



**WASHINGTON STATE FEDERATION OF BUSINESS
AND PROFESSIONAL WOMEN, INC.**

STANDING RULES

Updated June 2020

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**WASHINGTON STATE FEDERATION
OF
BUSINESS AND PROFESSIONAL WOMEN, INC.**

STANDING RULES

SR 1. TRAINING

Hold a training session(s) for Standing Committee chairs, Local Organization presidents and treasurers, and other chairs, as called.

SR 2. MEMBERSHIP DIRECTORY

Update and provide in PDF format the BPW/WA Membership Directory in downloadable PDF format on the BPW/WA website in a password-protected area (current site: www.bpwwa.org).

SR 3. WASHINGTON BUSINESS WOMAN (WBW)

Begin the fiscal year of the Washington Business Woman (WBW) with the post-annual meeting issue (BPW/WA publication)

SR 4. LOCAL ORGANIZATION MEMBERSHIP ACHIEVEMENT.

The Membership Committee each year will recognize the Local Organization with the greatest achievement in membership.

SR 5. CANDIDATES CAMPAIGN GUIDELINES

Candidates for office may distribute only one (1) brochure, or item, throughout their campaign (format and style cannot be changed after approval). Approval notice from the nominations chair must be received before any campaigning takes place. Spending for campaign (materials for state office shall be limited to two hundred and fifty dollars (\$250.00) per candidate and that material/advertising acquired at special prices (e.g., "at cost" printing, donated materials) shall be at "suggested retail".

SR 6. PRINT/ELECTRONIC DISTRIBUTION

Printed and electronic information distributed by the BPW/WA officers to local organizations shall be dated with the month and year on each page.

SR 7. DUAL MEMBERSHIP

Members may join more than one local organization by payment of local dues. Dual members shall be reported to the State Treasurer and shall be listed in the state roster for the dual LO, but will only be counted in the local in which state dues are paid.

SR 8. END OF YEAR TRANSFER OF OFFICER DOCUMENTS

Each officer, except treasurer, shall deliver to their name's successor, immediately after retiring from office, all accounts, records, books, papers and other property belonging to BPW/WA.

SR 9. EVENT CANCELLATION/REFUND POLICY

Refunds will be made if a cancellation request is received in writing one (1) week prior to the event. A processing fee of ten dollars (\$10.00), or applicable charge made by hotel for meals, will be charged for refunds requested after that date.

SR 10. EVENT GUEST/MEMBER PARTICIPATION

Those portions of the program/agenda marked in italics or with a star (*) are open to members only. Guests may attend portions of the program/agenda not designated for members only.

To all: Your name badge is your entry and must be worn throughout the meetings.

To members: Name badge must be work throughout meetings and any member without a name badge will not have voting privileges during the business meetings.

SR 11. MAJORITY VOTES FOR ELECTION

A majority of all votes cast for a particular office shall constitute an election. The number of votes cast is not stated unless a majority has not been attained when two (2) or more candidates are running for the same office.

SR 12. DISSOLUTION OF A LOCAL ORGANIZATION

Immediately after a Local Organization dissolves, they must provide to the State President the following items

- a. The Local Organization's Charter
- b. Final meeting minutes
- c. Final financial institution statement
- d. Disposition of Local Organization's funds as prescribed in BPW/WA bylaws Article XXV.

SR 13. MEMORIALS FOR PAST STATE PRESIDENTS

A memorial of one hundred dollars (\$100.00) will be distributed fifty dollars (\$50.00) to BPW Foundation and fifty dollars (\$50.00) to Washington State Business and Professional Women Foundation for each State Past President who has died during the year, to be paid from Special Funds: Past President Memorial.

SR 14. DUES (Amended May 2019)

- a. Annual dues are sixty dollars (\$60.00) for Members of a Local Organization (MOL) and Members at Large (MAL); and thirty (\$30.00) for Evergreens (Past State President), for Student Members of a Local (SMOL), Student Members at Large (SMAL), Veteran Members of a Local Organization (VMOL) and Veteran Members at Large (VMAL). Dues for new members will be prorated as listed in the following table. [Amended May 2019]
[PROVISO: The new dues structure will be put into effect on June 1, 2019.]
- b. LOCAL ORGANIZATION: BPW/WA Annual Meeting dues for each Local Organization will be seventy-five dollars (\$75.00) and are due by January 31 of each year.
 1. BPW/WA Annual Meeting Dues not received by the BPW/WA treasurer by the end of February, the Local Organization will be considered delinquent on March 1.
 2. BPW/WA Annual Meeting Dues not received by the BPW treasurer by the end of March the Local Organization will be considered as not in good standing. Thus, effective April 1 the Local Organization will have no voting privileges at the Board of Directors meetings and members will have no voting rights at the Annual Meeting.

SR 15. WASHINGTON BUSINESS WOMAN (WBW) PUBLICATION

The WBW Editor shall:

- a. Acquire copy-ready news articles, advertisements, pictures, etc., on state and local organization programs and activities. Pertinent information shall be selected. Final articles shall be written and edited to meet appropriate style and requirements of the information media.
- b. Set cut-off dates for receipt of copy for each publication.
- c. Have the publications proofread before they are printed and uploaded to the website.
- d. Obtain approval of the executive committee for any change of format.
- e. Negotiate cost of printing publication and mailing service and submit estimates and a budget for approval by the executive committee.
- f. Coordinate printing and mailing of the publication to meet BPW/WA and postal deadlines for members without an ISP, and those who request a hard copy, to meet BPW/WA and postal deadlines.
- g. The final electronic version to be sent to:
 1. Webmaster, for uploading to the official BPW/WA website, as designated in the Handbook of Policies and Procedures.

2. Executive Committee members with an ISP. Also send URL of website WBW page.
 3. URL of WBW page to Board of Directors, to be forwarded to all members who have an ISP.
- h. Solicit advertising at a cost approved by the executive committee and bill the advertisers in a timely manner.

SR 16. SPECIAL ONGOING COMMITTEE/s

- a. Foundation Chair: A special ongoing committee that will act as a liaison between the BPW/WA and
- (1) The Washington State Business and Professional Women's Foundation, Inc. (WSBPWF). a 501(C)(3) non-profit listed as a charity with the Washington State Secretary of State, and
 - (2) BPW Foundation (formerly BPW/USA Foundation).

SR 17. AMENDMENTS

Standing Rules may be amended at a Board of Directors meeting or at the Annual Meeting as follows:

- a. With previous thirty (30) days written notice (USPS or e-mail) by a majority vote of board members present, or
- b. Without previous notice by a two-thirds (2/3) vote of board members present.
- c. To comply with BPW Foundation (national) directives.