



**International Federation of
Business and Professional
Women**

National Federation of Business and Professional Women's Clubs, Inc (NFBPWC) Founded in 1919

A Member of the International Federation of Business & Professional Women

April 22, 2018



www.NFBPWC.org

PRESIDENT

Elizabeth Benham
president@nfbpwc.org

1st VICE PRESIDENT

Megan Shellman
membership@nfbpwc.org

2nd VICE PRESIDENT

Linda Wilson
advocacy@nfbpwc.org

EXECUTIVE SECRETARY

Sandra Thompson
secretary@nfbpwc.org

TREASURER

Gloria Flores
treasurer@nfbpwc.org

PAST PRESIDENT

Trish Knight

THEME FOR 2016-2018

*Women Leaning in and
Leading: Building
Bridges to Equality*

MISSION

*We work to develop the professional,
business and leadership potential of
women on all levels through
mentoring, networking, skill building,
advocacy and economic empowerment
programs and projects.
We work on building upon our
powerful network to represent and
raise the visibility of women on all
levels of our society- economically,
socially and politically.*

BPW INTERNATIONAL

*The network for business and
professional women from 90+
countries on 5 continents with
General Consultative Status at
ECOSOC/United Nations.*

www.bpw-international.org

INVITATION TO THE GENERAL ASSEMBLY AND CONFERENCE OF NATIONAL FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN'S CLUBS, INC

This is the Official Call to the General Assembly and Conference package for all our NFBPWC members.

It is my great pleasure to extend the warmest welcome to all our members to join us for our biennial National Federation of Business and Professional Women's Clubs General Assembly, combined with the triennial Regional Conference of the International Federation of Business and Professional Women of North America and the Caribbean.

Our General Assembly is essential to conduct the business of our organization which covers Governance, Board of Directors meetings, Bylaw Amendments, Affiliate Reports, Elections, Legislative Platform and Planning. All members attending are full voting delegates. Your voice must be heard.

After the General Assembly, we have put together a conference filled with great take home value and excellent workshops by outstanding leaders from civil society and governments who will share with us their experiences and knowledge. The social events are ideal for networking and expanding friendships as global sisters from 18 countries that will be represented

Orlando, and all the theme parks await you with fun, shopping and entertainment. We hope that you partake in all and when you leave to go home, you are filled with accomplishment, joy and a great sense of an excellent investment in yourself.

This package contains all the documents for your review

Elizabeth (Liz) Benham
President NFBPWC

**OFFICIAL INFORMATION TO AFFILIATES AND CANDIDATES
NOMINATING FOR ELECTION TO THE EXECUTIVE AND
MEMBERS INTERESTED IN CHAIRING COMMITTEES**

Nominations are called for the election of the President, Vice President Membership, Vice President Advocacy, Secretary and Treasurer.

- Nominations may be submitted on the official form by any Affiliate Federation or Affiliate Club within NFBPWC.
- A nominated candidate must be an active and a dues paid NFBPWC member of an Affiliate. Candidates will be serving a two-year term so they must carefully consider their responsibility to NFBPWC prior to agreeing to stand.

Affiliates wishing to nominate a candidate or candidates for a NFBPWC position must submit all nominations on the official form, with each nomination on a separate form. Forms are provided here with the Call to General Assembly or can be downloaded from the website

- A candidate cannot accept a nomination for more than one position.
- Candidates for President must have been a member of any prior Executive of an affiliate Federation or Affiliate Club..
- No more than two candidates from the same Federation or Affiliate Club shall be nominated.

The following documents should be completed as word documents or equivalent and sent electronically to the following email address: marjory.hopper@gmail.com by the nominating President or Affiliate representative:

- A completed nomination form must be signed by the Affiliate representative (preferably the president).
- The signed consent of the nominee to serve in the particular position for which she is being nominated on the nomination form.
- A supporting statement (half (1/2) page and two hundred (200) words maximum, by the nominating Affiliate endorsing the candidate..
- A written statement (1 page and 500 words maximum, by the candidate detailing why they are standing and what they would like to achieve in the role), a curriculum vitae and a photo.
- Provided the nomination was received by the due date and time, and complies with the NFBPWC Bylaws and this advice to Affiliates and candidates, the candidate's details from the nomination form and the supporting statement will be included in the documentation of the General Assembly July 20-21,2018. A list of those nominated will be printed in the General Assembly workbook, which is made available to every registrant.

The National Federation of Business and Professional Women's Clubs Inc, General Assembly 2018 “Leaning in and Leading: Building Bridges to Equality”

Candidates may be nominated from the floor at the General Assembly only if there is no candidate nominated for the position prior to the opening of the General Assembly

Nominees:

- Must be an active and dues- paying NFBPWC member of an Affiliate that are current with their dues..
- Nominees for Executive positions must be prepared to stay for one (1) day after the General Assembly to attend the Executive handover meetings.

All candidates, whether nominated in advance or from the floor of the General Assembly, are asked to comply with the following conditions:

- Each candidate may distribute only one supporting document either prior to the General Assembly or during the General Assembly.
- Only one sheet of publicity material, (hard copy or electronic) to directly or indirectly promote a nominee is permitted.



National Federation of Business and Professional Women's Clubs, Inc

TO: STATE FEDERATIONS AND AFFILIATE CLUB PRESIDENTS AND MEMBERS

FROM: MARJORY HOPPER

NFBPWC NOMINATIONS CHAIR 2016-2018

SUBJECT:

ENCLOSED YOU WILL FIND FORMS TO BE RETURNED TO YOUR NOMINATIONS CHAIR

FORMS SHOULD BE RETURNED BY JUNE 15th BEFORE THE GENERAL ASSEMBLY CONVENES.

NOMINATIONS CAN BE MADE FROM THE FLOOR IF A FULL SLATE IS NOT OBTAINED BY THE ABOVE DEADLINE

MARJORY HOPPER

NFBPWC NOMINATIONS CHAIR

10249 DEVERON DRIVE

WHITTIER, CA 90601

PHONE: 562-699-6288

EMAIL: MARJORYHOPPER@GMAIL.COM

National Federation of Business and Professional Women's Clubs, Inc



National Federation of Business and Professional Women's Clubs, Inc

CANDIDATE FOR ELECTIVE OFFICE DATA

Complete this form and attach a one to two page summary of your qualifications for Office.

NAME OF CANDIDATE _____

ADDRESS: _____

CITY _____ STATE _____

PHONE NUMBERS BUSINESS _____ HOME _____ CELL _____

E-MAIL ADDRESS _____

AFFILIATE CHAPTER/CLUB _____

FEDERATION (if applicable) _____

OFFICE SOUGHT:

- _____ President
- _____ First Vice President
- _____ Second Vice President
- _____ Secretary
- _____ Treasurer
- _____ Nominations Chair (not an officer – an elected chair)

CANDIDATE CONSENT TO SERVE:

I, _____, agree to serve as _____ if elected by the NFBPWC Biennial General Assembly body.

Signed: _____

Date: _____



National Federation of Business and Professional Women's Clubs, Inc

SUMMARY STATEMENT OF CANDIDATE

BPW SERVICE, LEADERSHIP ROLES AND ACCOMPLISHMENTS



National Federation of Business and Professional Women's Clubs, Inc

AFFILIATE CLUB ENDORSEMENT OF CANDIDATE

NAME OF CANDIDATE _____

OFFICE FOR WHICH BEING ENDORSED _____

SUBMITTED BY: _____

PLACE OF MEETING _____ DATE _____

SIGNED AFFILIATE CLUB _____

STATE FEDERATIONS ENDORSEMENT OF CANDIDATE
(California and Colorado only)

NAME OF CANDIDATE _____

OFFICE FOR WHICH BEING ENDORSED _____

SUBMITTED BY: _____

PLACE OF MEETING _____ DATE _____

SIGNED FEDERATION PRESIDENT _____

SIGNED FEDERATION SECRETARY _____

REMINDER: Article X, Section 4 of our bylaws states "No more than two candidates from the same State Federation or Affiliate Club shall be nominated." It will be up to the State Federation or Affiliate Club, to decide which two candidates go forward , should there be multiple candidates.



**The National Federation of Business and Professional Women's Clubs Inc,
General Assembly 2018**

“Leaning in and Leading: Building Bridges to Equality”

**FORM FOR SUBMISSION OF AMENDMENTS TO THE
BYLAWS**

Amendments to the Bylaws may be submitted by State Federations or Affiliate Clubs, the Executive Committee, the Board of Directors or an Affiliate Member

Proposed amendments must be submitted by deadline of May 20th.

(Name of Affiliate, Executive Committee Member, BOD Member, Affiliate Member)

Bylaw amendment submitted for consideration and debate at the NFBPWC General Assembly 2018 is the following, which, seeks to amend the BYLAWS

Current wording	Proposed wording

RATIONALE FOR THE AMENDMENT

FORM FOR SUBMISSION OF RESOLUTIONS

Resolutions may be submitted by Affiliates, members of the Executive, and Standing Committee Chairpersons

Resolutions fall into 2 categories:

- Those which relate to the operation of NFBPWC and the needs of members and Affiliates: internal matters. These may include resolutions on financial matters such as dues.
- Those which require advocacy by NFBPWC and relate to the needs and rights of women generally: external matters.

(Name of Affiliate, Executive Committee Member, or Chairperson of a Standing Committee)

Submit for consideration this motion for debate at the NFBPWC General Assembly 2018

MOTION:

RATIONALE FOR THE RESOLUTION:



Join Us! July 20-23, 2018

INFORMATION FORM

First name _____ Last name _____

Email _____ Phone _____

City _____ State _____ Zip _____

Country _____

Arrival Date Time _____

Departure Date Time _____

PLEASE COMPLETE : SPECIAL REQUIREMENTS

_____ Check here if you will require special ADA accommodation to fully participate _____

_____ Check here if you have any dietary restrictions, describe: _____

If you did not already register online, use this form.

If you have registered online Please complete and check below HOW you registered (This can also be done online)

- BPW Member Full Registration (Early Bird) – \$350.00** Early Bird (through April 15, 2018) full registration includes: Reception Friday evening, Lunches on Friday, Saturday and Sunday, the Gala Dinner and 3 beverage breaks. (\$50 discount for Early Bird registrations)
BPW Membership must be current and verifiable. **EARLY BIRD HAS EXPIRED**
- BPW Member Full Registration – \$410.00** Available from 16 Apr 2018 through 30 Jun 2018 General full registration includes: Reception Friday evening, Lunches on Friday, Saturday and Sunday, the Gala Dinner and 3 beverage breaks.
- BPW Member Full Registration (Late) – \$435.00** Available from 1 Jul 2018 through 20 Jul 2018 Late full registration includes: Reception Friday evening, Lunches on Friday, Saturday and Sunday, the Gala Dinner and 3 beverage breaks.

**This following category is available to members and guests*

- One Day Registration with Gala Dinner – \$285.00** Regional Conference programming for Sunday, including lunch, a beverage break, and the Gala Dinner.

**This following category is available to members and guests.*

- 1-Day Registration with Gala Dinner (Late) – \$310.00** Available from 1 Jul 2018 through 21 Jul 2018 Regional Conference programming for Sunday, including lunch a beverage break, and the Gala Dinner.

**This following category is available to members and guests*

- One Day Registration – \$210.00** Regional Conference programming for Sunday, including lunch and a beverage break. (DOES NOT INCLUDE GALA DINNER.)

**This following category is available to members and guests*

- 1-Day Registration (Late) – \$235.00** is available from 1 Jul 2018 through 21 Jul 2018 Regional Conference programming for Sunday, including lunch and a beverage break. (DOES NOT INCLUDE GALA DINNER.)

**This following category is available to members and guests*

- Gala Dinner Only – \$125.00**

**This following category is available to members and guests*

- Gala Dinner Only (Late Registration) – \$145.00** is available from 1 Jul 2018 through 21 Jul 2018

Registration form and payment may be mailed to: Gloria Flores, Treasurer, NFBPWC
13443 Spyness Hill Court, Horizon City TX 79928



**National Federation of Business
and Professional Women's Clubs , Inc**



**2018 General Assembly and IFBPW North America and Caribbean Regional
Conference**

Affiliate Sponsor Opportunities

Program Book Advertisements		<u>Size</u>
Business Card	\$50.00	3.5 inches x 2 inches
1/4 Page Ad	\$100.00	4" x 5 "
1/2 Page Ad	\$150.00	8" x 5" or 4" x 10"
Full Page Ad	\$200.00	8" x 10"

Advertising Specifications : jpeg, pdf format 300dpi

ADS SUBMISSION DEADLINE JUNE 15th

Sponsoring Opportunities

- Lunch Sponsor \$200
- Reception Sponsor \$100.00
- Hospitality Sponsor \$100.00
- Vendor Tables - \$150.00 each**

Sponsor / Advertisement Form

DATE:

First name _____ Last name _____

Corporate name : _____

Email _____ Phone _____

City _____ State _____ Zip _____

Country _____

MEMBER OF AFFILIATE
NAME: _____

PARTICIPATION:

COST:

- EVENT** _____
- WORKSHOP** _____
- VENDOR SPACE** _____
- ADVERTISING** _____
- BUSINESS CARD** _____
- 1/4 PAGE AD** _____
- 1/2 PAGE AD** _____
- FULL PAGE AD** _____
- ATTACH LOGO** _____ **YES** _____

TOTAL _____

Advertising Specifications : jpeg, pdf format 300dpi

ADS SUBMISSION DEADLINE JUNE 15th

PLEASE BILL ME **Email:** _____

Your invoice will be emailed and can be paid online by credit card or Please mail payments to NFBPWC Treasurer Gloria Flores 13443 Spyglass Hill Ct Horizon City, TX 79928 Payable to NFBPWC

PLEASE RETURN THIS FORM TO : sponsoring@nfbpwc.org



National Federation of Business and Professional
Women's Clubs , Inc



2018 General Assembly and IFBPW North America and Caribbean Regional Conference

Sponsor Opportunities

Events

- | | | | |
|-----|-----------------------|--------|---------------------------|
| (4) | Coffee /Health Breaks | \$1000 | (4 @ \$250) |
| (3) | Lunches Sponsor | \$3000 | (6 @ \$500) |
| (1) | Gala Dinner Sponsor | \$6000 | (2 @ \$3000 or 4 @\$1500) |
| (2) | Reception Sponsor | \$2000 | (2 @\$1000 or 4x@ 500) |
| (2) | Hospitality Sponsor | \$1000 | (10 @ \$100) |

Workshops

(7) Workshops:

- | | | | |
|-----|-----------------|---------|------------|
| (1) | Leaders Summit | \$1000 | (2@ \$500) |
| (6) | Workshop Tracks | \$ 1500 | (6@\$250) |

Vendors Space

- | | | | |
|--------|----|--------|---------------|
| Tables | 10 | \$2500 | (10 @ \$250) |
|--------|----|--------|---------------|

Advertising

Program Book Advertisements

Size

- | | | |
|---------------|-----------|-----------------------|
| Business Card | \$50.00 | 3.5 inches x 2 inches |
| 1/4 Page Ad | \$250.00 | 4" x 5 " |
| 1/2 Page Ad | \$500.00 | 8" x 5" or 4" x 10" |
| Full Page Ad | \$1000.00 | 8" x 10" |

Advertising Specifications : jpeg, pdf format 300dpi DEADLINE JUNE 15th

Event and Workshop Sponsors will receive website recognition, print in the sponsored event programs and will be featured in the conference program book

Please mail payments to NFBPWC Treasurer Gloria Flores

13443 Spynlass Hill Ct Horizon City, TX 79928 Payable to NFBPWC

Sponsor / Advertisement Form

DATE:

First name _____ Last name _____

Corporate name : _____

Email _____ Phone _____

City _____ State _____ Zip _____

Country _____

PARTICIPATION:	COST:
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<input type="checkbox"/> EVENT _____	_____
---	-------

<input type="checkbox"/> WORKSHOP _____	_____
--	-------

<input type="checkbox"/> VENDOR SPACE _____	_____
--	-------

<input type="checkbox"/> ADVERTISING _____	_____
---	-------

<input type="checkbox"/> BUSINESS CARD _____	_____
---	-------

<input type="checkbox"/> 1/4 PAGE AD _____	_____
---	-------

<input type="checkbox"/> 1/2 PAGE AD _____	_____
---	-------

<input type="checkbox"/> FULL PAGE AD _____	_____
--	-------

<input type="checkbox"/> ATTACH LOGO _____ YES _____	_____
--	-------

TOTAL _____

Advertising Specifications : jpeg, pdf format 300dpi

ADS SUBMISSION DEADLINE JUNE 15th

PLEASE BILL ME Email: _____

Your invoice will be emailed and can be paid online by credit card or Please mail payments to NFBPWC Treasurer Gloria Flores 13443 Spyglass Hill Ct Horizon City, TX 79928 Payable to NFBPWC

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