

CHAPTER BYLAWS OF THE AMERICAN BUSINESS WOMEN'S ASSOCIATION

Each chapter of the American Business Women's Association is a local league as set forth in the National Bylaws in a category established by the National Board of Directors. By accepting charters from the Association, all chapters agree to comply with the current National Bylaws, Chapter Bylaws, rules, procedures and policies of ABWA.

Chapter Bylaws are STANDARD for all chapters with the exception of the articles and sections indicated below. At a new chapter installation meeting, a first regular chapter meeting, or a chapter combination meeting, by the majority vote of the active membership of record, every chapter decides the following:

ARTICLE I - name of the chapter, city, and state

ARTICLE III, Section 2 - amount of dues and how payable

ARTICLE VI, Section 1 - day of the month of the regular chapter meeting

Provisions for amending these articles and sections, once approved, are specified in Article VIII.

For situations not covered in the bylaws, rules, procedures and policies of the Association, standing rules may be drafted by a chapter.

ARTICLE I. NAME

The name of this chapter shall be:

CHAPTER: _____

CITY: _____

STATE: _____

ARTICLE II. CHAPTER GOALS

The goals of the chapters are to increase the business efficiency of all members; improve the earning power of all members; promote good relations between employers and employees; assist members in securing employment; advance members in a social, business and educational way; and assist women in the community to better themselves through professional development.

ARTICLE III. MEMBERS

Section 1. Chapter membership is a valued privilege. Candidates for membership in this chapter shall meet the requirements set forth in the National Bylaws.

Section 2. The monthly dues of this chapter shall be \$_____ per month, payable in advance _____ (semi-annually or annually) to the chapter treasurer. Any member who shall not pay chapter dues within forty-five (45) days after such are due and payable shall be removed from the chapter membership roster.

Section 3. Only members in good standing locally and nationally shall be eligible to vote and participate in any other chapter activity.

ARTICLE IV. EXECUTIVE BOARD

Section 1. The executive board of the chapter shall consist of the chapter officers. The president shall act as chair of the chapter executive board.

Section 2. The executive board shall have general supervision of the affairs of the chapter between business meetings, set the time and place of executive board meetings, make recommendations to the chapter membership and perform such other duties as specified in these bylaws. The board shall constitute chapter authority in deciding matters of chapter policy not otherwise decreed. The majority of the executive board shall constitute a quorum for the transaction of all business at executive board meetings.

ARTICLE V. OFFICERS

Section 1. The officers of this chapter shall be a president, vice president, secretary, treasurer, and any other officers the chapter shall deem necessary to achieve the goals of the chapter.

Section 2. A Nominating Committee, consisting of three members, shall be elected by the membership no later than March 31, and an Auditing Committee, consisting of two or more members, shall be appointed by the president by the July chapter meeting.

Section 3. All officers shall be elected in May by secret ballot to serve for one year or until their successors are

elected. Their term of office shall begin August 1. A majority of the members voting shall elect. No member shall serve more than two consecutive full terms in the same office.

Section 4. With the exception of the office of president, a vacancy in any other office shall be filled by a majority vote of the executive board. Should the office of president be vacated, the vice president shall serve as president through that term of office. In the event the vice president cannot serve as president, the executive board shall appoint a member to serve as president until her successor takes office.

Section 5. Accountabilities:

The PRESIDENT is the authorized leader of the chapter. She maintains unity and harmony within the chapter, directs officers, committees and members toward common goals and facilitates communication between ABWA National and the chapter's officers and members by disseminating information appropriately. The president:

- Appoints committee chairs except the nominating committee, which is elected.
- Assigns executive board members as project leaders of specific committees.
- Collaborates with the executive board in developing an annual plan and budget that best serve the needs of the membership while at the same time uphold the mission of ABWA.
- Prepares written agendas and presides at all meetings of the executive board and chapter.
- Countersigns checks with the chapter treasurer or vice president in the treasurer's absence.
- Conveys information received by the chapter to the membership.
- Recognizes the efforts of all chapter members and presents member awards at chapter meetings.
- Welcomes and introduces all new members affiliated with local leagues at the first meetings they attend.
- Notifies the secretary, treasurer and membership chairs when members are to be removed from the chapter roster for nonpayment of annual national dues.
- Maintains compliance with ABWA National and Chapter Bylaws, rules, procedures and policies.
- Serves as an ambassador for ABWA and her chapter.
- Shares ABWA materials (i.e. management resource package, rosters, etc.) with the executive board and committee chairs as appropriate.
- Supports and recognizes executive board and committee members in fulfilling the responsibilities of their positions.

The VICE PRESIDENT is the chapter host and primary assistant to the president. The vice president:

- Assumes all duties and responsibilities of the president in her absence or when called upon by the president.
- Coordinates the assignment of new members to committees of their choice.
- Schedules, plans and coordinates orientation sessions for new members throughout the year.
- Countersigns chapter checks in the absence of either the president or treasurer.
- Serves as an official chapter host, welcoming members and guests at chapter functions.
- Helps ensure the vitality of her chapter by recruiting and retaining new members.

The SECRETARY is the transcriber of the chapter meetings and correspondence. The secretary:

- Records the minutes of all meetings of the chapter and its executive board. Minutes should include the number of members in attendance.
- Provides one copy of the minutes to the president and sends a monthly meeting report to ABWA National. Report can be sent to ABWA National via e-mail to abwa@abwa.org or by submitting meeting report cards.
- Obtains approval of chapter minutes from the membership and approval of executive board minutes from the board.
- Prepares reports of meetings of the executive board and provides a summary to the membership.
- Preserves in a permanent file all minutes and records of value to the chapter. Minutes are retained for seven years.
- Conducts general correspondence for the chapter.
- Shares correspondence at the president's request.
- Maintains a roster of officers, committee chairs and committee members, and reports changes to the chapter and ABWA National.
- Receives payment of and gives receipts for chapter dues or other monies in the absence of the treasurer.
- Turns over all payments accompanied by an itemized report to the treasurer.
- Presides at chapter meetings in the absence of the president and vice president.

- Reports all status, name and address changes to the chapter and ABWA National.

The TREASURER is responsible for all chapter money and is custodian of the financial records. She advises the chapter regarding finances and budget matters. The treasurer:

- Supervises the preparation of a formal budget for the chapter.
- Administers the operating account(s) of the chapter, keeping itemized records in the permanent file of all receipts and expenditures, which should be retained for seven years.
- Collects, deposits and issues receipts for all chapter monies.
- Disburses money as approved by the chapter. All disbursements shall be made by check, countersigned by the president, or in her absence, the vice president.
- Reconciles bank statements with chapter records.
- Presents a monthly financial report to the chapter.
- In the event that a member does not pay her local dues, notifies the member in writing that she will be placed on national status; also provides the secretary, membership chair and ABWA National with the names of any such chapter members.
- If any member current in her local dues does not appear on the chapter roster due to nonpayment of national dues, call ABWA National to 1) verify member status, and 2) determine appropriate action, if any, to be taken.
- Obtains and files required Internal Revenue Service (IRS) forms.
- Submits her books for audit before the end of her term of office or at any time upon the request of the membership or executive board.

ARTICLE VI. MEETINGS

Section 1. Regular meetings are the normal periodic gatherings of the chapter to transact business, typically held at regular intervals. Special meetings are the opposite, convened only to consider one or more items of business specified in the notice of the meeting.

Section 2. Regular meetings shall be the _____ (day of the month), and shall usually consist of food, program or speakers, and a business meeting. Members shall be notified in advance of the time, place and duration of each chapter meeting.

Section 3. Special meetings may be called by the president or by the executive board and shall be called upon the written request of _____ (1/3) members in good standing of the chapter. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least three days' notice shall be given.

Section 4. The quorum of the chapter shall not be less than one-third (1/3) of the chapter membership. A quorum must be present for the valid transaction of chapter business. The right to vote is limited to members in good standing who are present at the time a vote is taken at a meeting.

ARTICLE VII. COMMITTEES

Section 1. The standing committees shall be Professional Development, Fund-Raising, Membership, Newsletter, Program, Publicity and any other standing committees the chapter shall deem necessary to achieve the goals of the chapter.

Section 2. Special committees shall include the Nominating Committee, Auditing Committee and any other special committees the chapter shall deem necessary to achieve the goals of the chapter.

Section 3. All standing committee chairs shall be appointed by the newly elected president by June 30 and they shall serve for one year beginning August 1.

Section 4. Committee chairs are empowered to select their committee members immediately upon their appointment. The chairs shall provide the names of their committee members to the current and incoming (if applicable) secretary(s) and membership chair(s) promptly following their acceptance.

Section 5. Duties:

The AUDITING Committee shall audit the treasurer's accounts annually, upon a vacancy of the office, or upon demand of the membership or executive board.

The PROFESSIONAL DEVELOPMENT Committee shall inform the membership of seminars, leadership opportunities and other professional development opportunities in the community. The committee also shall be responsible for presenting to the membership its recommendation of candidates for SBMEF Business Skills Tuition Reimbursement and SBMEF Outright Grants. Additionally, the committee shall review the professional development programming at ABWA spring and national conferences with the membership.

The FUND-RAISING Committee shall present recommendations for projects that will provide sufficient funds

for the chapter that should be used to support the chapter's goals (as stated in Article II of these Chapter Bylaws). Once annual projects are approved, the committee shall act to create strategic plans for implementation. The committee shall be responsible for the completion of the approved projects, including maintaining accurate records.

The MEMBERSHIP Committee shall encourage membership retention and promote membership recruitment either in its chapter or in the formation of a new chapter. The committee shall maintain an accurate chapter roster and report all status, name and address changes to the secretary. The committee also shall assist the vice president in performing her duties as chapter host.

The NEWSLETTER Committee shall publish a chapter newsletter, at least quarterly and at most monthly, and shall coordinate its distribution.

The NOMINATING Committee shall nominate one or more candidates for each office to be filled and shall present a slate of candidates to the membership at the May meeting.

The PROGRAM Committee shall plan, select and schedule professional development programs/speakers for chapter meetings and other special events as requested. The committee shall be responsible for planning the time, place, reservations, food and other special arrangements needed for these meetings or events. The committee also shall notify all members of the date, time and place of each chapter meeting and special event.

The PUBLICITY Committee shall send promotional information to all appropriate media covering national, chapter and member achievements as well as chapter activities. The committee shall send copies of major publicity coverage to ABWA National. The committee also shall list or file information about the chapter with sources for potential member contact in the community, such as the local chamber of commerce or public libraries.

ARTICLE VIII. AMENDMENTS

With the exception of setting the amount of chapter dues, all proposed amendments to these bylaws shall be approved by ABWA National before being put to a chapter vote. Amendments to the Chapter Bylaws require an affirmative vote by a majority of the active membership of record (not simply a majority of members present). Such amendments shall not conflict with the National Bylaws of the Association. Articles permissible to amend in every chapter are:

- Article I: name of the chapter, city and state.
- Article III, Section 2: amount of dues and how payable.
- Article VI, Section 1: day of the month of regular chapter meeting.

No other Articles to these Bylaws may be amended except by ABWA National, which reserves the right to do so at its discretion.

ARTICLE IX. STATUS

Section 1. The chapter is organized as not-for-profit and no part of the net earnings shall inure to the benefits of any members, and it shall not engage in a regular business of kind ordinarily carried on for profit.

Section 2. If deactivation of this chapter should occur by vote of the membership, written notice shall be provided to ABWA National by the current executive board, and the chapter charter returned. All funds remaining in the treasury, after payments of all debts, shall be contributed to the Stephen Bufton Memorial Educational Fund and/or the American Business Women's Foundation (tax-exempt organizations to which contributions are deductible under Section 170 of the Internal Revenue Code), as shall be specified by the executive board of the chapter.