	No	Yes

<b>SUBSIDIARY MOTIONS</b>						
8. Lay on the table	Yes	No	No	Maj	No	No
7. Previous question (to close debate)	Yes	No	No	2/3	Yes*	No
6. Modify debate	Yes	No	Yes	2/3	Yes	No
5. Postpone definitely	Yes	Yes	Yes	Maj	Yes	No
4. Commit or recommit	Yes	Yes	Yes	Maj	Yes*	No
3. Amend	Yes	Yes*	Yes*	Maj	Yes	No
2. Postpone indefinitely	Yes	Yes	No	Maj	+	No

<b>MAIN MOTION</b>						
1. Main Motion	Yes	Yes	Yes	Maj*	Yes	No

**NON-RANKING MOTIONS**

Whether these motions are in order depends upon the business already under consideration and what purpose they may serve when introduced.

**INCIDENTAL MOTIONS**

Appeal	Yes	*	No	Maj	Yes	Yes
Close nominations or the polls	Yes	No	Yes	2/3	No	No
Consider seriatim	Yes	No	Yes	Maj	No	No
Divide the question	Yes*	No	Yes*	Maj	No	No
Division of the assembly	No	No	No	No	No	Yes
Object to consideration of a question	No	No	No	2/3	#	No
Parliamentary inquiry	No	No	No	Chair	No	Yes
Point of order	No	No	No	Chair	No	Yes
Reopen nominations or the polls	Yes	No	Yes	Maj	#	No
Suspend the rules*	Yes	No	No	2/3	No	No
Withdraw a motion	No	No	No	Maj	#	Yes*

**MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY**

Reconsider	Yes	=	No	Maj	Yes	Yes
Take from the table	Yes	No	No	Maj	No	No

**Key to Markings:**

- \* See Robert's Rules of Order for special rules
- # Only a negative vote may be considered
- X Usually no vote taken Chair rules
- = Debatable when applied to a debatable motion. See Robert's
- + Only an affirmative vote may be reconsidered

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