



POLICIES AND PROCEDURES HANDBOOK

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CHAPTER I. BPW HERITAGE

STATE MISSION STATEMENT

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

STATE VISION

To be the leading advocate for working women.

STATE AIMS AND OBJECTIVES

- To elevate the standards for women in business and in the professions;
- To promote the interests of business and professional women;
- To bring about a spirit of cooperation among business and professional women;
- To extend opportunities to business and professional women through education along lines of industrial, scientific, and vocational activities.

STATE DIVERSITY STATEMENT

The Washington State Federation of Business and Professional Women's Clubs, Inc. (BPW/WA) seeks a diverse and inclusive membership. There shall be full participation, both in principle and practice, regardless of race, gender, age, State origin, sexual orientation, career choice, or disability.

BPW/WA shall commit time and resources to achieving diversity by:

- Formulating and implementing a plan to achieve diversity through recruitment of members from underrepresented groups,
- Creating an environment where differences of opinions, beliefs, and values are sought, heard and respected,
- Encouraging teamwork and participation by all members, thereby eliminating hidden agendas,
- Setting an example in its leadership that adheres to the highest principles of and commitment to diversity.

BPW/WA believes that this practice of appreciating and celebrating diversity will strengthen the status of women and their families and that it is vital to the organization's vision and mission.

STATE ETHOS STATEMENT

In keeping with the high standards of ethical conduct, the Washington Federation of Business and Professional Women's Clubs, Inc (BPW/WA) will be the leading advocate for women by:

- Holding paramount the need to enhance the lives of working women and their families
- Promoting the independence of women and improving economic status of working women
- Being honest and impartial in serving members
- Avoiding any circumstances -- internal or external -- that are compromising to the organization
- Issuing public statements that are truthful and backed by facts
- Ensuring that a diverse and inclusive membership is developed and maintained
- Building partnerships only with principle-centered organizations

BPW COLLECT

Keep us, O' 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

O' Lord God, let us forget not to be kind!

-- Written by: Mary Stewart

HISTORY OF THE COLLECT

The Collect was written by Mary Stewart in Longmont, Colorado, in 1904. The Collect was written while she was a member of the Fortnightly Club, a forerunner of the Longmont (Colorado) BPW Club. Mary Stewart had it published as a Collect for Club Women, because at the time she believed that *women working together with wide interests and important goal* was a new phenomenon, and that a special meditation of their own would give them a sense of unity. The Collect soon was adopted among working women throughout the world and was officially adopted by the National Federation of Business and Professional Women (BPWUSA) in 1921.

The first printing of the Collect was an obscure paragraph in the column of club notes in the Delineator. In 1909, Paul Elder and Company, of San Francisco, printed it as a wall card and it has been reprinted in many forms: in American yearbooks, by national organizations and in other publications around the world.

Miss Stewart, who until 1910 signed the Collect with her pen name, "Mary Stuart", died in 1943.

EMBLEM SYMBOL

The Emblem of BPW/WA was adopted when they became a state federation under the National Business and Professional Women's Club. The Emblem consists of the following symbols:

Torch: Symbol of light, wisdom, principle, and leadership;

Wand: winged staff of Mercury, herald of a new day for women and symbol of opportunity, equality, cooperation, healing, harmony, and power;

Ship of Commerce: Symbol of activity and growth, economic independence, and adventures in friendship;

Scroll: Symbol of achievement, typifies our faith, ideals and accomplishments, while denoting our obligation to the future.

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

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

STATE PLEDGE

I hereby solemnly pledge my allegiance to this local organization and do promise:

- To be governed by the rules and regulations in the bylaws,
- To be faithful in attendance, trying always to be on time,
- To be loyal in service, willing to serve in any capacity whereby I can best promote the interests of the local organization,
- To be generous, not alone of my money, but of my praise, my time, and my talents,
- To be tolerant and friendly, knowing that friendliness gives and finds happiness and health,
- And to be honest with myself, my fellow members and my local organization.

EMBLEM BENEDICTION

(May be sung to tune of "Blest Be the Tie That Binds.")

This Emblem binds us all
In one great sisterhood
It bids us heed our conscience call
For nobler womanhood.

God guide us when we wear
This Emblem o'er our heart,
And keep us true and always fair,
And bless us as we part.

RED PURSE SOCIETY

The Red Purse Society was created to focus on the issue of Pay Equity. The Red Purse Campaign was initiated by BPW/USA in 1988 to spotlight wage disparity. Over the years, BPW has spearheaded various events to address the issue of the wage gap. The Red Purse Society enables members and non-members to promote and support Equal Pay events, including but not limited to, lobbying efforts, state forums, PAC committee speaking engagements.

CHAPTER II. BPW STRUCTURE

THE MEMBER OF STATE

A person joining BPW/WA automatically acquires certain rights, responsibilities and benefits of membership.

A member has the right to:

- Be informed;
- Be represented by competent and courteous leaders using orderly and democratic processes;
- Grow as an individual; and
- Expand horizons.

A member has the responsibility to:

- Accept the mission and organization of the group;
- Become informed and support the approved program;
- Be loyal to the objectives of the organization;
- Abide by its established rules; and
- Promote membership.

Membership benefits include, but are not limited to:

- Access to programs as available,
- Reduced event registration fees when available,
- The WBW Magazine and E-Publications (e-Member and e-Affiliate to receive an e-magazine only).

THE MEMBER OF A LOCAL ORGANIZATION

A member who chooses to affiliate with a local organization gains additional rights and responsibilities. For example, it is the right of the member to:

- Have a voice in the general administration and affairs of the local organization;
- Be kept informed of the status of local organization's overall programs, financial condition and general progress;
- Express considered opinions, make relevant suggestions and offer constructive criticism in its affairs;

In addition to general membership responsibilities, a LO affiliated member also gains the responsibilities to:

- Participate and become more knowledgeable in the activities of the local organization;
- Attend meetings as regularly as possible;
- Promote membership;
- Be as ready with praise as with criticism; and
- Be willing to serve in any capacity in the interest of the local organization.

CHAPTER III. BYLAWS

GENERAL STATEMENT

Local organization bylaws must conform to state bylaws, policies and procedures.

- Each local organization adopts its own bylaws, which must not be in conflict with the model local organization bylaws, the state bylaws, nor its policies and procedures,
- When an amendment is adopted to the state bylaws which affect the local organization bylaws, the amendment is automatically binding on the local organizations; they must amend their bylaws to conform accordingly.
- The bylaws committee is a standing committee and is a voting member of the state board of directors.
- The bylaws chair is authorized to make grammatical corrections, appendix updates related to membership totals, convention locations, mandated revisions, etc. without approval of the board of directors.
- If there is conflict between the bylaws of a local organization and the state bylaws, policies and procedures, and if the state and the local organization cannot resolve the conflict, the points at issue must be submitted to the state executive committee. If the executive committee cannot effect adjustment, the issue is referred to the state board of directors where a two-thirds vote is required, and the decision is final.

Changes in the model local organization bylaws are adopted by the state board of directors as guidelines for the locals. When a change is adopted by the board, it goes into effect immediately unless stated otherwise. Accordingly, a local organization making changes in its bylaws should ascertain if the board has made changes since the last printing. The underlined portions are mandatory and must be included in the local's bylaws. Copies are available for download on the BPW/WA website (bpwwa.org).

REVISION OF STATE BYLAWS

The state executive committee, the state board of directors, or the state bylaws committee may propose amendments to the state bylaws. A member may submit through the local organization any proposed amendments to state bylaws. However, in order for such a proposal to be submitted for consideration by the state board of directors, it must be adopted by the local organization.

Amendments proposed by a local organization must be sent to the state president with a copy to the state bylaws chair no later than January 15 to be considered at the Annual Conference. Amendments received following that deadline will be included in the next call to annual conference. The board of directors shall review all proposed amendments for presentation to the membership. Such amendments shall be posted on the official website.

Amendments properly presented to but not approved by the board may be brought to the conference floor by a majority vote, in accordance with bylaws provisions. If the conference approves consideration of such proposals, they will be appended to the call to the next conference. A unanimous vote of the conference shall be required for any amendment proposed from the floor of the conference without prior consideration by the board of directors. Such amendment must be submitted in writing to the chair of bylaws and must be read to the conference body at a meeting preceding that at which a vote is to be taken.

CHAPTER IV. MEMBERSHIP

GENERAL POLICY

Membership in a local organization is all-inclusive for membership in the BPW/WA state.

Membership may be held in more than one local organization by the payment of appropriate local organization dues to that organization. The member must designate the primary local organization through which state membership is counted. The primary local organization is that designated when dues are paid.

Any member, in good standing, who chooses to affiliate with one or more local organization(s), may only serve as a voting member from the chosen primary local organization.

State dues are collected only once for each member regardless of the number of memberships held by the member in local organization(s).

NEW MEMBERS

New members must adhere to the objectives of BPW/WA and its legislative platform.

An individual may join BPW/WA at the local organization level if that individual:

- Supports the objectives of BPW/WA;
- Supports the legislative platform of BPW/WA; and
- Pays local organization and state dues.

Every individual -- regardless of race, color, religion, sex, age, or state origin -- becomes a member upon meeting the above criteria.

CONTINUING MEMBERS

The following are considered continuing members:

- A member whose dues are paid in the same local organization through the close of the previous fiscal year.
- A member in good standing who transferred from another local organization.

VETERAN MEMBERS

To obtain veteran's member status:

- Members must bring proof of either active duty (current active military duty ID) or their honorable discharge document.
- There are multiple honorable discharge form numbers. The following are a few of the numbers: DD254, DD256 (A...), DD257 (A...), 535, etc. The form will state if it is an Honorable Discharge of Duty or Retirement and the service; Army, Navy, Air Force, Marines, Coast Guard, etc. The DD214 is an official document listing enrollment, duty stations, and honorable discharge and would be acceptable also.

MEMBERS-AT-LARGE (MAL)

Member-At-Large (MAL) are individuals with affiliation at the state level only. These members choose not to belong to a local organization, are not eligible to hold office, and vote only at the annual state conference all-member sessions.

STUDENT MEMBERS

A student member is one who is enrolled in college or a university, or any other accredited educational institution above the high school level.

Student membership is not mandatory at the local organization level. (Reference Bylaws Article VIII, Section 1c and Section 2.)

State and local organizations having student members should make provisions for state and local organization membership privileges. As an example, state and local organizations may wish to spell out that only full-time students are eligible for student membership; or that only daytime students are eligible; or that only non-working students are eligible; or whatever criteria the state and local organizations deem appropriate and which are consistent with the general goals and objectives and policies and procedures of BPW.

CHAPTER V. THE LOCAL ORGANIZATION

GENERAL STATEMENT

Local organizations are the basic units of the BPW/WA state federation. The purpose of the local organization is to pursue the objectives of the federation by promoting federation programs, projects, and structure.

A local organization is eligible for admission to a state federation with a minimum five (5) members, twenty percent (20%) of whom must be employed unless the new local organization is comprised solely of students. To remain in good standing, a local organization must maintain membership of at least five (5) members. A local organization whose membership falls below five (5) shall be dropped at the end of the second fiscal year.

CREATION OF A NEW LOCAL ORGANIZATION

In addition to a minimum of five (5) members, twenty percent (20%) of whom must be employed unless the new local organization is comprised solely of students; a local organization to be eligible for admission may not be an integral part of any other organization. In addition, bylaws must be consistent with mandatory provisions of the model local organization bylaws and any provision of state bylaws affecting the local organization.

After all state requirements have been met, the state executive committee approves the local organization and a new local organization kit is sent to the local organization president. A charter signed by the state president and the state recording secretary is transmitted to the local president.

MERGER OF LOCAL ORGANIZATIONS

Members wishing to merge two or more local organizations by their own mutually approved action may do so by filing two copies of the minutes from each local organization and a letter of intent to merge signed by both local organization presidents. All original documents are to be mailed to the state president.

A merger can be accomplished by any one of the following methods:

- One local organization disbands, transferring its membership to the other local organization.
- One local organization disbands and transfers its membership to the other local organization. Then the local organization receiving all members follows the procedure for a change-of-name charter.
- All involved local organizations disband, create a group of all transferring members, and file for a change-of-name charter.

Any local organization resulting from a merger would not be counted as a new local organization.

LOCAL ORGANIZATION DROP

A local organization whose membership falls below five (5) shall be dropped at the end of the state federation's second fiscal year, May 31.

LOCAL ORGANIZATION DISBANDMENT/DISSOLUTION

Members wishing to dissolve a local organization by their own action may disband by sending to the state president a copy of the local's charter and filing two copies of the minutes of the directors meeting that record the vote to disband with a statement of how any remaining funds are being distributed.

Upon dissolution of any BPW local organization, all of the organization's assets remaining after payment of all costs and expenses of such dissolution shall be distributed to a BPW state federation, another local organization, or the Washington State BPW Foundation that qualifies under Internal Revenue Service and state tax regulations.

Procedure for Allocating Funds to Another Local

The procedure below is for a local organization, in reference to the local organization funds, for their members-in-good-standing who wish to transfer to another local organization on the date that a local organization dissolves.

1. If there are any funds remaining after payment of outstanding bills and vouchers, the local organization dues are to be prorated from the member's dues payment date to the date the local organization is dissolved.
2. The prorated dues, for the remaining months of paid membership for all members-in-good-standing, will be transferred to the Washington State Business and Professional Women (hereinafter BPW/WA) to be held in a separate account or line item administered by the BPW/WA treasurer.
3. Any members who do not transfer and allow their membership to expire on their annual dues date would remain in the account for transfer to either the BPW/WA or the Washington State Business and Professional Women Foundation.

REORGANIZATION OF A DISCONTINUED LOCAL ORGANIZATION

A local organization that has allowed its membership in BPW/WA to lapse, either by disbandment or process of being dropped, may reorganize providing it has a minimum of five (5) members and/or students and meets the requirements for the organization of a new local organization.

REINSTATEMENT OF A DROPPED LOCAL ORGANIZATION

When a local organization is dropped by BPW/WA due to a procedural error, it may qualify for reinstatement by filing a Petition for Reinstatement with the state executive committee. The petition may be in the form of a simple documentation of facts, signed by the local treasurer, countersigned by the local organization president. Under these circumstances, the local organization must have a membership of five (5) or more members.

CHANGING A LOCAL ORGANIZATION NAME

A local organization that wishes to change its name must take official action and send the minutes showing that action to the state president for approval. In addition, the local organization includes its charter bearing the old name and makes a formal request for a change-of-name charter bearing the new name. If the original charter cannot be located, a statement is submitted to that effect. The state president then transmits the approved minutes, charter (or statement), and request to the state executive committee.

TRANSFERRING MEMBERSHIP

Any member whose annual dues have been paid in one local organization may transfer during the year to another established local organization. A local organization may not refuse to accept the transfer of any member in good standing.

A member whose annual dues have been paid may transfer to a new local organization, which is being organized, provided the new local organization has at least five (5) members who have paid dues.

If a member continues in one local organization throughout a year, but decides to join and pay dues to another local organization for the following year, such member is not considered a transfer but is recorded as a continuing member.

Procedure for Transfers

State dues will be collected only once during a year. A member transferring to another local organization will not be charged duplicate state dues. The state federation will determine payment of state federation and local organization dues and the local organization involved.

When a transfer of membership is to be made:

- The local organization into which the member is transferring must report it on a separate Member Transfer form. The member should be designated as a "transfer" with the local organization and state federation from which the transfer is made cited. If the transferred member pays dues to the local organization the following year, the listing would then be changed to "continuing member."
- A transferring member retains the current membership card from the transfer-out local organization until the transfer is completed on state records. After notification from the state treasurer, the transfer-in local organization will issue a new membership card.
- As a courtesy to a BPW member, if a member transfers from one local to another local, the members new local will receive 50% of the old local's dues if the transfer was more than 6 months before the member's dues date. No other compensation will be given.

CHAPTER VI. FINANCE

GENERAL STATEMENT

The state finance committee prepares the annual budget based upon timely data, has general supervision of all expenditures, and assists the state federation and local organizations, as requested, in developing and maintaining a sound financial policy.

All proposals brought before the board and convention body will include a budget impact figure when at all possible.

From time to time, the executive committee may adopt finance manuals to provide detailed directions, instructions and policy for day-to-day administration. As with any other similar internal document, to be a valid guideline, such a manual must be in conformity with and not in conflict with the bylaws, standing rules, finance rules, and policies and procedures.

BUDGET

In compiling the annual budget, the finance committee shall estimate income based on no more* than the total membership of the prior year adjusted by the average change in retention during the three preceding years, plus a conservative estimate of miscellaneous income. This approach to budgeting is also recommended for local organizations.

(* Note: If membership is on a downward trend, budget may be based upon a proposed membership figure less than the prior year; if membership is on an upward trend, budget may be based upon a proposed membership figure that does not exceed the prior year.)

Budgetary recommendations from the state officers, standing and special committee chairs, and any other activities, which may require expenditure of funds, must be submitted to the finance chair and the treasurer, together with data to support each recommendation. These recommendations are referred for consideration to the finance committee, which prepares the budget.

FINANCIAL REPORTS

The Washington State Federation of Business and Professional Women's Clubs, Inc. (BPW/WA) shall issue to the board of directors periodic financial reports, including balance sheet, and income and expense statement, budget comparisons to actual expenditures for all activities and all restricted funds.

CHAPTER VII. WBW MAGAZINE

GENERAL STATEMENT

The Washington Business Woman (WBW) is a magazine published periodically as the official primary publication of Washington State Federation of Business and Professional Women's Clubs, Inc.

This magazine is provided to all current paid members, and published on the state's web site (bpwwa.org). In addition to articles of general interest to the broader target readership market of working women, the magazine will also be a vehicle for dissemination to members of BPW/WA of timely information pertinent to conferences, significant actions including amendments of bylaws, standing rules, finance rules, and other pertinent BPW/WA news.

All issues of the primary publication will be copyrighted, and permission must be obtained for any article reprints. Credit for any reprints will be given to the publication and BPW/WA.

ADVERTISING POLICY

The advertising policy of the WBW magazine has been formulated to protect the interests of the readers, maintain the integrity of the publication, and ensure fair treatment of advertisers. The criteria for accepting advertising are as follows:

- BPW/WA reserves the right to accept or reject any advertisement.
- BPW/WA retains discretion with regard to position of advertisement and all position instruction on orders is considered requests only.
- BPW/WA assumes no financial responsibility for errors in key numbers, codes, or typographical errors of any kind. Any other error will be limited to invoice cost for the advertisement in question.
- BPW/WA reserves the right to place the word “advertisement” with copy that in its opinion resembles editorial manner.
- Advertiser will indemnify and hold BPW/WA harmless for any loss arising out of publication of advertisements such as losses resulting from claims or suits for liable, violation of right of privacy, plagiarism, trademark or copyright infringement, errors or omissions. BPW/WA shall not be responsible for any costs or damages incurred as a result of erroneous publication or non-publication of any advertisement.
- Rates, space, condition and regulations may change without notice. All rate changes shall be prospective only and shall not affect contracts in effect at the time of any such change.
- Rates are determined by the number of insertions, contracted for and used during a 12-month period.
- BPW/WA assumes no liability if for any reason it becomes necessary to omit an advertisement.
- BPW/WA reserves the right to hold the Advertiser and/or its advertising agency jointly liable for such monies as are due and payable to the publication and BPW/WA for advertising, which Advertiser or its agent ordered.

CHAPTER VIII. BPWWA.ORG AND OTHER SOCIAL MEDIA

GENERAL STATEMENT

The BPW/WA website (bpwwa.org) is the official website of Washington State Federation of Business and Professional Women's Clubs, Inc.

The website is open to members and non-members alike, with Members Only pages that are accessible via a secure password-protected site lock. The user name and password for the members only pages will be changed on June 1 by the webmaster and issued only to members at state conference. These pages contain internal documents, including the membership directory, that pertain to members only.

The website will have articles of general interest to the broader target readership market of working women and an advertising and historical information depository about BPW/WA programs, events, and knowledge. It will also be a vehicle for dissemination to members of BPW/WA of timely information pertinent to conferences and state meetings, and significant actions including amendments of bylaws, standing rules, finance rules, policies and procedures, and other pertinent BPW/WA news, including the latest WBW magazine.

All pages of bpwwa.org will be copyrighted, and permission must be obtained for any article reprints. Credit for any reprints will be given to BPW/WA.

STRUCTURE OF BPW/WA SOCIAL MEDIA SITES

The state executive committee in conjunction with the state webmaster have the responsibility to implement changes on all state and local social media sites in order to achieve cohesiveness throughout the state:

1. Only BPW/WA approved logos for state and locals, signifying a BPW of Washington State site, are used in any of BPW/WA's social media sites.
2. All social media sites of BPW/WA (state and local) will have the BPW/WA logo at the top left-hand corner of the index/home page.
3. The BPW/WA social media sites will have all local websites prominently displayed on at least the index/home page and activated to jump to the local website. In turn, the local website will have the BPW/WA website prominently displayed on the index/home page and activated to jump to bpwwa.org.

ADVERTISING POLICY

The advertising policy of the bpwwa.org website and other BPW/WA social media has been formulated to protect the interests of the readers, maintain the integrity of the site, and ensure fair treatment of advertisers. (It is recommended that locals also use this policy.) The criteria for accepting advertising are as follows:

- BPW/WA reserves the right to accept or reject any advertisement.
- BPW/WA retains discretion with regard to position of advertisement and all position instruction on orders is considered requests only.
- BPW/WA assumes no financial responsibility for errors in key numbers, codes, or typographical errors of any kind on the website. Any other error will be limited to invoice cost for the advertisement in question.
- Advertiser will indemnify and hold BPW/WA harmless for any loss arising out of publication of advertisements such as losses resulting from claims or suits for liable, violation of right of privacy, plagiarism, trademark or copyright infringement, errors or omissions. BPW/WA shall not be responsible for any costs or damages incurred as a result of erroneous publication or non-publication of any advertisement.
- Rates, space, condition and regulations may change without notice. All rate changes shall be prospective only and shall not affect contracts in effect at the time of any such change.
- Rates are determined by the number of insertions, contracted for and used during a 12-month period. Lesser advertising periods are prorated.
- BPW/WA assumes no liability if for any reason it becomes necessary to omit an advertisement.
- BPW/WA reserves the right to hold the Advertiser and/or its advertising agency jointly liable for such monies as are due and payable to the publication and BPW/WA for advertising, which Advertiser or its agent ordered.

CHAPTER IX. STATE CONFERENCE

GENERAL STATEMENT

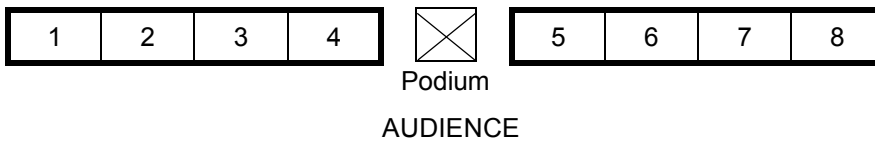
The state conference is the business session open to all members of BPW/WA. Voting may take place at a state conference and will be recorded and is valid and binding.

The conference is held each year, at a date and place to be determined by the state executive committee. The executive committee in conformity with the finance rules and with the approved state conference budget sets the amount of the registration fee for each conference.

MEETING PROTOCOLS

The following is one recommended format for state and local meetings.

1. When looking from the audience toward the head table(s) the following configuration is seen:



- | | |
|-----------------------------|----------------------------|
| 1. Immediate Past President | 5. Parliamentarian |
| 2. Vice President | 6. Recording Secretary |
| 3. Guest | 7. Treasurer |
| 4. President | 8. Other Requested Speaker |

(Note the guest should always be seated next to the president.)

2. The American Flag is to the left of the head table(s).
3. The following is an example of the recommended meeting agenda.
 - Call to Order
 - Invocation
 - Pledge of Allegiance
 - Introductions (State officers go first then Evergreens, local officers, guests, and finally member introductions. This order would depend upon the seating arrangement. It could be local officer's are introduced last which leads into the chair's introduction.)
 - The Collect (at the beginning or end of the meeting)
 - Business (can be at the end of the meeting after the program)
 - Program
 - Announcements
 - Emblem Benediction (at the end or beginning of the meeting)
 - Adjournment

VOTING

The voting body for the board of directors session will be specified in the Call to Conference. The voting body for the general session shall be members in good standing who have paid a full conference registration fee. No voting member shall have more than one vote, and no voting by proxy is allowed. All local organizations must pay state conference dues to allow their members to vote.

Voting Members at the annual conference:

- Adopt a legislative platform for the year;
- Adopt resolutions; and
- Conduct other business brought to the voting body.

CALL TO CONFERENCE

The Call to Conference shall be published in the manner specified in the state bylaws.

STATE CONFERENCE CHAIR

The executive committee approves the appointment of a state conference chair and defines the duties. Duties may include:

- Supply information and special services requested by state executive officers;
- Supply a working contract with the hotel that the state president agrees to and signs;
- Arrange conference functions at the discretion of state executive committee;
- Prepare a budget; the state or local organizations assume the expenses for functions which they sponsor and which have been approved by the state executive committee;
- Coordinate activities of chairs from locals within the site selection group geographic boundaries of conference;
- Arrange for audio and visual coverage for the head table and floor(s);
- Supervise meals, seating, and times with hotel staff and approved by the state executive officers as stated in the contract for state conference.
- Provide hosting for special occasions; and
- Arrange recreation, entertainment, and local tours, as approved by the state executive committee.

CONFERENCE COMMITTEES

The state president, with the approval of the executive committee, appoints all conference committees and defines their duties. Local organizations are required to submit names of members interested in serving on conference committees to the state president by the specified deadline. Conference committees may include:

- Registration --- The Registration Chair compiles a list of all members in good standing who have paid full conference registration fees. This report will be provided to the conference attendees and will be updated daily to reflect on-site registrants. An official identification badge and conference materials will be issued to each member when the registration authorities have verified membership and voting status and collected all appropriate registration fees. The identification badge will indicate voting eligibility.
- Pages --- Deliver messages from one member of the voting body to another. Distribute meeting materials to voting body as requested.
- Timekeeper --- Time reports and discussions according to rules adopted; and call infringements of rules to attention of presiding officer.

CONFERENCE FINANCING

Each state conference is self-supporting. The costs are met by:

- Annual state conference dues in the current bylaws.
- Each local organization shall pay annual state conference dues.
- Registration fees from those attending the conference.
- Sponsorship and program advertising.

CHAPTER X. STATE POLICY-MAKING BODIES

MEMBERSHIP

The ultimate authority of BPW/WA rests with its members.

STATE CONFERENCE

BPW/WA shall hold an annual state conference, the place and time to be determined by the state executive committee.

The voting body at state conference shall be members in good standing who have paid either a full registration fee or a business session registration fee. Any action taken at a State conference will be recorded and will be valid and binding.

Members who are observers have a voice in the deliberation of issues but no vote.

All proposals brought before the board of directors, the conference body or the members will include a budget impact figure when at all possible.

STATE BOARD OF DIRECTORS

Board meetings are for the purpose of conducting the official business of the state between conferences. Duties of the board of directors are outlined in the bylaws.

- To be eligible to serve on the board of directors be in good standing and officially and publicly support the state legislative platform.
- Meetings of the board of directors shall be held in accordance to the bylaws or when called by the president with approval of the executive committee by written notice, either mail, facsimile, and/or email.
- The president, with the approval of the executive committee, may invite non-voting observers to the board of directors meetings. Observers would include, but are not limited to, the following: past state presidents, special committee chairs, appointments/other committee chairs or task forces, and members.
- In order to attend a meeting of the state board of directors, the appropriate registration fee must be paid, unless waived by the state executive committee.
- The board of directors' meetings are open to all members of BPW/WA, but only Board members can vote. Members of the voting body are entitled to be present for board meetings, unless excluded from participation by other regulations such as relating to conflict of interest.
- Board meetings may be called into closed executive session for the following issues: personnel, censure of members, discussion with legal counsel, and/or other privacy or sensitive-related issues. All proposals brought before the board, conference body or the membership will include a budget impact figure when at all possible.
- If there are proposed revisions to be reviewed by the board of directors at its next meeting, the board meeting materials shall be delivered electronically, unless otherwise requested, to the board of directors fifteen (15) days prior to the meeting.

STATE EXECUTIVE COMMITTEE

The state executive committee shall transact the business of BPW/WA between meetings of the board of directors. Duties of the state executive committee are outlined in bylaws.

The state executive committee is composed of the elected officers: president, vice president, recording secretary, and treasurer.

Meetings of the state executive committee shall be held: preceding and following the conference; when called by the president; when called by a majority of the executive committee upon written notice, either by mail, facsimile and/or email to every member) and by conference call of the president or by a majority of the members of the executive committee.

STATE STANDING & SPECIAL COMMITTEES, APPOINTMENTS & TASK FORCES

The president of BPW/WA shall serve as an ex-officio member of the standing committees, without vote. Standing committees have specific responsibilities to consider, investigate and/or take action on certain short-range or long-range matters in fulfilling the goals and objectives of BPW/WA.

Special committees, appointments and task force members shall be appointed by the president as necessary to deal with specific issues of current concern to implement the mission and objectives of BPW/WA.

CHAPTER XI. STATE CANDIDATES

GENERAL STATEMENT

The members elect state officers and the chair of nominations. The vote will be recorded in the minutes and shall be valid and binding.

Criteria for Nominee's for State Office:

1. BPW member must be in good standing in a local organization
2. Nominee must officially and publicly support the state legislative platform
3. Consent to serve if elected
4. Have their local organization's signed endorsement
5. Served as a local organization president or are completing a term as a local organization president

In addition, candidates for President and Vice President must have served the following:

1. Served one year as a District Director **AND** one year as a state elected officer, state appointed officer, or state standing or special committee chair; **OR**;
2. Served two years as an elected state officer (secretary or treasurer); **OR**;
3. Served one year as an elected state officer and two years as a standing committee chair; **OR**;
4. Served three years as a standing committee chair in three different capacities along with the written recommendation of the state executive committee.

NOMINATIONS PROCEDURE

The Candidate must:

- Fill out the top portion of the "Nominee's Consent to Serve" Form found on the Members Only web pages.
- Submit to your local organization for endorsement.

The Local Organization must:

- Complete the bottom portion of the "Nominee's Consent to Serve" form.

The Local Organization or Candidate must then:

Send to the state nominations chair no later than 90 days prior to the state annual conference:

- A recent photo of candidate,
- A bio and summary of candidate's qualifications for the office sought, (not to exceed 200 words),
- The completed and signed "Nominee's Consent to Serve" form.

The Chair of Nominations shall:

- Send a notice advising eligibility for office to the candidate within 30 days of receipt of nominations forms.
- Have published, in the issue prior to the pre-conference issue of the Washington Business Woman, a request from local organizations the names of candidates for state offices. Local organizations or candidates should send the following to the nominations chair not later than 90 days before state conference:
 1. A recent photo of candidate.
 2. A summary of candidate's qualifications for the office for which the member being nominated, not to exceed 200 words
 3. The candidate's written consent to serve and commitment to support the BPW/WA legislative platform.
 4. The candidate's local organization endorsement.
- Summarize the qualifications of all candidates, with the office for which each person is endorsed, and send to the editor of the WBW along with a photograph for publication in the pre-conference issue.
- The WBW is posted on bpwwa.org with candidate information and pictures 90 days before state conference.
- Present to the conference a slate of all nominees for each office.
- Post names of nominees, pictures and qualifications of each person prior to the opening of the first business meeting or, in the case of nominations made from the floor, as soon as possible.

RUN-OFF ELECTIONS

A majority of all votes cast shall constitute an election.

CHAPTER XII. FIDUCIARY RESPONSIBILITIES

The executive committee may rescind an appointment or remove an appointee. For these purposes, an appointment is made when the executive committee has decided to offer the appointment and the offer has been tendered to and has been accepted by the appointee.

The topic of removing, rescinding or discharging a committee is processed following Robert's Rules of Orders Newly revised, current edition.

Liability insurance for the board shall be maintained. The articles of incorporation or bylaws should also contain appropriate indemnification provisions.

CHAPTER XIII. STATE LEGISLATIVE PLATFORM

GENERAL STATEMENT

The State Legislative Platform (referred to herein as the "platform") consists of not more than five (5) action items.

Action items require a concerted effort to have bills introduced on each issue, support from members to insure that these bills are enacted, and continuing opposition to legislative proposals which run counter to the platform.

The state legislative platform is adopted by the members. After adoption of the platform, neither the state or any local organization may use its name to work against any item on the platform. However, no member or local organization is required to work for an item with which it does not agree.

STATE LEGISLATIVE PLATFORM COMMITTEE

The state legislative chair presides over the state legislative platform committee. The state legislative platform committee meets in person, by teleconference or via webinar at least 60 days prior to balloting for state officers.

STATE LEGISLATIVE PLATFORM DEVELOPMENT

Presentations may be scheduled on each of the issues by an expert in that area so that those making the determination may be fully informed on its various aspects, potential legislative achievement, etc. If, the legislative platform committee recommends changes to the existing platform, the proposed revisions will be presented to the board of directors for their information.

STATE LEGISLATIVE PLATFORM ADOPTION

The proposed revisions to the state legislative platform are distributed to the members to adopt. The state platform will remain in effect until such time as a subsequent platform is adopted by the members.

CHAPTER XIV. RESOLUTIONS

GENERAL STATEMENT

Resolutions proposed for consideration by the members should concern matters of state significance and shall be within the objectives of BPW/WA.

SUBMISSIONS OF RESOLUTIONS

The state executive committee, state standing and special committees, and local organizations may submit resolutions. Local organizations desiring to submit resolutions must direct them through the state executive committee. Any resolution submitted by state at a board of directors meeting must be approved by that board. Any resolution submitted by the state during state conference must be approved by the board of directors or the membership depending on the type of session. Official copies of adopted resolutions from the state and the local organizations must be sent to the state executive committee within ten (10) days following adoption.

All resolutions must be in proper resolution form and shall be worded to indicate that they are BPW/WA resolutions. All resolutions submitted shall state the appropriate entity to which it is to be sent (e.g., city government department/person, hotel, etc.). This shall be the responsibility of the submitting author, and the information if not included elsewhere in the resolution, is to be indicated in the rationale.

Sample Resolution

A resolution is a main motion introducing a new subject. Resolutions are usually divided into two parts: a preamble and the resolves.

Whereas, The...(text of the first preamble clause)...;

Whereas, The...(text of the next to the last preamble clause)...; and

Whereas, The...(text of the last preamble clause)...; therefore be it

Resolved, That BPW/WA....

CHAPTER XV. SPECIAL POLICIES

AFFILIATIONS

Local organizations and BPW/WA shall not affiliate with joint action groups whose principles or objectives are in conflict with those of BPW/WA. BPW/WA members may not commit BPW/WA to any proposal or project that is inconsistent with BPW/WA objectives. In the event of formal or legal commitments, approval of the state executive committee is necessary.

BPW/WA LOGOS AND COLORS

The BPW/WA logo is a registered trademark. Commercial use of the logo is not permitted without the approval of the state executive committee.



The colors used in the logo are:

Color	Pantone Coated	RGB	CMYK	Hex
Blue	2758C	0, 30, 98	100, 95, 5, 39	#001e62
Gray	877C	138, 141,143	23, 16, 13, 46	#8a8d8f

Logos are supplied by the state for each local organization and the state itself. They are similar in style and content for conformity and unity throughout the state. Local organizations shall use the BPW logos on stationery, programs, publications, social media, and other materials.

Some logos are transparent (.PNG file extensions) so they can fit onto any background without displaying a white square (.JPG file extensions). The font used in the logos is Garamond. Examples of the state and local logos are displayed below:



EMBLEM ITEMS

The state emblem was copyrighted by BPW/USA and ownership was transferred to the BPW Foundation on July 1, 2009. The BPW Foundation now has the exclusive right to manufacture jewelry, compacts, silverware, trophies, plaques, figurines, or similar articles bearing the emblem.

Commercial use of the emblem is not permitted without the approval of BPW Foundation. Local organizations may use the emblem on stationery, programs, and publications if these materials are solely for the state or local organization use.

Pins and Guards

Gavel guards may be worn with the emblem pin by current state and local organization presidents. Bar guards with the inscription "Past President" may be worn by past state and local organization presidents. Guards and pins are available from BPW Supply Service.

State President Pin

The state president pin is coin-shaped and bears the state emblem which is bas-relief. The emblem is partially encircled by a gold laurel wreath with the name of the state inscribed in green enamel in the lower part of the circle. Orders for this pin must be accompanied by a statement certifying that the person for whom the pin is ordered is serving or has served the state as president.

MEMBERSHIP LISTS/DIRECTORY FOR RELEASE

The state membership lists/directory may not be released, sold, or rented without approval of the state executive committee. If a local organization wishes to release or rent its membership list, it should establish a policy governing approval for release or rental.

NAME USAGE

The name of The Washington State Federation of Business and Professional and Women's Clubs, Inc. (BPW/WA) may not be used by another organization without the authorization of the state executive committee.

Only state and local organizations in good standing may use the name Business and Professional Women.

Members may not use official titles or connections with BPW/WA to subscribe to any document or letter which is in conflict with the policies and objectives of BPW/WA. Individuals may not use their BPW/WA affiliation to work against any issues on the state legislative platform.

No member may commit the name of the local organization or BPW/WA for endorsement use without authorization from the state executive committee.

Any member has the right to work as an individual or through other organizations for policies which are in opposition to those of BPW/WA, provided the name of BPW/WA or the local organization is not used.

The state or local organizations may participate with other organizations or coalitions to advocate common legislative issues or projects which are not in conflict with BPW/WA objectives. Support in such coalitions must be voluntary and free from external control from outside the membership.

RESOLUTIONS OF CONFLICTS DEALING WITH POLICIES AND PROCEDURES

In the event of a conflict that cannot be resolved at the local organization level on an issue relating to the bylaws, policies, or procedures, the following steps are to be taken:

1. The local organization or someone acting in an official capacity on its behalf shall submit the question and full documentation of all sides of the question to the state for its determination. A local organization may bring any question to the state level for reconciliation.
2. If the issue cannot be resolved at the state level, full documentation on all sides of the issue shall be submitted to the parliamentarian with a summary of the basic issue to the state president. The president, or a person designated by the president, may render an opinion in accordance with the articles of incorporation, state and local model bylaws and the handbook. Additional information may be requested. The opinion shall be copied to the state president and state executive committee.
3. If the issue cannot be resolved by the aforementioned parties, it will be referred, by any of the parties involved or the aforementioned opinion givers, to the state executive committee.
4. If the issue cannot be resolved by the state executive committee, it will be referred to the state board of directors where a two-thirds (2/3) vote is required and the decision is final.

WASHINGTON STATE BPW FOUNDATION

The Washington State Business and Professional Women's Foundation (WSBPWF) was established to improve the employment opportunity, career development, and economic status of women in the labor force through education via scholarships. The Internal Revenue Service granted the Foundation a 501(c)(3) federal tax-exempt status. It is a Washington State public operating and grant-making foundation and is independent of the Washington State Federation of Business and Professional Women (BPW/WA).

CHAPTER XVI. SPECIAL PROGRAMS AND ACTIVITIES

YOUNG CAREERIST PROGRAM

History

In 1964, BPW/USA President Virginia Allan, envisioned a mutually benefiting partnership between young working adults and BPW. President Allan's commitment to the development and the careers of younger women and men led her to spearhead the formation of the Young Careerist Program (YC). In 2001 the program was re-titled "Virginia Allan Young Careerist Program" in her honor.

General

The BPW Foundation (national) establishes the mandatory criteria for a "Young Careerist."

The BPW/WA executive committee shall adopt a manual and other material that provides program guidelines and promotion.

Mission

The Virginia Allan Young Careerist Program is a high profile Business and Professional Women Foundation program that recognizes and celebrates the accomplishments of successful individuals.

Vision

The Virginia Allan Young Careerist Program provides training, leadership and development skills. The program introduces participants to BPW and offers unique learning opportunities for personal and professional growth and leadership experiences through participation in networking, workshops, public speaking, interviewing, and group activities.

Eligibility

To be eligible, a young person must:

- Must be a member of and sponsored by a BPW local organization;
- Be between the ages of 21 and 35, inclusive, by July 31st following the first competition in which she/he participates;
- Be or have been employed in business or a profession, with a minimum of one (1) year of full time work experience;
- Be living, working, training or continuing her/his education in Washington State.
- Understand and support the BPW mission, vision and legislative platform. Young Careerists must be familiar with the state legislative platform and pledge that they will not speak against the platform items in their capacities as Young Careerist representatives. (All participants are required to submit a signed copy of the state legislative platform confirming that requirement prior to competition);
- Be a local winner or runner-up, or the officially designated representative. Where applicable, meet all state award guidelines.
- Speeches are to be four minutes in length. No props are allowed and all Young Careerist representatives will be required to remain at the podium when speaking.

Judging

Judges should be familiar with the Young Careerist Program procedures and evaluation process, the legislative platform, the mission and the objectives of BPW, and the importance of each in the selection process. A minimum of three (3) impartial judges should participate at each level of the competition.

INDIVIDUAL DEVELOPMENT PROGRAM (IDP)

The BPW Foundation Individual Development Program was introduced in 1968. The program is designed to aid in the development of leadership and communications skills, and at the same time introducing participants to BPW/WA, its goals, and issues.

A local individual development representative to the state conference must be a member in good standing.

From time to time, the executive committee may adopt specific guidelines and requirements for participation in the state speak-off competition. Information about the program can be found on the BPW/WA website, as well as, obtained from the BPW/WA state executive committee.

LEGISLATIVE EVENT

BPW/WA sponsors a legislative event. The event is authorized by the state executive committee and administered by the legislation committee.

The event provides an opportunity for all members, especially legislation chairs and other local organization and state leaders, to evaluate their legislative efforts, to study current issues and to receive progress reports on the state legislative platform.

The legislative event also provides an opportunity for members to meet and confer with their lawmakers, to attend legislation sessions and committees, and to hear from legislative authorities in workshops, forums, and formal addresses.

POLITICAL ACTION COMMITTEE (PAC)

The BPW/WA Political Action Committee (PAC) is a political action committee formed to endorse state candidates who support the BPW legislative platform. Through BPW/PAC, BPW members are able to act together in an organized way to participate in the American political process and to support candidates whose views we share.

BPW/PAC was formed as a separate fund of BPW/WA and serves as a financial arm to contribute to election campaigns. The PAC is supported by voluntary contributions from BPW members. It is governed by the Federal Election Commission (FEC) and the FEC regulations.

Appointment of the BPW/PAC Committee

The state PAC chair is appointed for a one (1) year term by the state president. The PAC committee shall have a minimum of four (4) members to serve for one (1) year terms for a maximum of 3 terms. The committee shall appoint the PAC treasurer.

Endorsement

The BPW/PAC may endorse a person for elective office. Any recommendations for BPW/PAC endorsement must originate from and have the endorsement of the local. The candidate must be a legal resident of Washington State.

BPW/WA also encourages local organizations to endorse qualified candidates (women and men) for public office who support BPW/WA objectives and legislative platform.

BUSINESS WOMEN'S WEEK

The third full week in October is observed as National Business Women's Week by BPW/WA and by many cooperating groups and news media.

The objectives are to:

- Publicize the achievements of business and professional women everywhere, on the local and state level, and
- Publicize the objectives and programs of BPW/WA as they relate to all working women.

The National Business Women's Week is a salute to the achievements of all working women. The President of the United States customarily opens the week with a message, and many governors and mayors issue similar messages. BPW/WA's goal of elevating the standards for business and professional women is particularly emphasized.

The National Business Women's Week is a time for cooperative planning with other organizations, when BPW local organizations initiate and sponsor programs to encourage all career women's groups in their communities to emphasize the increasing importance of women to the Nation and its business and professional life.

WOMAN OF ACHIEVEMENT

Woman of Achievement or Woman of the Year is usually presented as a local program during BPW's Business Woman's Week (see above) or the month of October. The women that are honored, which can be as few as one, must be working full time and be an active contributor in her community (e.g., mayor, business owner, community activist). She is chosen by her local and voted on by the Woman of Achievement committee.

The Woman of Achievement program acknowledges the individuals who have made a difference and should highlight their accomplishments and BPW through media representation.

CHAPTER XVII. HANDBOOK REVISION

Changes to the *Policies and Procedures Handbook* may be proposed by the state executive committee, state bylaws committee, or any local organization. A member may submit through the local organization any proposed change to this handbook.

Changes proposed by a local organization must be sent to the state executive committee within ten (10) days after the close of the state conference or state board of directors meeting for consideration by the board of directors at their next meeting.

Proposed changes to the handbook shall be submitted in writing to the board of directors at least thirty (30) days prior to their consideration at a board meeting.

The bylaws chair shall present all proposed changes to the handbook at a meeting of the board of directors. Proposed changes shall require a two-thirds (2/3) vote for adoption, if previous notice was given of the proposed change. A 9/10th vote shall be required for approval of any change proposed from the floor of the board of directors meeting without prior written notice.

The BPW/WA bylaws supersede any conflicting statements in the *Policies and Procedures Handbook*. The *Policies and Procedures Handbook* can be changed automatically by the bylaws chair, without approval of the board of directors, to adhere to any bylaw changes. The bylaws committee shall be authorized to correct article and section designations, punctuation, and cross references, and to make such other technical and conforming changes as may be necessary to reflect the intent of the voting body.

APPROVAL AND REVISION HISTORY

The *BPW/WA Policies and Procedure Handbook* approval and revision history is as follows:

Approval Date	Bylaws Chair	President	History
May 2008	Lezley Laurel	Janyne Moynihan	Original 10 page Policies and Procedures (P&P) Handbook.
May 2015	Milly Lewendon	Kay Bradley Kampsen	First Revision, most text taken from BPW/USA P&P Handbook and revised for BPW/WA, 31 total pages.