

Business Women of Missouri Foundation Inc.

Manual & Bylaws 2011-2012



Business Women of Missouri

The Missouri Federation is committed to women helping women through education, legislation and building self-sufficiency.

Goals And Objectives

- To promote full participation, equity and economic self-sufficiency for working people through research, education and information.
- To strive to prepare people for the competitive and technological demands that face our nation's workers in the 1990s and into the next century.
- To establish, maintain and distribute a scholarship fund or funds to enable deserving citizens of Missouri (male or female) to acquire the education/training necessary for careers in business and the professions.
- To give financial support to schools, colleges, and other accredited institutions for training and education for careers in business and the professions.



Business Women of Missouri Foundation

Table of Contents

Business Women of Missouri Foundation Inc.....	2
Manual & Bylaws 2010-2011	2
Goals And Objectives	2
Business Women of Missouri Foundation.....	2
State Foundation Board.....	3
Past Foundation Presidents.....	4
Past Scholarship Recipients.....	7
Business Women of Missouri Foundation, Inc. Bylaws.....	10
Missouri State Foundation Standing Rules	15
Job Descriptions	16
President.....	16
Vice President.....	17
Recording Secretary	18
Treasurer.....	19
Bylaws Chair.....	20
Financial Management Chair	21
Public Relations Chair.....	22
Foundation Annual Report.....	23
Response Form	25
Scholarship Program.....	26

State Foundation Board 2011-2012

Betty Beason

1703 Richmond Drive
Pleasant Hill, MO 64080
h. 816-540-2761, w. 816-540-3500

President
Harrisonville BWM
Public Relations
bjbeason@aol.com

Erica Carmean

1420 College Ave.
Quincy, IL 62301
h.217-224-4331 w.217-223-8400 x 4105, c217-653-7577 erica.carmean@blessinghospital.com

Vice-President
Scholarship Co-Chair
Hannibal BWM

Sheila Miller

26412 State Route 92
Excelsior Springs, MO 64024
h. 816-637-6784 c 816-223-7599

Secretary
Silent Auction Committee
Excelsior Springs BWM
seabrzgsm@aol.com & Smiller@ditmco.com

Vicki Silkwood

611 Peacher St
Chillicothe, Mo 64601
h. 660-646-1162 w. 660-646-5120, c. 660-247-5747

Treasurer
Chillicothe BWM
vsilkwood@gostatebank.com

Carole Parson

5126 Briarwood.
St. Joseph, Mo 64506
h. 816-390-5214

Financial Management
Scholarship Co-Chair & 50/50 Challenge
St. Joseph BWM
caparson44@att.net

Velvet Fackeldey

P O Box 1667.
Lebanon, Mo 65536
h. 417-532-4847, c 417-894-7856

By-Laws Chair
50/50 Challenge
Greater Ozarks BWM
bpwvelvet@yahoo.com

Debra Saffer

620 Blackbird
Florissant Mo. 63031
h. 314-838-5970

Silent Auction Co-Chair
Scholarship committee
St. Louis Metro BWM
safferfam@yahoo.com

Pat Houk

1448 E. Buena Vista
Springfield, Mo 65804
h. 417-883-8489 c 417-689-8905

Silent Auction Co-Chair
Greater Ozarks BWM
prfleamk@aol.com

Bonnie Fay

3504 Canyon Ridge Drive
Columbia, MO 65202
h. 573-449-1845 c 573-881-1553

Silent Auction Committee
50/50 Challenge
Columbia BWM
jb fay3035@centurytel.net

Jo Coleman (ex-officio member)

PO Box 28243
Kansas City, Mo 64188

Foundation Registered Agent
BWM Executive Administrator
jo.mofedbpw@gmail.com

Past Foundation Presidents

1992-1993	Connie Buechele	Interim President
1993-1995	Connie Buechele	Metropolitan Kansas City MFBPWC
1995-1996	Sharon Mangan	Metropolitan Kansas City MFBPWC
1996-1997	Betty Beason	Greater Ozarks MFBPWC
1997-1999	June Baker	Harrisonville MFBPWC
1999-2001	Avis Parman	Greater Ozarks MFBPWC
2001-2003	Carolyn Muehlemann	Albany MFBPWC
2003-2007	Teresa Massa	St. Louis Metro MFBPWC
2007-2008	Nancy Gass	Joplin MFBPWC
2008-2011	Connie McGinness	St. Louis Metro MFBPWC
		Maryville BWM

Board 2011-2012

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Betty Beason	Velvet Fackeldey	Erica Carmean
Vicki Silkwood	Debra Saffer	Bonnie Fay
Carole Parson	Pat Houk	Sheila Miller

Board 2010-2011

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Connie McGinness	Betty Beason	Velvet Fackeldey
Mary Kay Pace	Vicki Silkwood	Debra Saffer
Erica Carmean	Carole Parson	Pat Houk

Board 2009-2010

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Jane Miller	Connie McGinness	Betty Beason
Lillian Boyer	Mary Kay Pace	Vicki Silkwood
Linda Western	Erica Carmean	Sherry Jones

Board 2008-2009

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Geneva Melcher	Jane Miller	Connie McGinness
Carole Parson	Lillian Boyer	Mary Kay Pace
Betty Beason	Linda Western	Erica Carmean

Board 2007-2008

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Nancy Gass	Geneva Melcher	Jane Miller
Mary Kay Pace	Sheila Miller	Lillian Boyer
Connie McGinness	Sue Panetti-Lee	Pat Knudtson

Board 2006-2007

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Teresa Massa	Nancy Gass	Geneva Melcher
Jane Miller	Mary Kay Pace	Sheila M. Miller
Lillian Boyer	Connie McGinness	Sue Panetti-Lee

Board 2005-2006

1 year term
Linda Western
Geneva Melcher
Pat Henderson

2 year term
Teresa Massa
Jane Miller
Lillian Boyer

3 year term
Nancy Gass
Mary Kay Pace
Connie McGinness

Board 2004-2005

1 year term
Pat Knudtson
Nancy Gass
Dixie Courtney

2 year term
Linda Western
Geneva Melcher
Pat Henderson

3 year term
Teresa Massa
Jane Miller
Lillian Boyer

Board 2003-2004

1 year term
Cleo Westbay
Alta Smith
Teresa Massa

2 year term
Pat Knudtson
Nancy Gass
Dixie Courtney

3 year term
Linda Western
Geneva Melcher
Pat Henderson

Board 2002-2003

1 year term
Lavona Neal
Carolyn Muehleemann
Linda Western

2 year term
Cleo Westbay
Alta Smith
Teresa Massa
Geneva Melcher – Alternate

3 year term
Pat Knudtson
Nancy Gass
Dixie Courtney

Board 2001-2002

1 year term
Avis Parman
Pat Knudtson
Margaret Warren

2 year term
Lavona Neal
Carolyn Muehleemann
Linda Western

3 year term
Cleo Westbay
Alta Smith
Teresa Massa

Board 2000-2001

1 year term
June Baker
Cleo Westbay
Alta Smith

2 year term
Avis Parman
Pat Knudtson
Margaret Warren

3 year term
Lavona Neal
Carolyn Muehleemann
Linda Western

Board 1999-2000

1 year term
Yvette Ayres
Teresa R. Massa
Carolyn Muehleemann

2 year term
June Baker
Cleo Westbay
Alta Smith

3 year term
Pat Knudtson
Avis Parman
Margaret Warren

Board 1998-99

1 year term
Sharon Lee Mangan
Avis Parman
Margaret Warren

2 year term
Yvette Ayres
Teresa R. Massa
Carolyn Muehleemann

3 year term
June Baker
Cleo Westbay
Pauline Gage

Board 1997-98

1 year term
June Baker
Connie Buechele
Betty Beason

2 year term
Sharon Lee Mangan
Avis Parman
Margaret Warren

3 year term
Yvette Ayres
Teresa R. Massa
Carolyn Muehlemann

Board 1996-97

1 year term
LaVada Mae Lundgren
Teresa R. Massa
Cleo Westbay

2 year term
June Baker
Connie Buechele
Betty Beason

3 year term
Sharon Lee Mangan
Avis Parman
Margaret Warren

Board 1995-96

1 year term
Judy McMickle
Janelle Maxwell
Sharon Lee Mangan

2 year term
LaVada Mae Lindgren
Teresa R. Massa
Cleo Westbay

3 year term
June Baker
Connie Buechele
Betty Beason

Board 1994-95

1 year term
Connie Buechele
Betty Beason
Rose Marie Hudson

2 year term
Judy McMickle
Janelle Maxwell
Sharon Lee Mangan

3 year term
LaVada Mae Lindgren
Teresa R. Massa
Cleo Westbay

Board 1993-1994

1 year term
Debora Biggs
Judy Harding
Cleo Westbay

2 year term
Connie Buechele
Betty Beason
Rose Marie Hudson

3 year term
Judy McMickle
Janell Maxwell
Sharon Lee Mangan

Interim Board 1992-1993

1 year term
Sharon Lee Mangan
Janelle Maxwell
Judy McMickle

2 year term
Betty Beason
Debora Biggs
Connie Buechele

3 year term
Donna Davis
Judy Harding
Cleo Westbay

Past Scholarship Recipients

2011 Total \$9,000

Emily Yarbrough	Hannibal	General
Emilee Haubner	Auxvasse	General
Meaghan Alicia Steuber	Sullivan	General
Kasey Selvey	Liberal	General
Amanda McGinness	Maryville	Phyllis Sanders
Brittany Marcus	Springfield	Phyllis Sanders
Madeline Sneed	Bourbon	Phyllis Sanders
Brittany Marcus	Sheldon	Hazel Palmer
Brenda K. Lain	Hannibal	Hazel Palmer
Lyndie Jane Mays	Hannibal	Sue Panetti-Lee

2010 Total \$9,000

Madeline Sneed	Sheldon	Judge Hazel Palmer
Lisa A. Nelson	Union	Hazel L. Kohring
Christina M. Simon	Springfield	Sue Panetti-Lee
Brittany Marcis	Springfield	Phyllis Sanders
Erin Cooper	Ballwin	General
Megan S. McKnight	Bourbon	General
Drucilla Owenby	Willard	General
Kerri B. Willing	Hannibal	General
Rachel L. Young	Lincoln	General

2009 Total \$9,000

Tamara Culbreath	Springfield, MO	Judge Hazel Palmer
Vilrean Williams	St. Louis, MO	Hazel L. Kohring
Madeline Sneed	Sheldon, MO	Sue Panetti-Lee
Yelena Bosovik	Springfield, MO	General Scholarship
Jacquelyn Dryer	Marshall, MO	General Scholarship
Kasey Selvey	Liberal, MO	General Scholarship
Christina Simon	Springfield, MO	General Scholarship
Michelle Spears	St. Louis, MO	General Scholarship
Sierra Watson	St. Louis, MO	General Scholarship

2008 Total \$9,000

Brooke Beason	Maryville, MO	Phyllis Sanders
Fallon Cordell	Maryville, MO	Phyllis Sanders
Kerri Nichols	Washington, MO	Judge Hazel Palmer
Madeline Sneed	Sheldon, MO	Hazel L. Kohring
Delilah Jackson	Springfield, MO	Sue Panetti-Lee
Tiffany Coleman-Dade	Columbia, MO	General Scholarship
Cynthia Vessell (Alt)	Ste. Genevieve	General Scholarship
Megan Richardson	Maryville, MO	General Scholarship
Christina Simon	Springfield, MO	General Scholarship

2007 Total \$8,700

Fallon Cordell	Maryville, MO	Phyllis Sanders
Katie Thudium	Brashear, MO	Phyllis Sanders
McKenzie Maggard	Lebanon, MO	Judge Hazel Palmer
Cynthia Marie Grochowski	St. Louis, MO	Hazel L. Kohring
Heather Steinman	Maryville, MO	General Scholarship
Christina Simon	Cole Camp, MO	General Scholarship
Marissa Sifford	Farmington, MO	General Scholarship
Sara McDonald	Warrensburg, MO	General Scholarship
Jennifer Bourisaw	Ste. Genevieve, MO	Clara Kuhnhoff

2006 Total \$7,000

Karri Luke	Stanberry, MO	Phyllis Sanders
Anita Kertz	Ste. Genevieve, MO	Phyllis Sanders
Elizabeth Kay Thomas	Independence, MO	Judge Hazel Palmer
Cassandra Redig	Stanberry, MO	General Scholarship
Jessica Noble	Stanberry, MO	General Scholarship
Amber Stevens	Burlington Junction, MO	General Scholarship
Tiffany Hilton	Republic, MO	General Scholarship

2005 Total \$5,250

Sharon Barnes	Novinger, MO	Phyllis Sanders
Andrea Robbins	Farmington, MO	Phyllis Sanders
Nadya Bronstein	St. Louis, MO	General Scholarship
Sarah McDonald	Hillsboro, MO	General Scholarship
Lindsey Peters	Ozark, MO	General Scholarship
Sarah Ferrano	High Ridge, MO	Judge Palmer
		General Scholarship

2004 Total \$4,500

Devon Renea Mills	Maryville, MO	Phyllis Sanders
Karri Luke	Stanberry, MO	Phyllis Sanders
Michelle Davis	Columbia, MO	General Scholarship
Lisa Fike	Blue Springs, MO	General Scholarship
Carissa Dawson	Maryville, MO	General Scholarship
Judith Tune	Willow Springs, MO	Judge Palmer
		General Scholarship

2003 Total \$4,500

Karena Wells	Carthage, MO	Phyllis Sanders
Drucilla Owneby	Sparta, MO	Phyllis Sanders
Doris Eoff	Springfield, MO	General Scholarship
Kathryn Smith Rockaway	Beach, MO	General Scholarship
Melody Downing	Highlandville, MO	General Scholarship
Pauline Martinez	Springfield, MO	General Scholarship

2002 Total \$4,750

Katie Thompson	Chillicothe, MO	General Scholarship
Felicia Willbanks	Halfway, MO	General Scholarship
Pauline Martinez	Springfield, MO	General Scholarship
Piper Dixon	Kansas City, MO	General Scholarship
Joanna Hermelink	Maryville, MO	Phyllis Sanders
Kathryn Smith	Rockaway Beach, MO	Phyllis Sanders

2001 Total \$4,250

Julie Giessel
Mary Thompson
Anita Reger
Kathryn Smith
JoAnna Hermelink
Karena Denise Wells

Nevada, MO
St. Mary, MO
Chillicothe, MO
Rockaway Beach, MO
Maryville, MO
Carthage, MO

General Scholarship
General Scholarship
General Scholarship
General Scholarship
Phyllis Sanders
Phyllis Sanders

2000 Total \$3,000

Tara Lynn Schaefer
Amada Deardoff

Rolla, MO
Ste. Genevieve, MO

General Scholarship
General Scholarship
(Places Discount Stores)
General Scholarship
General Scholarship
Phyllis Sanders
Phyllis Sanders

Erin Mollie Harris
Kathryn Smith
Martha C. Quilizapa
Pamala Sue Earnest

Rolla, MO
Rockaway Beach, MO
Carthage, MO
Milo, MO

1999 Total \$3,000

Nicole Gooch

Raytown, MO

General Scholarship
(Hazel Palmer Honorary)
General Scholarship
General Scholarship
General Scholarship
Phyllis Sanders Memorial
Phyllis Sanders Memorial

Jeri Runk
Elizabeth Raines
Kathrynn Abdon
Judy Knudson
Kelly Bullington

Clinton, MO
Belle, MO
Doolittle, MO
Reeds Spring, MO
Rolla, MO

1998 Total \$2,500

Jenna Dunn
Adrienne Pyatt
Susan Smith Cape
Cheri Coin
Bessie Bilodeau

Salem, MO
Dixon, MO
Girardeau, MO
Kirksville, MO
Carthage, MO

General Scholarship
Vocational Scholarship
Phyllis Sanders Memorial
Phyllis Sanders Memorial
Woman 55 Scholarship

1997 Total \$1,500

Amanda Davis
Lisa Newman
ammy McEntire

Moberly, MO
Florissant, MO
St. Louis, MO

General Scholarship
Phyllis Sanders Memorial
Phyllis Sanders Memorial

1996 Total \$1,500

Jinissa Johnson
Marcia Carlson
Dawn Hall

Normandy, MO
Kansas City, MO
Raytown, MO

General Scholarship
Phyllis Sanders Memorial
Phyllis Sanders Memorial

1995 Total \$1,000

Rebecca Bockelman
Stephanie Schenck

Peculiar, MO
Ste. Genevieve, MO

Phyllis Sanders Memorial
Phyllis Sanders Memorial

Business Women of Missouri Foundation, Inc. Bylaws

[A Non-Profit Organization]

ARTICLE I: NAME

The name of this Foundation shall be the Business Women of Missouri Foundation, Inc. [Hereinafter the "State Foundation"]

ARTICLE II: LOCATION

The principal location of this State Foundation shall be in the State of Missouri.

ARTICLE III: PURPOSE

The purpose of this State Foundation shall be:

- A. to establish, maintain, and distribute a scholarship fund or funds to enable deserving citizens of Missouri (male and female) to acquire the education/training necessary for careers in business and the professions;
- B. to give financial support to schools, colleges, and other accredited institutions for training and educations for careers in business and the professions;
- C. to further the improvement or development of the capabilities of individuals by means of lecturers, seminars, and other forms of instruction;
- D. to conduct and/or support surveys and other research projects in current international, national, and local problems of importance to the community;
- E. to conduct and/or support research in economic and social problems to solicit and receive gifts from individuals and organizations and to expand corporation, and to hold, operate, use, develop, lease, sell, assign, or otherwise dispose of such real or personal property;
- F. to do all things alone or in conjunction with other persons, organizations, or institutions proper or desirable for accomplishing the purposes of the corporation; and
- G. to do and exercise any and all general powers, whether herein enumerated or not, which a non-profit corporation may or can exercise under the laws and Constitution of the State of Missouri.

ARTICLE IV: BOARD OF DIRECTORS

Section 1. COMPOSITION

The State Foundation shall have a Board of Directors which shall be composed of nine (9) voting members and the President of the State Federation serving as an ex officio member.

Section 2. APPOINTMENT.

- A. Directors shall be appointed annually by the Executive Committee of the Business Women of Missouri from names submitted by delegates attending the annual state meeting and shall serve for a term of three (3) years or until their successors are appointed. Serving two (2) years of a term shall be considered a full term.
- B. Directors may serve only two (2) consecutive terms and shall not be eligible for reappointment until one (1) year has passed from the date last served.

Section 3. DUTIES. The Board of Directors

- A. shall determine the provisions under which special grants may be received;
- B. shall provide consultation with experts in the field of special grants;
- C. shall make awards for such special research projects, fellowships, and scholarships at its sole discretion, utilizing the special grants or reserves available.
- D. may appoint members to the advisory council and/or standing committee and special committees in accordance with the purpose of the State Foundation; and
- E. may approve appointments of the President;

- F. may approve the suspension, removal or discharge of any agent or employee appointed or employed by the President; and
- G. shall arrange for an annual audit.

Section 4. VACANCIES

If the position of any member of the Board of Directors becomes vacant, the vacancy shall be filled by action of the Executive Committee of the Missouri Federation.

Section 5. RESIGNATION

Any member of the Board of Directors may resign at any time by giving written notice of such resignation to the Secretary of the State Foundation and to the President of the Missouri Federation. The State Foundation President upon approval of the Executive Committee of the Missouri Federation may request the resignation of any member who fails to attend three (3) consecutive meetings of the State Foundation.

Section 6. COMPENSATION

Members of the Board of Directors of the State Foundation shall serve without compensation but may be reimbursed for travel expense (rate per mile not to exceed the rate allowed by the Missouri Federation) to attend meetings of the Board of Directors. The Board of Directors shall have power in its discretion to approve and pay allowable expenses incurred by a member of the Board of Directors, advisory council and standing and/or special committees. Allowable expense shall be in accordance with the Missouri Federation.

Section 7. ADDITIONAL EX-OFFICIO MEMBERSHIP

The President of the Missouri Federation shall serve as ex-officio member of the Board of Directors. Standing Committee chair's and/or chair of the advisory council shall serve as ex-officio members of the Board of Directors without vote.

ARTICLE V: OFFICERS

Section 1. OFFICERS

The officers of the State Foundation shall be President, Vice President, Secretary, and Treasurer.

Section 2.

A. PRESIDENT

The President shall:

1. preside at all the meetings of the Board of Directors;
2. have and exercise general charge and supervision of the affairs of the corporation;
3. appoint the advisory council chair, advisory council members, and/or standing and special committee chairs and members, subject to the approval of the Board of Directors;
4. serve as ex-officio member (without vote) of all committees;
5. appoint, employ, suspend, remove or discharge, and fix the compensation for all agents and employees of the State Foundation subject to the approval of the Board of Directors;
6. perform all duties pertaining to the office; and
7. present an annual report of the State Foundation activities during the business session of the Missouri Federation conference.

B. VICE-PRESIDENT

The Vice-President shall perform such duties as are assigned by the president, and shall, in the absence of the President perform the required duties. In the event of a vacancy in the office of President, the Vice-President shall succeed to the office of President.

C. SECRETARY

The Secretary shall:

1. keep the minutes of the meetings of the Board of Directors;
2. maintain a current list of names and addresses of the Directors, the advisory council members and/or all committee members;
3. record attendance at board meetings;
4. maintain a file of essential records;
5. conduct the general correspondence of the Board; and
6. shall notify the directors of all regular and special meetings.

D. TREASURER

The Treasurer shall:

1. be responsible for all funds of the State Foundation;
2. make reports at all regular meetings of the Board of Directors; and
3. serve as ex-officio member of the Financial Management Committee.

Section 3. ELECTION The officers shall be elected by a majority vote of the Board of Directors at the annual meeting of the State Foundation with term of office to begin at the close of the meeting at which they are elected. Officers shall serve for a term of one (1) year or until their successors are elected. A term shall be defined as more than six (6) months.

Section 4. VACANCIES A vacancy in any office except that of President shall be filled by a majority vote of the Board of Directors at any regular or special meeting for the remainder of the unexpired term.

ARTICLE VI: MEETINGS

Section 1. ANNUAL MEETINGS The annual meeting shall be held by the Board of Directors during the annual conference of the Missouri Federation. Written notice of the meeting shall be given to each member not less than thirty (30) days before the meeting.

Section 2. SPECIAL MEETINGS Special meetings of the Board of Directors may be called at any time by the President or by any three (3) members thereof. Written notice of any special meeting shall be given each member not less than ten (10) days before the meeting or mailed fifteen (15) days before the meeting. The notice shall state the date, time, place and purpose for which the meeting is called.

Section 3. QUORUM A majority of all members of the Board of Directors shall constitute a quorum for the transaction of business at a regular or special meeting.

Section 4. VOTING Each member of this Board of Directors shall have one (1) vote at all meetings. The act of a majority of the members present shall be the act of this Board of Directors, unless the act of a greater number is required by law or by another provision herein.

Section 5. ACTION WITHOUT MEETING Any action which may be taken at a meeting of the Board of Directors, advisory council and/or standing and special committees, may be taken without a meeting if a written consent is obtained from all members of the Board of Directors or the body entitled to vote. Such consent shall have the same force and effect as a vote of the voting body and shall be recorded in the minutes of its next meeting.

ARTICLE VII: COMMITTEES

Section 1. STANDING COMMITTEES

- A. SCHOLARSHIP COMMITTEE. The Scholarship Committee shall consist of a chair who is a member of the State Foundation Board of Directors and four (4) other members. This committee shall be charged with the administration of the State Foundation Scholarship grants within the State Foundation's objectives and purposes.

Specific duties of this committee shall be to:

1. develop a plan to make the public aware of the scholarship programs of the State Foundation and, upon approval of the Board of Directors, implement plans;
2. prepare necessary information and handle announcements of available scholarships;
3. furnish rules, policies and application blanks for scholarships in sufficient time for submission of candidates by deadline date;
4. select scholarship recipients;
5. notify the State Foundation Board of Directors;
6. notify all scholarship recipients;
7. notify colleges and institutions of scholarship winners and amount of scholarships.
8. recommend issuance of checks by the State Foundation Treasurer prior to admittance date; and
9. prepare and handle announcements of scholarship grants to the media.

B. FINANCIAL MANAGEMENT COMMITTEE. The Financial Management Committee shall consist of a chair who is a member of the State Foundation Board of Directors, and four (4) other members. The State Foundation Treasurer shall serve as an ex-officio member of the committee. This committee shall oversee the financial management of the State Foundation and recommend to the Board of Directors measures to insure the continued financial stability of the State Foundation through a plan of resource development.

Specific duties of this committee shall be to:

1. prepare for approval by the Board of Directors an annual budget for the State Foundation;
2. recommend for approval by the Board of Directors any investment/reinvestment policies that may be deemed profitable to the State Foundation.
3. supervise generally all expenditures of the State Foundation.

Section 2. SPECIAL COMMITTEES.

The Board of Directors may designate special committees deemed necessary.

Section 3. MEETINGS.

- A. Standing Committees shall hold at least three (3) regular meetings a year. The meetings shall be called by the chair. Written notice of the meetings shall be given to each member of the committee not less than thirty (30) days before the meeting. Special meetings may be called by the chair or by any two (2) members thereof. Written notification of any special meeting shall be given to each committee member not less than five (5) days before the meeting. The notice shall state the date, time, place, and purpose for which the meeting is called.
- B. Special committee meetings shall be called by the chair of said committee as required provided adequate prior notification is given to all special committee members.

Section 4. QUORUM. A majority of all members of Standing and/or Special Committees shall constitute a quorum for the transaction of business at any regular or special meeting.

ARTICLE VIII: ADVISORY COUNCIL

Section 1. ADVISORY COUNCIL. The advisory council shall consist of not more than fifteen (15) members and shall be directly responsible to the Board of Directors.

Section 2. QUALIFICATIONS. All members of the advisory council must have demonstrated interest in education and socioeconomic progress for the workforce of Missouri.

Section 3. DUTIES. The advisory council members shall offer assistance and expertise to the Board of Directors and they shall actively pursue sources of income for the State Foundation.

Section 4. TERM OF APPOINTMENT.

- A. shall be for one (1) year or any portion thereof and members may be reappointed.
- B. serving six (6) or more months of a one (1) year term shall be regarded as a full term.

ARTICLE IX: FOUNDATION DIRECTOR

The members of the Board of Directors may select and/or employ a qualified and competent State Foundation Director who shall be the direct representative of the State Foundation in carrying out its functions. It shall be the responsibility of the members of the Board of Directors to determine the duties and responsibilities of the State Foundation Director. The State Foundation Director shall serve as an ex-officio member of the Board of Directors, without vote.

ARTICLE X: FISCAL YEAR

The fiscal year of the State Foundation shall be from May 1 through April 30 of the following year.

ARTICLE XI: DISSOLUTION

Upon dissolution of this Foundation all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to organizations which have qualified for exemption under Section 501(c) (3) of the Internal Revenue Code. None of the assets will be distributed to any Director of this organization. Final distribution requires the conference action of the Business Women of Missouri Clubs, Inc.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the State Foundation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the State Foundation may adopt.

ARTICLE XIII: AMENDMENT OF BYLAWS

Section 1. The Board of Directors shall recommend to the Business Women of Missouri Executive Committee any bylaws changes prior to the Club's last board meeting of the calendar year. Final approval to amend, or rescind these bylaws required a 2/3 vote of those delegates present and voting at the Business Women of Missouri annual conference.

Section 2. The Executive Administrator of the Business Women of Missouri shall send notice of proposed change of amendments to these bylaws to each member of the Business Women of Missouri's Board of Directors at least thirty (30) days prior to meeting at which they are to be voted.

Adopted April 1993
Amended April 23, 1994
Amended April 20, 1996
Amended April 26, 1997
BPW/MO State Conference

Missouri State Foundation Standing Rules

1. Appointment by the President to the Advisory Council and Standing and/or Special Committees may be non BWM members.
2. Allowable expenses must be accompanied by receipt or invoice and approved by the President and Treasurer.
3. Business Women of Missouri Foundation, Inc. is a non partisan organization.
4. Resource Development
 - a. all contributors will be reviewed for acceptance by the Board of Directors.
5. Each area of the State of Missouri will be represented on the Advisory Council.
6. Funds may be transferred to Operating Expenses from monies raised from State Foundation Fund Raisers. The Business Women of Missouri Foundation, Inc.'s President, Treasurer and Financial Management Chair will determine amounts, not to exceed budgeted amounts.
7. Treasurer is responsible for delivering to the successor all funds, records and securities by June 30.
8. Scholarships will be given at the discretion of the Board from the:
 - General Fund
 - Phyllis Sanders Scholarship
 - Hazel Palmer Scholarship
 - Hazel Kohring Scholarship
 - Sue Panetti-Lee Scholarship
9. A family member of a foundation board of directors may apply for a scholarship, but the board member must abstain from voting on that applicant.

Job Descriptions

President

Principal Function

As president and principal officer of the State Foundation, the president will provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of the Business Women of Missouri; and the MO Foundation; actively participate in all State activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President.
2. An active member in good standing.
3. A workable knowledge of BWM Policies and Procedures.
4. A thorough knowledge of BWM and MO Foundation Bylaws.
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
6. Skilled in organizational operations.
7. A familiarity of decision-making skills and a willingness to accept change and to compromise.
8. Ability to assess the potential for future growth.
9. Ability to speak and express ideas.
10. Time to fulfill all responsibilities of the office.
11. Leadership ability to promote harmonious relationship within the Foundation Executive committee, the Board of Directors of BWM and MO/Foundation and the Local Clubs.

Responsibilities:

1. Preside at all meetings of the State Foundation.
2. Insure names and addresses of all Foundation officers and committee chairmen are sent to the State Office immediately after their election or appointment.
3. Appoint a Corresponding Secretary.
4. Appoint standing committee chairmen and committee members and special committees, subject to the approval of the Federation Executive Committee.
5. Make individual appointments as necessary, subject to the approval of the Executive Committee.
6. Serve as ex-officio member of all committees except the nominating committee.
7. Represent the Foundation at District Conference(s).
8. Prepare Foundation Manual for distribution.
9. Establish annual schedule for articles for Missouri Business Woman.
10. Coordinate efforts of Executive Committee in planning Area conference attendance.
11. Notify Board of Directors, two weeks in advance, of the meetings of the Board.
12. Insure a coordinated program, including projects and activities, developed for the ensuing year in accordance with the objectives of the Federation and Foundation.
13. Oversee and approve all aspects of Foundation Reports and Business to come before the annual State conference.
 - a. Be responsible for notifying every local club by an official call, at least thirty.(30) days prior to the first day of the conference.
 - b. Prepare and present a written report to the Annual conference body.
 - c. Assure Annual Meeting minutes are approved by the Executive Committee.
14. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

Vice President

Principal Function:

As a member of the Executive Committee, the Vice President will provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members, promote the goals and objectives of BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President.
2. An active member in good standing.
3. A workable knowledge of BWM Policies and Procedures.
4. A thorough knowledge of BWM Bylaws.
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
6. Skilled in organizational operations.
7. A familiarity of decision-making skills and a willingness to accept change and to compromise.
8. Ability to assess the potential for future growth.
9. Ability to speak and express ideas.
10. Time to fulfill all responsibilities of the office.
11. Leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Responsibilities:

1. Serve as an ex-officio member of all committees except the nominating committee.

Recording Secretary

Principal Function:

As a member of the Executive Committee, the Recording Secretary will provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President.
2. An active member in good standing.
3. Skill of recording and preparing the minutes.
4. A workable knowledge of BWM Policies and Procedures.
5. A thorough knowledge of BWM Bylaws.
6. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
7. Skilled in organizational operations.
8. A familiarity of decision-making skills and a willingness to accept change and to compromise.
9. Ability to assess the potential for future growth.
10. Ability to speak and express ideas.
11. Time to fulfill all responsibilities of the office.
12. Leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Responsibilities:

1. Prepare minutes of all State Foundation meetings.
2. Maintain an annual file of minutes to be kept in State Office.
3. Submit all Foundation minutes to State Office except those of the preceding year.
4. Prepare and present a written report to Annual conference body.
5. Represent the Foundation at Region Conference(s).
6. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

Treasurer

Principal Function:

As a member of the Executive Committee, the Treasurer will provide leadership to the Executive Committee, the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President
2. An active member in good standing.
3. Knowledge of basic bookkeeping and/or experience in financial transactions.
4. A basic knowledge of finance and budget preparation.
5. A workable knowledge of Federation Policies and Procedures.
6. A thorough knowledge of BWM Bylaws.
7. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
8. Skilled in organizational operations.
9. A familiarity of decision-making skills and a willingness to accept change and to compromise.
10. Ability to assess the potential for future growth.
11. Ability to speak and express ideas.
12. Time to fulfill all responsibilities of the office.
13. Leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Clubs.

Responsibilities:

1. Furnish a cumulative financial statement at each Board of Directors meeting.
2. Furnish a quarterly financial statement to the Executive Committee.
3. Maintain sequence reports to be kept in the State Office for reference.
4. Prepare the annual financial report for Conference Program and present the report to the conference body.
5. Arrange for President's recognition at State Conference.
6. Serve as a member of all committees that require financial expenditures.
7. Represent the Foundation at Regional Conference(s).
8. Close and deliver to auditor the financial records as of April 30th.
9. Deliver to successor all funds, records, securities by June 30th.
10. Attend and assist with Area Conference(s) as needed.

Bylaws Chair

Principal Function:

As a member of the Board of Directors, the bylaws chair will provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President.
2. An active member in good standing.
3. A workable knowledge of Federation Policies and Procedures.
4. A thorough knowledge of Federation bylaws.
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
6. Skilled in organizational operations.
7. Ability to speak and express ideas.
8. Time to fulfill all responsibilities of the position.
9. Leadership ability to work harmoniously within the Regions and Local Clubs.

Responsibilities:

1. Review Foundation bylaws to keep in compliance with the BWM.
2. Prepare and present proposed amendments to the Executive Committee and to the Board of Directors.
3. Receive and submit to the Executive Committee and the Board of Directors proposed amendments to the bylaws.
4. Present to the State Conference proposed amendments to the Foundation Bylaws.
5. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

Financial Management Chair

Principal Function:

As a member of the Board of Directors, the Financial Management Chair will provide direction to the Board of Directors, and Local Clubs and to the individual members; promote the goals and objectives of BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President.
2. An active member in good standing
3. A workable knowledge of BWM and Procedures.
4. A thorough knowledge of BWM Bylaws
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
6. Skilled in organizational operations
7. A basic knowledge of finance and budget preparation.
8. A knowledge of basic bookkeeping
9. Ability to speak and express ideas.
10. Time to fulfill all responsibilities of the office
11. Leadership ability to work harmoniously within the Regions and the Local Clubs.

Responsibilities:

1. Encourage sound financial planning.
2. Call the first Financial Advisory Board meeting annually for the purpose of organizing
3. Prepare an annual budget for the Foundation and present to the Executive Committee, the Board of Directors and the State Conference body
4. Serve as a member ex-officio, without vote, on all committees whose programs require expenditures of monies
5. Examine and classify all vouchers.
6. Prepare and present a cumulative quarterly comparison statement of budgeted expenditures to the Board of Directors.
7. Submit to successor immediately upon retirement from office all properties and relevant information BWM.

Public Relations Chair

Principal Function:

As a member of the Board of Directors, the Public Relations Chair will provide direction to the Board of Directors, the Local Clubs and to the individual members; promote the goals and objectives of BWM; actively participate in all BWM activities; and provide support and encouragement to the membership.

Qualifications:

1. Experience as a Local Club President.
2. An active member in good standing
3. A workable knowledge of BWM Policies and Procedures.
4. A thorough knowledge of BWM Bylaws
5. A workable knowledge of Parliamentary Procedures (Roberts Rules of Order) and basic protocol.
6. Skilled in organizational operations
7. Knowledge of public relations techniques
8. Ability to speak and express ideas
9. Time to fulfill all responsibilities of the position.
10. Leadership ability to work harmoniously within the Regions and the Local Clubs.

Responsibilities:

1. Communicate the State programs to the media.
2. Submit timely press releases to the media pertaining to BWM activities.
3. Support wider use of these media.
4. Prepare sample press releases for local organizations use.
5. Maintain a resume on all officers and board members.
6. Update the BWM brochure.
7. Solicit individuals for Speakers Bureau
8. Chair Foundation month.
9. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

Business Women of Missouri Foundation Annual Report

Please Complete the Following And Postmark No Later Than **March 1**
to the Missouri State Foundation Treasurer

Local _____ Region _____

Membership as of May 31, _____ # _____

Local Foundation Chair _____

Address _____

Telephone _____

Donations To State Foundation

In Memory of _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

In Honor of _____ \$ _____

_____ \$ _____

_____ \$ _____

Contribution By Local \$ _____

TOTAL \$ _____

Send to:
Vicki Silkwood, Treasurer
611 Peacher Street
Chillicothe MO 64601

6/2010

The Business Women of Missouri Foundation, Inc. Contributions Transmittal Form

The local _____ BWM is sending \$ _____
on this date _____.

Instructions:

- Use this form to send contributions to **The BWM Foundation, Inc.**
- Attach this form with your check (contribution).
- Include the following information:

If the gift is intended for a specific Foundation program or fund or is "In Honor Of" or "In Memory Of", please indicate in the column labeled "Type of Contribution".

If this gift is intended for

Phyllis Sanders Memorial Scholarship	_____
Judge Hazel Palmer Memorial Scholarship	_____
Hazel R. Kohring Women in Transition Scholarship	_____
Sue Panetti-Lee Scholarship	_____
Elizabeth Halpin Scholarship	_____
General Scholarship	_____

Attach check payable to **The Missouri Business and Professional Women's Foundation, Inc.**

Mail check with the appropriate forms to:
Vicki Silkwood, Treasurer
611 Peacher Street
Chillicothe MO 64601

Local BWM And/Or Individual's Name	Type Of Contribution	Amount
		Total \$ _____

Signed (Local Club Treasurer)

*All contributions received between April 1 and March 31
of the following year will be applied to the Foundation Challenge.*

Bronze Challenge \$50-\$99
Gold Challenge \$200-\$499
Diamond Challenge \$1000+

Silver Challenge \$100-\$199
Platinum Challenge \$500+-\$999

***** You are advised to keep a copy of this form and give to your Local State Foundation Chair for use in completing the Annual Report which is due by **March 1** to the Missouri Foundation, Inc. Treasurer:

Vicki Silkwood, Treasurer
611 Peacher Street
Chillicothe MO 64601

The Business Women of Missouri Foundation, Inc.

Po Box 28243
Kansas City, Mo 64118

Response Form

Date: _____

_____ A contribution to MO Foundation is enclosed

_____50/100 _____250/500 _____Other

_____ A contribution to MO Foundation is a consideration

_____ A contribution to MO Foundation is not a consideration
at this time.

Corporation/Business Name:_____

Address:_____

Contact Person:_____

Telephone Number:_____ Ext. if applicable_____

Thank you for your attention to this correspondence.

The Business Women of Missouri Foundation, Inc.
www.businesswomenmo.org
(A Non-Profit Organization)

Scholarship Program

“Business Women of Missouri is committed to women helping women through education, legislation and building self-sufficiency.”

The Business Women of Missouri Foundation, Inc. has been founded as a nonprofit organization.

- A. The aim of the Foundation is to promote full participation, equity and economic self-sufficiency for working people through research, education and information.
- B. The Foundation expects to work alone or with other persons, organizations, or institutions to further such educational goals.
- C. The Foundation strives to prepare people for the competitive and technological demands that face our nation’s workers into the next century.

Eligibility Requirements:

Some general guidelines for applicants include:

- 1. Be a citizen of the United States, and be a resident of the State of Missouri.
- 2. Show evidence of acceptance into an accredited program or course of study.
- 3. Demonstrate need for financial assistance to upgrade skills and/or to complete education for career advancement.
- 4. Present a plan that identifies goals and objectives.

Application Requirements

- 1. Application Deadline is January 15.
- 2. The application may be reviewed, completed and submitted at www.businesswomenmo.org.
- 3. ONLY electronically submitted applications will be accepted for consideration.
- 4. The application must have (3) letters of recommendation attached:
 - One (1) from each of the following
 - 1. Academic
 - 2. Personal
 - 3. Professional (an employer, volunteer supervisor, church leader, teacher, etc.)
- Also attached must be a current transcript (if not older than 5 years).
- 5. Applications received WITHOUT the required attachments will be disqualified.
Letters of recommendation, resume, etc. should be scanned and send electronically with the applications. Attachments should include applicant’s name in file name.
- 6. The scholarships are awarded in April at the annual State Conference.
- 7. To request further information, please contact:

Erica Carmean
Scholarship Co-Chair
217-224-4331
erica.carmean@blessinghospital.com
or
Carole Parson
Scholarship Co-Chair
816-390-5214
caparson44@att.net