



**Business and Professional Women
of Colorado**
(BPW Colorado)

BYLAWS

REVISED at Annual State Convention, June 2022

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BYLAWS of
BUSINESS AND PROFESSIONAL WOMEN OF COLORADO
(BPW Colorado)

ARTICLE I: NAME

The name of this organization shall be Business and Professional Women of Colorado (BPW Colorado), also referred to as State. BPW Colorado is member of the National Federation of Business and Professional Women's Clubs (NFBPWC) as a state federation and thereby affiliated with the International Federation of Business and Professional Women (IFBPW).

ARTICLE II: MISSION

- Section 1. The mission of this organization shall be to achieve equity for all women through advocacy, education, and information.
- Section 2. The objectives of this organization shall be to empower women to achieve professional, personal, and political goals through programs, workshops, networking, and friendships. All is achieved through monthly meetings and other sponsored activities. Each BPW Colorado chapter creates its own unique agenda, but all have the same objectives.
- Section 3. BPW Colorado subscribes to the Objectives of the NFBPWC (National Federation of Business and Professional Women's Clubs).

ARTICLE III: POLICIES

- Section 1. BPW Colorado shall be nonsectarian, nonpartisan, and nonprofit. The organization will be registered annually as a 501(c)6 membership organization with the Colorado Secretary of State.
- Section 2. The mission and objectives of BPW Colorado shall in every case be the mission and objectives of all units thereof.
- Section 3. The policies and procedures of BPW Colorado as applicable to the chapters shall in every case be the policies and procedures of all units thereof.

ARTICLE IV: MEMBERSHIP

- Section 1. Membership shall be open to all who subscribe to the aims and objectives of the organization and the payment of the appropriate dues.

Section 2. All dues shall be paid directly to BPW Colorado and distributed to each chapter within 30 days. BPW Colorado will track membership and dues, disseminating the information as needed.

Section 3. The membership categories shall be:

(a) Sponsor

This category is available to all members who would like to give a little bit more to help sponsor the organization and its efforts. The dues collected will include a donation to Colorado Women's Education Foundation (CWEF) and/ or a Young BPW program (as determined by the executive committee), registration to the midyear and annual conventions, member's recognition on the website and in both meeting programs and in the newsletter, and a booth at state events. This category is available to all members age 18 and over. All rights and privileges of membership, including voting and holding executive office at the chapter, state, national and international levels, are bestowed. Dues collected shall be deposited to the state and credited to the chapter per transmittal. (See Addendum I for state dues amount.) Additional chapter dues and Sponsor member benefits shall be determined by the chapter.

(b) Legacy

This category is available to all members age 18 and over who would like to help sustain the organization. The dues collected will include a donation to the Colorado Women's Education Foundation (CWEF) and/or a Young BPW program (as determined by the executive committee) and member's recognition in the newsletter. All rights and privileges of membership, including voting and holding executive office at the chapter, state, national and international levels, are bestowed. Dues collected shall be deposited to the state and credited to the chapter per transmittal. (See Addendum I for state dues amount.) Additional chapter dues and Legacy member benefits shall be determined by the chapter.

(c) Leader

This category is available to all members age 36 and over. All rights and privileges of membership, including voting and holding executive office at the chapter, state, national and international levels, are bestowed. The dues collected shall be deposited to the state and credited to the chapter per transmittal. (See Addendum I for state dues amount.)

(d) Young BPW

This category is available to members who are 18 years of age through 35 years of age. All rights and privileges of membership, including voting and holding executive office at the chapter, state, national and international levels, are bestowed. Dues collected shall be deposited to the state and credited to the chapter per transmittal. (See Addendum I for state dues amount.)

(e) Student/Intern

This category is available to members age 18 and over who are attending a post-high school program on a regular basis and are attempting to achieve a degree, certificate or involved in an internship. All rights and privileges of membership, including voting and holding executive office at the chapter, state, national and international levels, are bestowed. Dues collected shall be deposited to the state and credited to the chapter per transmittal. (See Addendum I for state dues amount.)

(g) Member At-Large

This category is open to persons not affiliated with a BPW Colorado chapter. It provides membership at the state, national, and international level. A member at-large will not have voting rights or hold office at any chapter but can attend chapter events as a BPW Colorado member. A member at-large does have voting rights at the state, national, and international levels and may hold office at the state level.

ARTICLE V: CHAPTER REQUIREMENTS

Section 1. A chapter is eligible for admission to BPW Colorado if:

- (a) It has a minimum of five (5) members and/or students, twenty percent (20%) of whom must be employed, unless the new chapter is comprised solely of students.
- (b) It is not an integral part of any other national organization.
- (c) It submits chapter bylaws not in conflict with state bylaws and policies.

Section 2. To remain in good standing, a chapter must maintain a membership of at least five (5) members and/or student members.

Section 3. A chapter with a membership that falls below five (5) members and/or student members shall be dropped at the end of the second fiscal year.

- Section 4. A chapter applying for membership in BPW Colorado shall forward to the state president and the state treasurer all documents and dues required by the state.
- Section 5. When a chapter has met all state requirements, a charter is signed by the state president for presentation to the chapter.
- Section 6. Proposed amendments to the bylaws of any chapter, with the exception of mandatory changes (see Article XVIII, Section 3), shall be sent to the state bylaws committee for review and approval. Any conflict between state and chapter bylaws shall be resolved in accordance with *Roberts Rules of Order, Newly Revised*.
- Section 7. Immediately after elections or appointments, each chapter shall submit to the state president the names and contact information for chapter officers and committee chairs.
- Section 8. When an amendment to the state bylaws which affects chapter bylaws, each chapter shall automatically amend its bylaws to conform.

ARTICLE VI: FISCAL YEAR

The fiscal year shall commence on the first day of July and shall end on the last day of June.

- Section 1. Contracts and other Writings: Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the organization shall be executed on its behalf by the treasurer or other persons to whom the organization has delegated authority to execute such documents in accordance with policies approved by the board.
- Section 2. Checks, Drafts: All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the organization, shall be signed by such officer or officers, agent or agents, of the organization and in such manner as shall from time to time be determined by resolution of the board.
Approved signors: President and treasurer.
- Section 3. Authorization Limits: For expenditures below \$300, approval by the president is needed before the treasurer remits payment. For expenditures of or above \$300, a simple majority vote of the executive committee is required and must be noted in committee meeting minutes. For withdrawals or transfers of funds between accounts in excess of \$500 per transaction, a unanimous vote of the executive committee is required and must be noted in the minutes. An exception could be line items approved in the annual budget.
- Section 4. Credit/Debit Cards: Credit/debit cards for the bank checking account will be issued to the president and treasurer.

ARTICLE VII: OFFICERS

- Section 1. The officers of BPW Colorado shall be a president, a 1st vice president, a 2nd vice president, a recording secretary, a treasurer, and the immediate past president.
- Section 2. The officers shall serve as members of the executive committee.
- Section 3. All officers shall assume their respective duties at the close of the annual convention at which they are elected.

ARTICLE VIII: NOMINATIONS

- Section 1. The nominating committee shall be elected from the floor at the annual convention. A chair shall be elected from the members of the nominating committee.
- Section 2. It shall be the duty of the nominating committee to submit one or more names for each state office.
- Section 3. Nominations for state offices may also be made from the floor at the annual convention.
- Section 4. The chair of the nominating committee shall send the list of candidates to each member of the nominating committee.
- Section 5. The nominating committee shall study the qualifications of the persons whose names have been proposed and who have accepted nominations for any office. It shall secure nominees for any office not proposed to complete the slate. The report of the committee shall include the name of each candidate and his or her business and professional status, organizational affiliation, and present offices held.
- Section 6. A copy of the report of this committee shall be published on the BPW Colorado website, "Members Only" section.
- Section 7. Only members in good standing shall be eligible for election to office.

ARTICLE IX: ELECTIONS

- Section 1. A president (after 2nd term, see Article X, Section 1), a 1st vice president, a 2nd vice president, a recording secretary, and a treasurer shall be elected at the annual convention. The vote may be conducted by voice if there is only one nominee for each office. The officers shall continue in office until their successors are elected.

- Section 2. An officer of the state organization shall be eligible to serve in the same office for three (3) consecutive years, except the treasurer, who may serve for a maximum of five (5) consecutive years, and the president, who may serve two (2) consecutive two-year terms; i.e., a total of four (4) consecutive years. When determining eligibility for re-election, six (6) months or longer shall be deemed a term of office, except for the 1st vice president serving the unexpired term of the president. An officer may be eligible for election to the same office after serving for three (3) consecutive years, provided that the new term does not immediately succeed the current term.
- Section 3. To be eligible for any office, a candidate must:
- (a) Be in good standing.
 - (b) Agree to support the state advocacy platform when officially or publicly representing BPW Colorado.
- Section 4. The person in charge of credentials shall furnish to the convention voting body verification of accredited voters.
- Section 5. A majority of the votes cast for a particular office shall constitute an election.
- Section 6. If there are more than two (2) nominees for one officer position, and if after two (2) ballots no candidate has received a majority of votes cast, the two (2) candidates with the highest plurality shall be the candidates on the last ballot.
- Section 7. Vacancies in office may be filled by a simple majority vote of the remaining members of the state board of directors. If there is not more than one nominee for each office, the vote may be via voice vote. The state executive committee shall have the authority to make temporary appointments to fill vacancies in office for the interim between meetings of the state board of directors, provided a regular or special meeting of the state board of directors is not held within thirty (30) days of the date when the office is declared vacant.

The 1st vice president shall succeed to the office of president in case of a vacancy in this office and shall continue as president through the term normally served.

ARTICLE X: DUTIES OF OFFICERS

- Section 1. The president shall serve a term of two (2) years and shall be the principal officer of BPW Colorado, of the executive committee, and the board of directors.

The president shall:

- (a) Preside at all meetings.

- (b) Serve on the NFBPWC Board of Directors and bring to the attention of the clubs all pertinent information from NFBPWC-USA and BPW International.
- (c) Authorize expenditures.
- (d) When required, appoint special committees, a parliamentarian, chairs of committees, and any necessary ad hoc appointments.
- (e) Appoint BPW members to handle credentials, registration, and general arrangements for conventions, and appoint an elections committee in the event of a competitive election.
- (f) Be a member ex-officio of all committees, except the nominating committee, and be a member ex-officio of the board of trustees of the Colorado Women's Education Foundation, Inc.
- (g) Be responsible for ensuring that each chapter in BPW Colorado receives the official call for state meetings at least forty-five (45) days prior to the day of the meeting.
- (h) Require each chapter to submit to the state president the names and addresses of chapter officers and committee chairs immediately after their election or appointment.
- (i) At all times, provide the 1st vice president with information required to perform the duties of the president in the event the president is unable to perform them.

Section 2. The 1st vice president shall:

- (a) In cases of death or resignation of the president, become president for the remainder of the unexpired term.
- (b) Perform the duties of the president in the absence or inability of that officer to discharge the duties of the office.
- (c) Be a member ex-officio of all committees, except the nominating committee, if assigned by the president.
- (d) Act as the representative of the president when required.
- (e) Serve as a committee chair of the strategy committee when requested.

Section 3. The 2nd vice president shall:

- (a) Perform the duties of president in the absence of both the president and the 1st vice president.
- (b) Have the specific duty to assist the president in every way possible and act as official representative when requested.
- (c) Serve as committee chair of the strategy committee if requested.

Section 4. The recording secretary shall:

- (a) Take and transcribe accurate minutes of the proceedings of the executive committee meetings, the board of director's meetings, and the annual and midyear conventions.
- (b) Prepare drafts of all minutes for the state president and parliamentarian to review and approve before they are prepared for distribution.
- (c) The newly elected recording secretary shall take and transcribe the minutes of the meetings of the newly elected executive committee.
- (d) The retiring recording secretary shall transcribe and submit the minutes of the annual convention to the immediate past state president and the parliamentarian for review and approval before they are sent to the newly elected state president.
- (e) The executive committee shall be furnished a copy of the minutes within thirty (30) days following any of the above-mentioned meetings, and they should be posted in the appropriate section of the website.

Section 5. The treasurer shall:

- (a) Collect all monies belonging to BPW Colorado and deposit them in a bank designated by the executive committee.
- (b) Make written reports at all meetings of BPW Colorado and furnish a written copy of the annual financial report to be included in the annual reports (provided in printed or digital format). A monthly profit and loss report and bank statements are to be digitally submitted to the president prior to executive committee meetings.
- (c) Disburse funds in accordance with the budget approved at the annual convention and upon presentation of original or scanned bills. A reimbursement form must be filled out for travel expenses.

- (d) Submit financial accounts to be examined annually as provided for the executive committee.
- (e) Serve as ex-officio member of all committees which disburse monies of BPW Colorado.
- (f) Ensure that appropriate income tax returns and the biennial corporate report are filed timely and in accordance with the rules and regulations of the Internal Revenue Service and the State of Colorado.
- (g) Serve as the finance committee chair and prepare the annual budget for BPW Colorado and have general supervision of all expenditures.

Section 6. All officers upon retiring from office shall deliver within ten (10) days to the state president or proper committee leader or committee chair or proper member of the board of directors all monies, accounts, record books, papers, or other property belonging to BPW Colorado.

ARTICLE XI: EXECUTIVE COMMITTEE

Section 1. The president, the 1st vice president, the 2nd vice president, the recording secretary, the treasurer, and the immediate past president shall constitute the executive committee.

Section 2. The executive committee shall have the power to act for the board of directors between meetings of the board and shall report any action to the board.

Section 3. The executive committee shall report to each meeting of the board of directors business transacted by the committee since the preceding board meeting.

Section 4. It shall be the duty of the executive committee to:

- (a) Ratify appointments where approval is required.
- (b) Have charge of financing and oversight of the BPW Colorado website.
- (c) Select a place of deposit for the funds of BPW Colorado.
- (d) Appoint an auditor to audit the treasurer's records.
- (e) Decide upon the date and place of the annual and midyear conventions of BPW Colorado, in coordination with the hosting chapter.
- (f) Determine the hours during which polls shall be open for election, in the event of a competitive election.

- (g) Ensure that the appropriate income tax returns are filed timely and in accordance with the rules and regulations of the Internal Revenue Service.

Section 5. A vote or meeting of the executive committee may take place at the request of the president by a telephone conference call, video conference, or electronic mail, at which all members can participate. Any vote taken at such meeting shall have the force and effect of a vote taken at an in-person meeting. The secretary's records shall contain an accurate record of all such votes and meetings.

ARTICLE XII: STATE BOARD OF DIRECTORS

Section 1. The board of directors shall consist of all officers, the immediate past state president, the president of each chapter or its duly authorized representative, committee chairs, and the president or duly authorized representative of the board of trustees of the Colorado Women's Education Foundation, Inc.

Section 2. Members of the board of directors may serve in more than one position on the board, if appointed by the president to more than one. However, those serving in more than one position shall be counted only once for determination of a quorum and may cast only one vote.

Section 3. Only active members in good standing shall be eligible to serve on the board of directors in positions requiring election at the state level. All other appointees to the board of directors shall be active members in good standing.

Section 4. The board of directors shall transact the business of BPW Colorado between conventions.

Section 5. The board of directors shall supervise the affairs of BPW Colorado and devise measures for its growth and prosperity.

Section 6. The board of directors shall consider all recommendations of the committee chairs.

Section 7. At the request of the president, a vote or meeting of the board of directors may take place by a telephone conference call, video conference, or email. Any vote taken at such meeting shall have the force and effect of a vote taken at an in-person meeting. The secretary's records shall contain an accurate record of all such votes and meetings.

Section 8. No member shall have more than one vote and no voting by proxy shall be allowed.

ARTICLE XIII: COMMITTEES

- Section 1. The standing committees of BPW Colorado shall be the nominations committee (see Article VIII), the finance committee (see Article X, Section 5), and the bylaws committee (see Article V, Section 6, and Article XVIII, Section 3).
- Section 2. The recommended special committees of BPW Colorado shall be, at the discretion of the president: Advocacy, Membership, Strategy, Celebration of Women, Communications, Education, Information Technology, Young BPW, Historian, Fundraising, and Environmental.
- Section 3. Individuals shall be eligible to serve as committee chairs and committee members if they are members in good standing and agree to support the state advocacy platform when officially or publicly representing BPW Colorado.
- Section 4. Committee chairs and committee members shall be appointed for a term of one (1) year and may be re-appointed.
- Section 5. The Advocacy Committee shall implement the legislative and advocacy programs adopted by BPW Colorado and prepare the state advocacy platform and present it to the midyear convention body for adoption. The advocacy committee chair shall convene and lead a legislative bills subcommittee, consisting of one member from each chapter.
- Section 6. The Membership Committee shall report on the membership of the organization and assist the state organization and the chapters to promote, expand, and retain membership.
- Section 7. The Strategy Committee shall develop a strategic long-range plan for BPW Colorado.
- Section 8. The Celebration of Women Committee shall recognize women of achievement and persons promoting the mission of BPW Colorado.
- Section 9. The Communications Committee shall facilitate effective internal and external communication processes for the state organization.
- Section 10. The Information Technology Committee shall implement and maintain technology solutions that support the needs of the organization.
- Section 11. The Education Committee shall develop and implement educational programs and training.
- Section 12. The Young BPW committee shall develop and implement a competitive program that rewards women in the early years of their career.

- Section 13. The Historian Committee shall update and record BPW Colorado's timeline into the next millennium.
- Section 14. The Fundraising Committee shall develop and implement fundraising plans and tools to assist the state organization, chapters, and individual members to raise funds and increase visibility, brand consistency, and best practices.
- Section 15. The Environmental Committee shall work with the Advocacy Committee to educate and inspire members and others on best practices for environmental and sustainability issues.
- Section 16. Task forces and special committees may be established by the executive committee when circumstances so require.

ARTICLE XIV: MEETINGS

- Section 1. Conventions and committee meetings may take place by teleconference or video conference.
- (a) Each person attending business sessions at the annual convention and/or midyear convention shall pay a registration fee. The executive committee, in coordination with the hosting chapter, shall determine the amount of the registration fee to be charged.
 - (b) Representation at conventions shall be by any individual who has paid the convention fee and is a member in good standing.
 - (c) The voting body at the conventions shall be any individual who has paid the convention fee and is a member in good standing.
 - (d) Each chapter in the state shall pay to the state treasurer the equivalent of one registration fee thirty (30) days prior to the date of the annual and midyear conventions. The fee for each convention shall be applied as a registration fee for the representative of that chapter, if the chapter is represented at the annual convention or the midyear board meeting. If the chapter is not represented, the fee must still be paid to help finance the annual convention and the midyear convention.
 - (e) No member shall have more than one vote, and no voting by proxy shall be allowed.
- Section 2. Annual Convention
- (a) The annual convention shall be held in the spring/summer of each year, the date and place to be determined by the executive committee.

- (b) The official call for state meetings shall be given to each chapter in BPW Colorado at least forty-five (45) days prior to the day of the meeting.
- (c) It shall be the purpose of the annual convention to:
 - (1) Receive reports of the officers and committee chairs for the preceding year.
 - (2) Act on recommendations, resolutions, and other business presented.
 - (3) Elect officers for the ensuing year.
 - (4) Adopt a budget.
 - (5) Adopt amendments to the bylaws, if any are proposed. [See Article XVII, Section 1, for details.]

Section 2. Midyear Convention

- (a) The midyear convention shall be held in January or February of each year.
- (b) It shall be the purpose of the midyear convention for:
 - (1) Planning and furthering the work of the organization.
 - (2) Holding a legislative conference.
 - (3) Re-adopting or amending the advocacy platform.

Section 3. Executive Committee Meetings

A meeting of the executive committee may be called by the president or by a majority of its members.

Section 4. Other meetings

- (a) Meetings may be held at such other times as may be determined by the president or by thirty-three percent (33%) of the members of the board. Such notice must designate the time, place, and purpose of the meeting and shall be given at least three (3) weeks in advance of the date for which the meeting is called. No business other than that contained in the call shall be considered at a special meeting.

- (b) Special conventions may be called by the president or upon request of a majority of the board of directors. The call shall state the business to be transacted, and no other business shall be transacted except that stated in the call.

Section 5. Quorum

- (a) The voting body for the annual convention and midyear convention shall be all attendees who have paid a registration fee, provided they represent at least one-third (1/3) of the chapters of BPW Colorado.
- (b) Any member who holds more than one position shall be counted only once.
- (c) A quorum of the executive committee shall be a majority of its members.
- (c) A quorum of the board of directors shall be one-third (1/3) of its members provided they represent at least one-third (1/3) of the chapters of BPW Colorado and further provided that two (2) of those present shall be members of the executive committee.

ARTICLE XV: ANNUAL REPORTS

Section 1. Annual reports from the officers and committee chairs shall be published on the BPW Colorado website immediately preceding the annual convention. The financial reports from the treasurer shall be prepared for distribution to the registered attendees.

Section 2. The executive committee and committee chairs may present written recommendations to the annual convention body for action. This action shall determine the basis for BPW Colorado program for the ensuing year.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure found in the current edition of ROBERTS RULES OF ORDER NEWLY REVISED shall govern all proceedings of BPW Colorado, the board of directors, and the executive committee, subject to such special rules as have been or may be adopted.

ARTICLE XVII: AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended at the annual convention by a two-thirds (2/3) vote. Amendments may be proposed only by the executive committee, the board of directors, a chapter, or a special committee appointed for that purpose. All proposed amendments shall be sent in writing to the state president at least forty-five (45) days before the annual convention. All proposed amendments shall be

provided with the call for the annual convention. State bylaws shall be amended after the annual convention.

Section 2. When an amendment is adopted to the state bylaws which affects chapter bylaws, each chapter shall automatically amend its bylaws to conform.

Section 3. The bylaws committee shall be authorized to regularly review the bylaws and recommend changes, for consideration at the annual convention, as well as to correct article and section designations, punctuation, cross-references, and other technical and conforming changes as may be necessary to reflect the intent of the convention.

ARTICLE XIX: DISSOLUTION

Upon dissolution of any chapter within BPW Colorado, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the state organization, a designated chapter, or the Colorado Business Women's Education Foundation, Inc., 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 or officer of the organization.

ARTICLE XX: SECESSION

A chapter may vote for secession by a two-thirds (2/3) majority vote of its members in good standing, in accordance with BPW Colorado bylaws. Prior to said vote, written notification of the chapter's proposed bylaws amendment shall be sent in a registered fashion, in writing, and confirmed receipt by the state president at least sixty (60) days prior to the next scheduled board of directors meeting (at midyear board meeting or annual convention). The BPW Colorado parliamentarian or other representative of the state board of directors shall be appointed by the president to monitor a chapter's secession amendment vote to confirm compliance. The chapter shall submit any and all official meeting minutes upon request for BPW Colorado review. All votes shall be in writing and reported formally to the board of directors with thirty (30) days of vote, pro or con. In the case of an affirmation of secession, the chapter must (1) file a new name change with the Colorado Secretary of State, (2) file for a new 501c6 tax identification number, and (3) move all funds to a bank account under the new tax identification number. All documentation shall be submitted in writing to BPW Colorado. The seceding chapter shall also, in writing, release all affiliation, licensing, trademark, legacy, programs, and written materials and shall cease and desist with any other reference to BPW Colorado, National and International. The seceding chapter shall pay all attorney and other legal costs associated with said secession.

Amended JUNE 25, 2022.

Evie Hudak, Acting Parliamentarian

ADDENDUM I. DUES*

Category	Total	BPW Colorado	NFBPWC & IFBPW	Chapter*
Member:				
A. Sponsor	\$400.00	\$354.25	\$45.75	TBD by chapter
B. Legacy	\$175.00	\$129.25	\$45.75	TBD by chapter
C. Leader	\$75.00	\$29.25	\$45.75	TBD by chapter
D. Young BPW	\$75.00	\$29.25	\$45.75	TBD by chapter
E. Student/Intern	\$60.00	\$29.25	\$45.75	TBD by chapter
F. Member At-Large	\$150.00	\$104.25	\$45.75	Not applicable

* Chapters of BPW Colorado are to fill in their own chapter dues and total.