

The Hoosier Business Woman

Publication of the Indiana Federation of Business and Professional Women's Clubs (INFBPW)

Vol. 2024 No. 2 / Fall 2024

2024 INFBPW FALL CONFERENCE

Saturday, October 19th
Hoosier Gym - Knightstown, IN

RSVP by Oct. 15th



Fall 2024 Issue (in-progress)

- 4 Conference Registration Sheet*
- 5 Conference Agenda (in-progress)*
- 6 District 2 Fall Meeting Information*
- 7 Hancock County Newsletter (September)*
- 8-24 Synopsis of By-Law Changes and By Laws**
- 25 Legislative Corner*

Important Updates

Hoosier BusinessWoman

Vol. 2024 No. 2

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The Hoosier Business Woman is published twice annually by the Indiana Federation of Business & Professional Woman's Clubs.

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www.infbpw.org

INFBPW,

c/o Twilla Deaton, PSP, Treasurer,
241 N County Road 100 W, New Castle, IN 47362

phone: 765-520-0389

Mark Your Calendar!

2024

October 19	Fall Conference Knightstown, IN
October 26	District 2 Meeting TBD
October 28	Winchester's Visit
November 1-30	Working Women's Month
November 1	Connersville's Visit
November 6	Shelbyville's Visit
November 12	Hancock Co. Visit
November 18	Knightstown Visit
November	Mt. Vernon's Visit
November	Crawfordsville Visit
December 1	8th Grade Essay Contest Ends
December 31	Deadline for State Officer Nominations

2025

January 1	HBW Deadline
January 13	New Castle's Visit
January 31	Deadlines for Winter Board Meeting reports (From each officer and committee Chairs to Dana Jones)
February 1-28	IN Women's Education Foundation Month
February 14	Winter Executive Committee Meeting via (Zoom Meeting @ 7:00 PM)
February 15	Winter Board Meeting via Zoom @ 9:00 A.M.
March 1	IWEF Scholarship Applications
March 15	INFBPW Award Applications
April 5	Deadline for State Convention Board Reports (From each officer and Committee Chairs to Dana Jones)
April 25-27	State Convention Columbus, IN

Advertising

Advertising in this publication is the best way to reach the members of INFBPW! Please contact Carolyn Siegfried.

317-294-5057 or yinfried66@yahoo.com.



Tina D Williams
Financial Advisor

5355 E Thompson Road
Indianapolis, IN 46237
317-781-0108

Edward Jones

MAKING SENSE OF INVESTING

Message from the President



Hello INFBPW Sisters and Friends,

(Message coming soon)

Dana Jones, current
President and PSP

Your Sister,
Dana Jones
Current President and PSP



Just type "INFBPW" in Facebook's search box.
Please join our group and like our business page.

Websites OF OUR ORGANIZATION!

www.infbpw.org

Please visit it and use it regularly for resources and information. There are fillable forms that can now be accessed.

www.inwomeneducation.org

The website of the Indiana Women's Education Foundation

Both websites are easier to update than ever before. Let us know what you would like to add!

INFBPW Fall Conference Registration

October 19, 2024

RSVP: October 15th

I plan to attend: _____ IN PERSON (or) _____ VIRTUAL (ZOOM)

need a good, updated email address email address: _____

Registration Fees:

IN-PERSON Saturday \$50.00 x _____ = _____

VIRTUAL (ZOOM) Saturday. \$25.00 x _____ = _____

1st timer Weekend Package (1st timer as of April, 2024) \$45.00 x _____ = _____

*REGISTRATION MUST BE PAID IN ORDER TO VOTE, WHETHER ATTENDING PHYSICALLY OR VIRTUALLY.
REMOTE REGISTRANTS WILL RECEIVE THE FULL PRINTED CONVENTION PACKET, SHIPPED VIA PRIORITY*

Saturday Luncheon \$20.00 x _____ = _____

Saturday Banquet \$25.00 x _____ = _____

Saturday meal package \$45.00 x _____ = _____

*Dietary Restrictions: _____

**Total Registration Fees, Activities, and Meals \$ _____

** IF THE IN-PERSON EVENT IS CANCELED, ALL FEES WILL BE REFUNDED**

Make your check payable to INFBPW and mail it with a completed registration form to:
INFBPW (C/O Twilla Deaton, PSP), 241 N County Road 100 W., New Castle, IN 47362 OR bring check to
the INFBPW check-in station at the Knightstown Hoosier when you arrive. (A \$20.00 fee will be charged for
returned checks)

Volunteers NEEDED:

_____ Pages Date/Time Available _____

_____ Federation Sales Date/Time Available _____

_____ Doorkeepers Date/Time Available _____

_____ Registration/Credentials Date/Time Available _____

Tentative Conference Schedule

Saturday, October 19th

9:00 - 9:15: *Check in/Registration*

9:15 - 12:00: *Business Meeting, Intro to Girl Scouts Workshop*

"I believe the morning business session will be a BPW/Scouts workshop where we support Scouts in getting a badge and becoming eligible for the *Barb Mofield Scholarship*." Penny Sitler, PSP

12:00 - 1:00: *Lunch*

1:00 - 1:15: *Break*

1:15 - 2:30: *Workshop with Shannon Dawson*

"Shannon is an experienced TV producer, and has produced a documentary on hunger in Indiana. This will be a great workshop." Penny Sitler, PSP

2:30 - 2:45: *Break*

2:45 - 4:30: *Business meeting-- By laws (see pages 8-24)*

5:00 - 6:00: *Dinner*

6:00-7:00: *Auction*



*You are invited to the District 2
Fall Meeting*

Saturday, October 26, 2024

1414 Venue

1414 Broad Street

New Castle, IN 47362

Registration at 11:30 am

Meal at noon (meeting immediately following)

Luncheon Cost: \$22.00

Menu

Fried Chicken

Beef Manhattan

Mashed Potato/Gravy

Green Beans/Corn

Dessert

Drinks

Please RSVP by October 19th to Twilla Deaton

765-520-0389 or email tmdeaton@gmail.com

Each member is to bring a Silent Auction Item

Each organization is asked to bring 2 Door Prize items

HANCOCK COUNTY BUSINESS AND PROFESSIONAL WOMEN NEWSLETTER

SEPTEMBER 2024

EDITION 13 ISSUE 9

Notes From the Prez



Have you noticed fall colors creeping into trees? Season change is here and with it, some change of focus. We have been baking and selling, putting up and taking down Carole's canopy and tables, greeting passersby and finding new members in our quest to earn \$1000 for a scholarship. We have had fun, gotten exhausted and have been run off by rain clouds twice.

Our last Farmer's Market is in a few days. And our last big push to sell Wick's Pies as individual members. Tell your relatives, church friends, and neighbors that you'll be glad to take their orders for these yummy pies.

Now we move into a season to celebrate. We will find an outstanding working woman in our community who holds down a paid job, cares for her family and home, and exhibits volunteerism that benefits women and families. Do you know her? Write a nomination for her and submit it soon for our Working Woman Award in November. And an eight grader in our county might write the winning essay in our state-sponsored 8th Grade Essay Contest..

My sister-in-law, Jan, eagerly keeps count of days till Christmas – 114 as I type. This means we have a pitch-in party coming. And another opportunity.... We will collect individually wrapped commercial snack items (cheese n crackers, small bags of nuts) for Hannah's First Responder Support Group. More info coming.

And we will expand our horizon by attending District 2 and INFBPW State events. Both are great events to meet many other BPW women and steal their best growth and fundraising ideas. You will get more details soon.

Heat, rain, projects, Christmas – BPW women stay busy, don't we?
Signed, yer prez

Important Wick's Pie Sale Info

All orders and money must be turned in to Dianna Andis or Carole Stevens by Thursday, October 10

Pies will be picked up at Wick's on Thursday., Nov. 7th

Distribution begins at 2:00pm on November 7th at

**Dianna's home: 4878 N. Fortville Pike,
Greenfield, IN 46140**

Questions?? Call Dianna at 317-809-7833



Mark Your Calendar

Next Local Meeting

Tuesday, September 10

5:45 pm

Montana Mike's

1945 N State St.

Greenfield, IN 46140

(Back Room)

Fortville Farmer's Market

Thursday, September 12

4-7 pm

Setup at 3:15pm

Landmark Park

INFBPW Fall Conference

October 18-19

Hotel Indigo

Columbus, IN

(More info to come)



Anniversaries

Denise (Tom) McKnight Sept. 6

Carole (Tom) Stevens Sept. 12

Synopsis of By-Law Changes

Page 3	b	Remove entire and re-letter.
	Section 4	Change State Office to State President
Page 4		Top of Page discuss multiple State memberships.
	Article X	Remove Recording, leave Secretary
Page 5	Section 2	Previously approved to have Oral consent.
Page 6	d	Remove entire and re-letter, pertains to State Office
	e	Change State Office to State Membership Chair and Treasurer
Page 7	j, k, l	Strike all, State Office references Treasurer handles monies and change to insurance policy addressed in Section 5.
	Section 4	b Remove State Office Staff and change to State Membership Chair.
	Section 5	a Remove State Office Staff and change to State Membership Chair.
	b	Continued on Page 8
Page 8	Section 5	Remove oversee State Office Staff and add prepare budget for Summer Board meeting.
	d	Change bond to insurance policy.
	f	Remove State Office Staff audited or, by a certified Public Account-change to internal review at the end of fiscal year. Financial report at State Convention subject to final review. A copy of review shall be available for viewing with the Treasurer.
	g	Prepare bank reconciliation monthly.
	h	Prepare for internal review of INFBPW's financial records for the end of the fiscal year; no later than thirty (30) days after the close of fiscal year.
	Article XIV	Section 1 Remove sentence about State Office Staff attending meetings.
	Section 3	c Remove Secretary to keep minutes of all such meetings, duplicate.
Page 9	Article XV	Section 1 Remove sentence about State Office Staff.
	Section 5	b Remove all, re-letter.
	d	Remove
	e	Remove State Office reference
	f	Remove contracting for annual audit, Prepare for annual review of the accounts of the Treasurer and prepare an agreed upon procedure report.
Page 10	Article XVI	Section 1 d Change to Have written endorsement of local organization.
Page 11	Article XVII	Section 6 b Change to June Board Meeting from post-convention Board meeting.
Page 13	Article XX	Section 5 Change Executive Secretary to State Treasurer
Page 16		Removed Recording, left Secretary

INFBPW STANDING RULES CHANGES

Strike Items 9 and 10 and renumber.

Note: The apparent page numbers on the Index for Bylaws is from the Indiana Guide, use the numbers at the bottom of the presented pages.

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ARTICLE I - NAME

The name of this organization is the Indiana Federation of Business & Professional Women, Inc., hereinafter known and referred to as INFBPW.

ARTICLE II – MISSION

The mission statement of INFBPW is to promote and support women personally, professionally and politically.

ARTICLE III - EMBLEM

The INFBPW logo displays the four areas of concentration of our organization. They are Legislation, Leadership, Education and Stewardship. The state federation title (INFBPW) is centered over the state of Indiana. This is the official logo of the INFBPW and can be used with permission of the INFBPW board for local materials, including web based items, clothing, and other merchandise.

ARTICLE IV - POLICIES

- Section 1. INFBPW shall be nonsectarian, nonpartisan and nonprofit.
- Section 2. INFBPW shall aim to create a culture that respects and values each others' differences and recognizes that difference/diversity is a great asset to the organization – to its work and the people it serves.
- Section 3. The mission and objectives of INFBPW shall in every case be the mission and objectives of all units thereof.

ARTICLE V - MEMBERSHIP

- Section 1. Individuals who support the mission and objectives of INFBPW shall hold membership. Membership categories shall be:
 - Active: Membership shall be open to all individuals.
 - Student: Individuals enrolled full-time in a college or a university or any other accredited educational institution above the high school level.
 - Member-at-Large: Individuals with affiliation at the INFBPW level.
- Section 2. Active and student members shall belong to local organizations, which are members of INFBPW.
- Section 3. A member in good standing may request transfer from one local organization to another. A local organization may not refuse to accept the transfer of a member in good standing.
- Section 4. The only criteria for membership shall be per Article V, Section I, and the payment of appropriate dues.

ARTICLE VI - LOCAL ORGANIZATION REQUIREMENTS

- Section 1. A. local organization is eligible for admission to INFBPW if: It has a minimum of ten (10) active members, twenty percent (20%) of whom must be employed;

B. It is not an integral part of any other organization with the exception of the BPW/USA Foundation; and, (bylaw change- needs removed)

C. It submits its bylaws that do not conflict with INFBPW bylaws and policies.

- Section 2. To remain in good standing, a local organization must maintain a membership of at least five (5) active members.
- Section 3. A local organization whose membership falls below five (5) active members shall be dropped at the end of the third fiscal year.
- Section 4. A new local organization applying for membership in INFBPW shall forward to the INFBPW **State Office (State President)** all documents and dues required by INFBPW.
- Section 5. The Parliamentarian of INFBPW, whose responsibility it is to ensure there are no provisions in conflict with the bylaws of INFBPW, shall approve the bylaws. Any conflict shall be resolved in accordance with the INFBPW bylaws.
- Section 6. When a local organization has met all INFBPW requirements, a charter signed by the INFBPW President shall be presented to the local organization.
- Section 7. Three (3) copies of proposed amendments to the bylaws of any local organization, with the exception of mandatory changes (see Article XXII, Section 3 and Article XXIII), together with (3) approval forms shall be sent to the INFBPW Parliamentarian for review, who shall then send them to the INFBPW President for review and approval. Any conflict shall be resolved in accordance with INFBPW policy and procedures.

ARTICLE VII - DUES

- Section 1. Dues are payable upon acceptance to membership and all state dues are to be remitted to the State Treasurer as soon as possible. If new member dues are paid from July through December, one-half a year's dues is payable to the State Treasurer as soon as possible. If a new member dues are paid from January through June, a full year's dues is payable to the State Treasurer as soon as possible. The dues in both situations will then be renewed on the first day of June of the following year and annually thereafter. (See Appendix A for current amount.)
- Section 2. Dues for members shall be:
- Annual dues for each active member shall include local, INFBPW and district dues as specified in the current respective bylaws. (See Appendix A for current amount.) INFBPW dues include a subscription to the *Hoosier Business Woman*.
 - Annual dues for each student member shall include local, INFBPW and district dues as specified in the current respective bylaws. (See Appendix A for current amount.) INFBPW dues include a subscription to the *Hoosier Business Woman*.
 - Annual dues for each member-at-large with INFBPW affiliation shall include dues as specified in the current INFBPW bylaws. (See Appendix A for current amount.) INFBPW dues include a subscription to the *Hoosier Business Woman*.
- Section 3. The election of any individual to honorary membership in a local organization obligates the local organization to pay INFBPW dues for the duration of such honorary membership.
- Section 4. 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 a primary local organization.

***Individuals whose dues have been fully paid through one state may assume additional affiliations with one (needs to be discussed for removal or change)** or more other states or one or more local organizations therein. Any member, in good standing, who chooses to affiliate with one or more local organizations or state federations may only serve as a delegate of the chosen primary local organization or state federation.*

An individual may hold office or serve as a committee chair in the primary or secondary local organization to which dues are paid. *However, an individual may serve as president or president-elect of INFBPW only if his/her primary local organization is located in Indiana.*

ARTICLE VIII - FISCAL YEAR

The fiscal year shall commence on June 1 and shall end on May 31.

ARTICLE IX - DISTRICT ORGANIZATION

- Section 1. INFBPW shall be divided into districts. The Board of Directors shall prescribe the placement of local organizations therein and may change local organizations from one district to another upon request or its own initiative.
- Section 2. The Chair of the district shall be known as the District Director and shall be elected by members of the local organizations within their respective district at the spring district meeting called by the outgoing District Director preceding the State Convention.
- Section 3. The Vice Chair of the district shall be known as the Assistant District Director and shall be elected by the members within their respective district at the spring district meeting called by the outgoing District Director preceding the State Convention.
- Section 4. Representation at the district meeting shall be by active INFBPW members of the district in good standing who have paid the appropriate registration fee.

ARTICLE X - OFFICERS

- Section 1. The officers of INFBPW shall be a President, a President-Elect, a Vice President, a **Recording (By- Law change- remove)** Secretary, a Treasurer and a Chair of the Nominating Committee.
- Section 2. The term of office shall be one year.
- Section 3. All officers shall take office at the close of the State Convention and shall serve until the close of the following State Convention and/or until their successors are duly elected. The President-Elect shall assume the office of President.
- Section 4. Vacancies in office shall be filled as follows:
- In the event of death, resignation, or incapacity of the President, the President-Elect shall become President for the unexpired portion of the term. If neither the President nor President-Elect can serve, the Vice President shall fill the vacancy.
 - A vacancy in the office of President-Elect shall remain unfilled, and a special election for President shall be held at the next State Convention.
 - Vacancies in all offices, except those of President and President-Elect, shall be filled for the unexpired portion of the term by the President with approval of the Executive Committee.

ARTICLE XI - NOMINATIONS

- Section 1. Not later than October 1 after the State Convention, the Chair of the Nominating Committee shall make available uniform blanks to the Board of Directors, the Presidents of all affiliated local organizations, the Chairs of the INFBPW standing and special committees, and the Indiana Past State Presidents (IPSP), together with a request for information concerning persons qualified for state office. These blanks shall be returned to the Chair of the Nominating Committee no later than January 1 of the current fiscal year.

- Section 2. Qualifications for holding state office and Chair of the Nominating Committee shall be:
- Active members in good standing;
 - Written endorsement of their local organization;
 - Personal written consent to serve; (previously approved to oral consent)**
 - Officially and publicly support the INFBPW Legislative Platform;
 - Served a one-year term as District Director, or have the written endorsement of their district, for the office of President-Elect and Vice-President; and
 - Served a one-year term as President of a local organization for the office of Secretary or Treasurer.
- Section 3. Not later than January 1 prior to the next State Convention, the Chair of the Nominating Committee shall compile a list of individuals eligible for offices in INFBPW, together with summaries of qualifications and experience to be used by the Nominating Committee.
- Section 4. The Nominating Committee shall be composed of:
- A Chair elected in the same manner as the officers, who shall have no vote on the committee;
 - An active member in good standing appointed or elected by each district; and
 - An alternate active member in good standing appointed or elected by each district.
- Section 5. If a fully qualified slate of officers is submitted to the Nominating Committee for its review, it will not be necessary for the Nominating Committee to meet for acceptance of the slate. The Chair of the Nominating Committee must communicate with the committee, if there is not a full slate of officers.
- Section 6. The names of candidates for office shall be announced at each Spring District meeting preceding the State Convention.
- Section 7. Nominations for officers may be made from the floor at the first business session of the State Convention, providing a statement of qualifications and experience is presented to the convention body. A photograph and said information in writing must be filed with the Chair of the Nominating Committee immediately following the nomination from the floor.
- Section 8. The Chair of the Nominating Committee shall post in the convention hall the names of all candidates for each office, together with a photograph and a statement of qualifications and experience of each candidate, not less than two (2) hours prior to the opening of the polls.
- Section 9. No member of the Nominating Committee, while serving in such capacity, shall permit his or her name to be placed in nomination for state office.

ARTICLE XII - ELECTIONS

- Section 1. A President-Elect, a Vice President, a Secretary, a Treasurer and a Chair of the Nominating Committee shall be elected at each State Convention for a term of one year. They shall continue in office until their successors are elected and sworn in.

- Section 2. The President shall appoint the tellers to serve as the Elections Committee and shall designate the Chair of Tellers. No member of the Elections Committee shall be from a local organization that has a nominee for office.
- Section 3. An appointed Credentials Chair shall validate credentials of members and shall furnish to the Elections Committee a verification of accredited voters.
- Section 4. Polls shall be open during such hours as designated by the Board of Directors.
- Section 5. The election shall be:
- Taken by voice, ballot, roll call, or cumulative voting. A written ballot shall be taken for all offices if any office is contested; and
 - The candidates receiving a majority of the legal votes cast shall be declared elected.
- Section 6. In the event of the necessity of a run-off election, such election shall be held between the two (2) candidates who received the greatest number of votes in the original election. The winner of the run-off election shall have received a majority of the legal votes cast in the run-off election.
- Section 7. Six months or longer shall be considered a term of office when determining eligibility for re-elections, except for the President-Elect or Vice President serving the unexpired term of the President.

ARTICLE XIII - DUTIES OF OFFICERS

- Section 1. The President shall be the principal officer of INFBPW, shall preside at all meetings of INFBPW, the State Convention, at meetings of the Board of Directors, the Executive Committee and the Fall Conference, and shall be an ex-officio member of all standing and special committees except the Nominating Committee.
- The President shall:
- Cause to be sent to each affiliated local organization the official call to the State Convention at least thirty days prior to the first day of the convention;
 - Appoint standing and special Committee Chairs, a Parliamentarian and a State Board Meeting Coordinator with the approval of the Board of Directors;
 - Appoint special committees on programs, credentials, elections, and general arrangements for the State Convention;
 - With the approval of the Board of Directors, define the duties of, and fix the compensation for, and employ the state Office Staff, (often referred to as “the State Office” within these bylaws.”); (Bylaw change- removed due to state office)**
 - Require each local organization to submit names and addresses of local organization officers by May 1 to the INFBPW **State Office (State Membership Chair and State Treasurer). (By-law change)**
 - Direct the affairs of INFBPW in all its activities and perform such other duties as are prerogative of the presiding officer;
 - Insure that a coordinated program, including projects and activities, shall be developed for the ensuing year;
 - Present recommendations to the State Convention body for action. The action shall determine the basis of the INFBPW program for the ensuing year;
 - Prepare an annual report to be presented at State Convention. The report may be published in the *Hoosier Business Woman* or in the Convention Report;

Shall appoint an "State Office Agreement Committee" at or before the Winter Board meeting. The Committee shall consist of three (3) members of the Executive Committee; (by-law change)

Provide the State Office Staff and the State Board Meeting Coordinator a list of attendees who have been invited to each state meeting; and (by-law change)

Give bond sufficient to cover the maximum amount of money likely to be in the President's possession, signed by sureties approved by the Board of Directors. The bond for the President shall be paid from the funds of INFBPW. (by-law change, no longer a bond but an insurance policy)

Section 2. The President-Elect shall:

- Perform the duties of the President in the absence of the President, and in the case of that officer's death, resignation, or inability to act, become the President for the unexpired term or until the next regular election;
- Assist the President in every way and act as that officer's representative when requested;
- Appoint a Parliamentarian and Standing and Special Committee Chairs to serve during the President-Elect's term of office as President, subject to the approval of the Board of Directors;
- Serve as Chair of a committee to recommend the need for a Fall Conference at the spring Board Meeting. If a conference is needed, the committee shall arrange a place and fall date no more than eighteen (18) months in advance;
- Serve as Chair of the District Directors;
- Shall be responsible for securing the President's gift from all INFBPW members and the gift from the Executive Committee to be presented at State Convention; and
- Serve in such other capacities as assigned by the President.

Section 3. The Vice President shall:

- Perform the duties of the President in the absence of both the President and the President-Elect;
- Assist the President in every way and act as that officer's representative when requested;
- Serve as coordinator of the Committee Chairs;
- Serve as Chair of the Jennie Scott Award; and
- Serve in such other capacities as assigned by the President.

Section 4. The Secretary shall:

- Keep a record of all sessions of the Executive Committee, the Board of Directors, State Convention and Fall Conference;
- Receive from the **State Office Staff (State Membership Chair)**, an accurate roster of all local organizations belonging to INFBPW; **(By- Law Change)**
- Together with the President, sign all documents requiring the authorization of INFBPW;
- Serve in such other capacities as assigned by the President.

Section 5. The Treasurer shall:

- Receive from the **State Office Staff (State Membership Chair)** an accurate list of the members of INFBPW;

*Oversee the financial duties of the State Office Staff. In the absence of a financially active **State Office**,* Perform check writing, recording, and reporting: Prepare budget for summer Board meeting.

Be responsible for presenting written financial reports at Fall Conference, State Convention and at meetings of the Board of Directors and Executive Committee;

Give bond sufficient to cover the maximum amount of money likely to be in the Treasurer's possession, signed by sureties approved by the Board of Directors. The bond for the Treasurer shall be paid from the funds of INFBPW; (By-Law change to remove bond and replace it with insurance policy)

Serve as ex-officio member of the Finance Committee;

Have the financial records of the Treasurer **and State Office Staff** audited or reviewed on order of the Board of Directors by a certified public accountant at the end of the fiscal year and when otherwise deemed advisable by the Executive Committee. This review may take the form of an agreed-upon procedure report. A financial report shall be made at the State Convention subject to final audit (review). A copy of the accounting firm's (review) report shall be available for viewing by appointment at the **State Office (State Treasurer)**; Change to Internal Review.

(By-law change- kept with the Treasurer) This section needs to be reviewed in entirety.

Review the bank reconciliation monthly; **(By-Law change- needs to read Prepare the bank reconciliation monthly)**

Receive from the **State Office Staff Secretary** required bids for the review/audit of INFBPW's financial records for the end of the fiscal year; later than thirty (30) days after the close of the fiscal year; and**(By-law change- needs reworded) Suggested Internal Review of financial records within 30 days of end of year.**

Serve in such other capacities as assigned by the President.

Section 6. Each officer, except the Treasurer, shall deliver to that officer's successor, immediately after retiring from office, all accounts, records, books, papers and other property belonging to INFBPW.

ARTICLE XIV - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the elected officers. The Parliamentarian, and the State Board Meeting Coordinator shall attend all meetings of the Executive Committee, serving without vote. **If State Office Staff is requested to attend an Executive Committee meeting, they shall serve without vote. (By- Law change- remove entire sentence)**

Section 2. The Executive Committee shall have the power to act for the Board of Directors in the interim between meetings of the Board of Directors, and shall report any action taken by it to the Board of Directors.

Section 3. Meetings of the Executive Committee shall be held:

Preceding each meeting of the Board of Directors; or,

When called by a majority of the Executive upon written notice to every Executive Committee member; or

When called and held by electronic media provided the President of a majority of the members of the Executive Committee calls the meeting. **The Secretary shall keep minutes of all such meetings. (Bylaws change- remove duplicate)**

The Secretary shall keep minutes of all such meetings.

- Section 4. By written request of the President, a vote of the Executive Committee may be taken by mail or an electronic medium. Such vote shall have the force and effect of a vote taken at a traditional meeting.
- Section 5: The State Board Meeting Coordinator shall:
- Ensure notice of all meetings of the Board of Directors is mailed or transmitted by electronic medium;
 - Make arrangements for hotel accommodations as needed;
 - Coordinate meals at all board meetings; and
 - Perform such other duties as assigned by the State President or the Board of Directors.
- Section 6. A quorum of the Executive Committee shall be a majority of its members.

ARTICLE XV - BOARD OF DIRECTORS

- Section 1. The Board of Directors shall be composed of the elected officers, the District Directors, the Immediate Past State President and the Standing Committee Chairs. The Parliamentarian, and the State Board Meeting Coordinator shall attend all meetings of the Board of Directors serving without vote. **If State Office Staff is requested to attend a Board of Directors meeting, they shall serve without vote. (by-law change – remove)**
- Section 2. Only individuals who are active members in good standing shall be eligible to serve on the Board of Directors.
- Section 3. The Board of Directors shall transact the business of INFBPW in the interim between conventions.
- Section 4. The Board of Directors shall meet at least three (3) times during the fiscal year at stated intervals. It may meet at other times upon the call of the President or a majority of its members.
- Section 5. The Board of Directors shall:
- Adopt policies and procedures of INFBPW;
 - Approve the State Office Agreement not later than State Convention. The Board of Directors is the ultimate authority in the hiring and releasing of State Office Staff; (Remove, no longer needed. By- Law change)**
 - Approve the annual budget of the INFBPW;
 - Approve the bonds of the President, Treasurer and the State Office Staff; (By- Law change, change to insurance policies)**
 - Select the place of deposit of all funds of the organization in the bank with the best terms and the most convenient location to the Treasurer. **and /or the State Office; (By- Law change)**
 - Contract for the continuing services of an independent accounting professional to annually review the accounts of the Treasurer and the State Office and provide an agreed-upon procedure report; (By- Law change- review)**
 - Decide the time and place of the State Convention at least one year in advance; and
 - Review all recommendations of the INFBPW Committee Chairs before they are presented to the State Convention body.

- Section 6. By written request of the President, a vote of the Board of Directors may be taken by mail or an electronic medium. Such vote shall have the force and effect of a vote taken at a traditional meeting.
- Section 7. No member shall have more than one vote and no voting by proxy shall be allowed except when an Assistant District Director is sitting in for an absent District Director.
- Section 8. The Board of Directors shall supervise the management and publication of the official magazine, the *Hoosier Business Woman*;
- Section 9. The President shall call all meetings of the Board of Directors. Special meetings may be called by the President at any time and must be called upon request of a majority of the members of the Board of Directors. The call for a special meeting must designate the purpose of the meeting and must be given at least three (3) weeks in advance of the date for which the meeting is called. No matters other than those contained in the call shall be considered at the special meeting.
- Section 10. A quorum of the Board of Directors shall be a majority of its members.
- Section 11. In a state of national emergency, declared by the Governor of Indiana or by the President of the United States of America, the Board of Directors shall set up procedures to carry on the business of INFBPW.

ARTICLE XVI - DUTIES OF DISTRICT DIRECTORS

- Section 1. The District Director shall:
- Serve as the representative of the district's local organizations on the INFBPW Board of Directors;
 - Be elected at the spring district meeting;
 - Have the written endorsement of own local organization; and
 - Have served as President of a local INFBPW organization **(By- law change- . Have the written endorsement of own local organization)**
- Section 2. The Assistant District Director shall:
- Serve as the representative of the district's local organizations on the INFBPW Board of Directors in the event the District Director is unable to attend;
 - Assume all duties and responsibilities of the District Director in that officer's absence;
 - Be elected at the spring district meeting;
 - Have the written endorsement of own local organization; and
 - Have served as President of a local INFBPW organization.
- Section 3. In case of the District Director's death, resignation or inability to serve, the Assistant District Director shall assume the duties and responsibilities of the District Director.

- Section 4. It shall be the duty of the District Director to:
- Carry out the programs and plans set forth by INFBPW working under the President-Elect's supervision;
 - Act as a liaison officer between the local organizations and INFBPW;
 - Maintain a close relationship with Presidents in the district;
 - Call a meeting of Presidents as soon as possible following the summer meeting of the Board of Directors and assist the Presidents with programs and plans set forth by INFBPW;
 - Contact each local organization within the district and keep them informed of activities at the state level and, when possible, visit the local organization during the year;
 - Help in organizing new local organizations and assist existing local organizations;
 - Work to stabilize and promote membership, inter-city meetings and plan district meetings to discuss methods of furthering INFBPW programs; and
 - Preside at all district meetings.
- Section 5. Under the supervision of the President-Elect, the District Directors shall be responsible for a spring district meeting.
- Section 6. The District Director shall call a spring district meeting to be held prior to the Annual State Convention. The spring district meeting shall include:
- An election of a District Director and an Assistant District Director;
 - The election or appointment of a member and alternate to the state Nominating Committee; and
 - A voting body of active members in good standing in the local organizations within the district and who have paid the full registration fee.
- Section 7. Only active members in good standing, who officially and publicly support the INFBPW Legislative Platform, shall be eligible to serve as District Director or Assistant District Director.

ARTICLE XVII - STANDING COMMITTEES

- Section 1. The Standing Committees of INFBPW shall be bylaws, finance, state foundation, legislation, membership, young working adults, leadership development, and public relations;
- Section 2. Only Individuals who are active members in good standing, who officially and publicly support the INFBPW Legislative Platform, shall be eligible to serve as Standing Committee Chairs.
- Section 3. Committee Chairs and members shall be appointed for a term of one year and may be reappointed. No person shall serve more than three consecutive years on the same committee.
- Each committee shall be composed, at a minimum, of a Chair.
 - The Board of Directors approves the composition of the committees.
- Section 4. All Committee Chairs shall prepare an annual report to be presented at the State Convention. The report may be published in the *Hoosier Business Woman* or in the Convention Report.
- Section 5. The Bylaws Chair shall receive, prepare and propose amendments to the Bylaws Committee and/or the Board of Directors.

- Section 6. The Finance Committee:
Is composed of the Chair and ex officio members; and
Prepares the annual budget for INFBPW no later than the post-convention Board Meeting. (By-Law change, change to June Board meeting.)
- Section 7. The State Foundation Chair shall promote interest in and support of the Indiana Women's Education Foundation, Inc.
- Section 8. The Legislation Committee:
Carries out INFBPW's legislation program by sponsoring and supporting appropriate legislation and administrative action;
Cooperates with other committees whose programs may be implemented by legislative action; and
Shall prepare and present to the Fall Conference body for adoption the State Legislative Platform.
- Section 9. The Membership Committee shall promote, expand, stabilize and orient the membership.
- Section 10. The Public Relations Committee:
Promotes the INFBPW programs through available communications media;
Directs press, radio, television and internet services of INFBPW; and
Encourages wider use of the media by local organizations.
- Section 11. The Young Working Adults Committee:
Encourages recruitment of young working adults into membership;
Organizes and coordinates the young working adults program;
Promotes activities that involve the participation of young working adults; and
Prepares and presents a budget to the Board of Directors no later than Fall Conference.
- Section 12. The Leadership Development Committee:
Organizes and coordinates the leadership development program;
Encourages members to participate in the leadership development program;
Promotes activities that involve members and potential members in leadership development activities; and
Prepares and presents a budget to the Board of Directors no later than Fall Conference.

ARTICLE XIX - STATE CONVENTION

- Section 1. The State Convention of INFBPW shall be held in the spring of each year.
- Section 2. Anyone attending the convention shall pay a registration fee to be set by the Executive Committee.
- Section 3. It shall be the purpose of the State Convention to:
- Receive reports of the Officers and Committee Chairs for the preceding year;
 - Act upon recommendations, resolutions, and other business presented to the convention body;
 - Elect the Officers and a Chair of the Nominating Committee for the ensuing term;
 - Consider proposed changes in the INFBPW by-laws.
- Section 4. A quorum for the State Convention shall be a majority of the accredited attendees, providing at least twenty-five percent (25%) of the local organizations are represented.
- Section 5. The voting body at the State Convention of INFBPW shall be composed of INFBPW members in good standing who have paid the appropriate registration fee. ISPSs shall be given the courtesy of voting first at the State Convention.
- Section 6. No member shall have more than one vote, and no voting by proxy shall be allowed.
- Section 7. Annual reports of the state officers and meetings of the Board of Directors and the work of Standing and Special Committee Chairs shall be presented to the convention body. They may be published in the *Hoosier Business Woman* or in the convention report.
- Section 8. The order of business of each State Convention shall be in accordance with the program adopted at the beginning of the Convention.

ARTICLE XX - PUBLICATIONS

- Section 1. INFBPW shall publish an official publication called the *Hoosier Business Woman*.
- Section 2. The editor of the *Hoosier Business Woman* shall be appointed by the Board of Directors and shall be accountable to the Board of Directors for all administrative procedures of the publication. The editor shall serve as a member of the Board of Directors serving without vote.
- Section 3. The Board of Directors will approve bids for the publishing of the *Hoosier Business Woman* not later than the post State Convention Board Meeting. The Board of Directors shall accept the bid, which is in the best interest of INFBPW.
- Section 4. All costs associated with the publication of the *Hoosier Business Woman* will be approved by the Board of Directors and included in the INFBPW budget.
- Section 5. All funds relative to the publishing of the *Hoosier Business Woman* shall be directed to and processed by **the Executive Secretary**. (By- Law change- State Treasurer)

ARTICLE XXI - PARLIAMENTARY PROCEDURE

- Section 1. The State Parliamentarian shall serve without vote at all meetings of the Executive Committee, the Board of Directors, Fall Conference, State Convention, and at such other meetings as may be deemed necessary by the INFBPW President.
- Section 2. The State Parliamentarian shall review all recommendations regarding any proposed bylaw amendments and bring them to the attention of the Board of Directors.
- Section 3. The State Parliamentarian, following INFBPW conventions shall prepare for distribution to all local organizations a summary of all changes in the INFBPW bylaws, setting forth mandatory changes.
- Section 4. The rules of parliamentary procedure comprised in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern all proceedings of INFBPW, the Board of Directors, the Executive Committee, the State Convention, and Fall Conference, subject to such special rules as have been or may be adopted.
- Section 5. The INFBPW will not tolerate racist, sexist or discriminatory remarks during meetings or when conducting business.

ARTICLE XXII - AMENDMENTS

- Section 1. These bylaws may be amended or repealed at any State Convention or Fall Conference of INFBPW by a two-thirds vote. Only the Board of Directors, a district, a local organization, or a special committee appointed for that purpose may propose amendments. All proposed amendments should be sent in writing to the INFBPW President at least ninety (90) days before the State Convention or Fall Conference. All proposed amendments should be appended to the call to the State Convention or to the Fall Conference registration information.
- Section 2. Amendments to these bylaws proposed too late for the procedure in Section I may be made at any State Convention or Fall Conference by unanimous vote, the proposed amendment having been submitted in writing and read to the State Convention or Fall Conference at a meeting preceding that at which the vote is taken.
- Section 3. When an amendment is made to the INFBPW bylaws, which affects local organization bylaws, each local organization shall automatically amend its bylaws to conform.
- Section 4. All amendments adopted at the State Convention or Fall Conference become effective at the close of the State Convention or Fall Conference unless otherwise specified.
- Section 5. 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 State Convention or Fall Conference.

ARTICLE XXIII - DISSOLUTION

Upon dissolution of this organization, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Indiana Women's Education Foundation, Inc., or a foundation which has qualified for exemption under Section 501(c) (3) of the Internal Revenue code and state tax regulations. None of the assets will be distributed to any member, officer or trustee of INFBPW or the Indi-

APPENDIX A

DUES

(Sample for Local and District Dues)

For Active Member Annual Amount

To INFBPW \$ 30.00

To Local Organization/varies w/LO \$ 6.50

To District/varies so check bylaws \$.50

TOTAL AMOUNT \$ 37.00

For Student Member Annual Amount

To INFBPW \$ 15.00

To Local Organization/varies w/LO \$ 6.50

To District/varies so check bylaws \$.50

TOTAL AMOUNT \$ 22.00

For State Member-at-Large Annual Amount

To INFBPW \$50.00

TOTAL AMOUNT \$50.00

THE INDIANA FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN’S CLUBS, INC.

FORM FOR APPROVAL OF AMENDMENTS TO LOCAL ORGANIZATION BYLAWS

Article VI. Section 7 of the State Bylaws reads as follows:

“Three (3) copies of proposed amendments to the bylaws of any local organization, with the exception of mandatory changes (see Article XXII, Section 3 and Article XXIII), together with (3) approval forms shall be sent to the INFBPW Parliamentarian for review, who shall then send them to the INFBPW President for review and approval. Any conflict shall be resolved in accordance with INFBPW policy and procedures.”

TO INFBPW (The Indiana Federation of Business and Professional Women’s Clubs, Inc.):

(Name of Local Organization) (City)

Desires to (revise) its bylaws as appended:
(amend)

(Local Organization President)

(Secretary)

THREE (3) COPIES of this form signed by the Local Organization President and Secretary, together with **THREE (3) Copies** of the proposed local organization bylaw changes shall be forwarded to the State Parliamentarian to be reviewed by her, then submitted by her to the State President for review and signatures.

APPROVED:

(State Parliamentarian) (Date)

(State President) (Date)

LEGISLATIVE CORNER

INFBPW Legislative Platform

Economic Equity

Ensure pay equity and equal educational and economic opportunities at all stages of life; and promote affordable quality dependent care to help ensure economic self-sufficiency for women.

Civil Rights

Health

Ensure reproductive choice and full access to all reproductive health services and education; ensure funds for research into and protections for women's health care needs; and encourage a national health care policy that recognizes the special health care needs of women.

Equal Rights

Ensure equal rights and remedies for women in all phases of their lives; support affirmative action; and eliminate all forms of harassment and violence against women.

The Equal Rights Amendment, as authored by Alice Paul, shall remain on the statewide platform of Indiana Federation of Business and Professional Women's Clubs, Inc. until equal legal rights for women and men become guaranteed in the United States Constitution, because all statutory law derives there from.

TUESDAY, NOVEMBER 5TH



VOTE!

**THE FUTURE OF GIRLS AND WOMEN IN
THE U.S.A. IS IN JEOPARDY!**