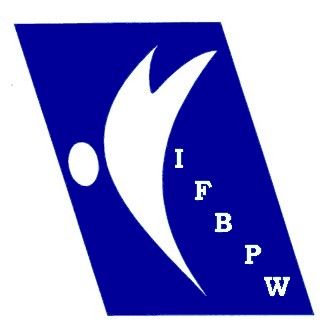
# Illinois Federation of Business Women’s Clubs Inc. (IFBWC)



Contents

[Illinois Federation of Business Women’s Clubs Inc. (IFBWC) 6](#_Toc485053830)

[IFBW MISSION STATEMENT: 1](#_Toc485053831)

[PURPOSE 1](#_Toc485053832)

[CHAPTER 1 1](#_Toc485053833)

[MEMBERSHIP 1](#_Toc485053834)

[General Statement 1](#_Toc485053835)

[Members-at- Large 2](#_Toc485053836)

[Honorary or Life Membership 2](#_Toc485053837)

[Transfer of Membership 2](#_Toc485053838)

[Procedure for Transfer 2](#_Toc485053839)

[CHAPTER 2 3](#_Toc485053840)

[IFBWC STRUCTURE 3](#_Toc485053841)

[THE LOCAL ORGANIZATION 3](#_Toc485053842)

[How to Start a Local Organization 3](#_Toc485053843)

[Change of Local Organization Name 4](#_Toc485053844)

[Merger of Local Organizations 5](#_Toc485053845)

[Procedure for Disbanding 6](#_Toc485053846)

[THE STATE FEDERATION 7](#_Toc485053847)

[The State Executive Committee 7](#_Toc485053848)

[CHAPTER 3 8](#_Toc485053849)

[STATE OFFICERS AND PAID ACCOUNTANT 8](#_Toc485053850)

[General Statement 8](#_Toc485053851)

[ELECTION 8](#_Toc485053852)

[REIMBURSEMENTS 8](#_Toc485053853)

[ACCOUNTING 8](#_Toc485053854)

[AUDIT/REVIEW 9](#_Toc485053855)

[AUDIT/REVIEW FIELDWORK 9](#_Toc485053856)

[IFBWC PAID ACCOUNTANT RESPONSIBILITIES 9](#_Toc485053857)

[CHAPTER 4 10](#_Toc485053858)

[CHAIR OF NOMINATIONS 10](#_Toc485053859)

[CHAPTER 5 10](#_Toc485053860)

[STATE STANDING COMMITTEES 10](#_Toc485053861)

[CHAPTER 6 11](#_Toc485053862)

[STATE SPECIAL APPOINTMENTS 11](#_Toc485053863)

[ILLINOIS BULLETIN EDITOR 11](#_Toc485053864)

[POLICIES AND PROCEDURES 11](#_Toc485053865)

[TASK FORCES 11](#_Toc485053866)

[OUTSTANDING WORKING WOMEN OF ILLINOIS 11](#_Toc485053867)

[IFBWC/ERA COORDINATOR 12](#_Toc485053868)

[CONVENTION SITE SELECTION COMMITTEE 12](#_Toc485053869)

[WEB MISTRESS 12](#_Toc485053870)

[CHAPTER 7 13](#_Toc485053871)

[THE ILLINOIS BULLETIN 13](#_Toc485053872)

[DUTIES OF THE ILLINOIS BULLETIN EDITOR: 13](#_Toc485053873)

[SUMITTING ARTICLES 13](#_Toc485053874)

[ADVERTISING POLICY: 13](#_Toc485053875)

[CHAPTER 8 14](#_Toc485053876)

[CANDIDATES FOR IFBW OFFICE/APPOINTMENTS 14](#_Toc485053877)

[STATE OFFICERS 14](#_Toc485053878)

[STATE CHAIRSHIP/APPOINTMENT 15](#_Toc485053879)

[CHAPTER 10 15](#_Toc485053880)

[STATE CONVENTION 15](#_Toc485053881)

[CHAPTER 12 21](#_Toc485053882)

[SPECIAL POLICIES 21](#_Toc485053883)

[ANTI-SUPPORT ACTIVITIES 21](#_Toc485053884)

[MEMBERSHIP LISTS - RELEASE 21](#_Toc485053885)

[ENDORSEMENT OF PRODUCT OR SERVICE 21](#_Toc485053886)

[IFBWC LOGO 21](#_Toc485053887)

[ENDORSEMENT FOR PUBLIC OFFICE 22](#_Toc485053888)

[FLOWERS/GIFTS 22](#_Toc485053889)

[LOCAL ORGANIZATION SCHOLARSHIPS 23](#_Toc485053890)

[NONPROFIT STATUS 23](#_Toc485053891)

[DISCIPLINARY ACTION 23](#_Toc485053892)

[REIMBURSEMENT POLICY 23](#_Toc485053893)

[NON-SUFFICIENT FUNDS (NSF) CHECKS 23](#_Toc485053894)

[FEDERATION EVENTS 24](#_Toc485053895)

[CHAPTER 13 24](#_Toc485053896)

[ILLINOIS LEGISLATIVE PROCEDURES 24](#_Toc485053897)

[CHAPTER 14 25](#_Toc485053898)

[STATE AWARDS 25](#_Toc485053899)

[LOCAL ORGANIZATION RECOGNITION OF EXCELLENCE AWARD PROGRAM 25](#_Toc485053900)

[JOANN HOROWITZ ERA STATE AWARD 26](#_Toc485053901)

[CHAPTER 15 26](#_Toc485053902)

[CELIA M. HOWARD FELLOWSHIP FUND 26](#_Toc485053903)

[CHAPTER 16 27](#_Toc485053904)

# IFBWC MISSION STATEMENT:

IFBWC advocates professional and personal growth, leadership development and participation, equity and economic self-sufficiency for working women through education, legislation and networking.

# PURPOSE

This handbook is compiled as a guide for prospective members, currentmembers, state officers, state board members, and local organization officers of the Illinois Federation of Business Women’s Clubs, Inc. (IFBWC) in conducting the business and furthering the aims of the federation.

### CHAPTER 1

#### MEMBERSHIP

##### General Statement

Membership in IFBWC is open to students who are in community college, a four-year college, or in a graduate program; women in the workforce; and women either temporarily out of the workforce or retired. There is no distinction in the ability of any member to participate in any local or state IFBWC activities due to the status of those members with the limited exception of qualifications for state office. Members pay state on an annual basis. Local organizations can designate any of their members as honorary or lifetime members and pay the local and state dues for those individuals so honored. Members may also transfer their membership from one local to another during the course of any of their membership years.

**Student Members**

A student member is one who is enrolled in college or a university, or any other accredited educational institution above the high school level with a minimum of twelve (12) semester hours (or the equivalent) of course work. New student members are required to initially complete the Student Verification Form found on the IFBWC Website and again by May 15th annually.

Local organizations may not accept student memberships unless so included in their bylaws.

**High School Level Clubs (HSLC**) are organizations at the high school level that are career-oriented and offer students the following:

* the opportunity to develop leadership qualities through service to their school and community;
* learn mechanics of government and appreciation of democracy through civic participation;
* The opportunity to obtain information about career opportunities that enable them to choose their work commitment intelligently.

Membership is open to all students, with a minimum of 5 students required to organize; unless a different number is required by sponsoring school. Meetings/activities should be held at least monthly during the school year. HSLC should have dues, bylaws, officers and programs. The Additional information on chartering a HSLC is available on the IFBWC web site.

**College Student Level Clubs** are similar to HSL clubs except that they are focused at college students. The programs and projects become more focused on the skills and contacts needed as the students prepare to leave college. Benefits include obtaining career opportunities, development of leadership qualities, being of service to the community. Opportunities for the IFBWC LO sponsor include development of relationships with college students who will be ready to join IFBWC, serving as a mentor and additional training. Additional information on forming a College Level Club is available on the IFBWC website.

**Dual Members at the state level** are defined as members of another state federation who will be charged the same dues as an Illinois member of a local. These members will have all benefits of membership as a Member-at-Large.

##### Members-at- Large

The member-at-large category is designed specifically for individuals who support the work of IFBWC as an advocate for women in the workplace and don’t have the opportunity to belong to a local organization.

Members-at-large receive all benefits of membership

Membership dues are paid on an annual basis coinciding with the anniversary date of when the individual member joined IFBWC. Members can pay their state dues directly to IFBWC.

#### Honorary or Life Membership

Honorary or life membership may be conferred by a local organization provided:

* Local organization bylaws provide forsuch membership;
* The individual is eligible to become a new member;
* The local organization is responsible for annual andstate dues for the member.

#### Transfer of Membership

A member in good standing whose annual dues are paid for the current fiscal year may transfer membership during the year to another local organization. A local organization may not refuse to accept the transfer of a member in good standing. The member shall be given all rights as a continuing member of the local organization to which she/he transfers. State dues shall be collected only once from the member during the year.

#### Procedure for Transfer

Procedure for requesting a transfer in membership from one local organization to another is as follows:

The treasurer of the receiving organization to which a member transfers shall:

* Verify that the current State dues have been paid;
* Complete a membership transfer form, found on the IFBWC Website, designating the member is a transfer and giving the local organization from which they are transferring and the new local; and
* Send completed transfer form to the State President or his/her designee; a copy should be retained for the local organization files.

### CHAPTER 2

#### IFBWC STRUCTURE

#### THE LOCAL ORGANIZATION

The local organization is the heart of IFBWC. Locals coordinate activities and projects in support of IFBWC goals, promote IFBWC in the community, and bring to the State board information about those activities and projects that can be both shared with other locals, and help the State board determine whether its mission and goals are viable. Local organizations sponsor scholarships, create programs, participate in community events, offer the opportunity for members to become officers at the local and the state level, and work with other women’s organizations encouraging and training women who could seek appointed or elective office, and common goals as reflected by the legislative platform. Local organizations can be started by interested individuals approaching the state federation for support and guidance, or by the sponsorship of an existing local organization or the state federation.

Just as is necessary for IFBWC, local organizations must also file tax returns, known as 990/990EZ annually. This ensures that both IFBWC and the local organizations retain their not for profit tax status, and not face revocation of that status for failure to file the said returns. Because of the consequence to IFBWC if a local organization does not meet this responsibility, any local that does not file the said return three years in a row will be automatically disbanded.

Each local organization may adopt its own bylaws so long as they are in conformance with the IFBWC bylaws, and IFBWC policies and procedures as set forth in this manual. Any changes made to either IFBWC bylaws or IFBWC policies and procedures should also be reflected in local organization bylaws.

A local organization or a new local organization seeking admission to IFBWC must maintain membership as set forth in IFBWC Bylaws.

##### How to Start a Local Organization

IFBWC has many resources available to assist in the creation of a local organization, including targeting potential new members, preparing press releases and identifying media contacts, and meeting with those individuals in the community who want to start a local.

Once the local organization is ready to proceed, there is a charter meeting to make it official. The State President or her designee will assist in the coordination and implementation of the charter meeting, including the selection of the presiding officer. Here is a suggested list of procedures which can be used to start a local organization:

* Find a location where the population is sufficient to support a LO.
* Obtain an organization kit fora New LO from the state President.
* Publicize and make individual contacts.
* Arrange an initial meeting with interested individuals and explain purpose, aims, objectives and scope of IFBWC.
* Arrange a second meeting with interested individuals and include IFBWC networking chair. If sufficient interest, agree on dues and sign up members. Elect a temporary chair, secretary and treasurer; select a bylaws committee.
* Approve bylaws and submit to state legislation chair.
* Appoint a nominating committee.
* Elect officers. Decide how long charter list will be kept open. Discuss a date for charter meeting.
* Consult state president before finalizing this date.
* After a minimum of 5 members have signed the charter, bylaws have been approved by IFBWC, dues have been submitted, and IFBWC has issued charter certificate**,** a charter meeting may be held.

The following is a suggested agenda for a charter meeting:

* Collect
* Pledge of Allegiance
* Dinner
* Greetings by presiding officer
* Response (someone from chartering organization)
* Introduction of IFBWC guests
* Introduction of other special guests, such as elected officials in attendance, and officers of other organizations
* A history of how the LO came to be organized and introduction of charter members
* Presentation of membership certificates by IFBWC representative
* Induction of members by IFBWC representative
* Presentation of charter Certificate by IFBWC representative
* Response by president of new LO
* Announcements
* Adjournment

IFBWCpresents a monetary gift of $50 to each new local organization.

##### Change of Local Organization Name

A name change is a bylaw change and must be proposed and adopted in accordance with the local organization’s bylaw article pertaining to amendments. This article provides for proper notification of the membership and requires a two-thirds vote for approval. The LO must send to the state president a written request for a change of name together with a copy of the minutes of the meeting at which the vote was taken. The state president will notify the LO upon final approval. The LO is then authorized to conduct business under the new name.

##### Merger of Local Organizations

Members wishing to merge two or more local organizations by their own mutually approved action, may do so by filing a notarized copy of the minutes from each local organization with the state president.,

A merger can be accomplished by any one of the following methods:

(1) One local organization disbands, transferring its membership to the other local organization.

(2) One local organization disbands and transfers its membership to the other local organization. Then the local organization receiving all members follows the procedure for a change‑of‑name charter.

(3) All involved local organizations disband, create a group of all transferring members, and file for a change‑of‑name certificate.

Any local organization resulting from a merger will not be counted as a new local organization.

**Local Organization Disbandment**

The state executive committee shall periodically review the status of local organizations who membership has fallen below five (5) members in order to determine an action plan prior to potential disbandment.

Disbandment can occur when a local organization does not have sufficient membership to continue in operation or otherwise determines that it is necessary to disband. Once that decision is made, the local organization should contact the IFBWC Executive Committee that it wishes to disband and request the disbandment kit. The bylaws provide guidance as to how the notice of potential disbandment is published to the local organization membership and how the disbandment vote is to be conducted by the local organization. The disbandment notice and the minutes of the meeting at which the disbandment vote is taken are then to be provided to the IFBWC Executive Committee, including a final treasurer’s report. The local organization must also notify its membership of the proposed distribution of any funds it has to a specified not for profit organization or organizations at the time of disbandment. The IFBWC President shall then notify the local organization president that the disbandment is official. IFBWC shall also provide the members of the disbanded local the opportunity to either continue as members at large of IFBWC, or to choose another local organization in which to become members.

The disbanded local organization shall surrender all remaining monies and properties to IFBWC to be held in trust and restored to the said local organization if it is reorganized or reinstated within one fiscal year, or prior to June 1 of the following year, whichever is later. If there is no reorganization or reinstatement, then all of the monies shall become the funds of IFBWC. All other property of the local organization shall be donated to a local library ormuseum for retention.

If the membership of any LO in the state federation shall lapse or the LO shall be dropped from membership for any reason, the LO shall surrender all money and property to the state federation to be held in trust by the state executive committee. All such monies and properties so received shall be kept apart and shall be restored to such LO if it shall reorganize or be reinstated in the state federation within the period of one fiscal year, or prior to June 1st of the following year, whichever is later. If such LO shall not be reinstated within such fiscal year period or prior to June 1st of the following year, whichever is later, then all the property and monies of such LO shall become the property and funds of the state federation to be used for its benefit.

##### Procedure for Disbanding

Prior to any vote on disbandment, the LO President shall notify in writing each member of the State Executive Committee that the LO is considering disbandment. This will give the Federation the opportunity to work with the local to see if there are other viable options to disbandment, such as merger with another LO. If the LO determines after such discussion that disbandment is necessary, the LO President must give written notification to the LO members of any vote for disbandment in compliance with the LO bylaws. The vote for disbandment requires at least a two-thirds vote for approval of the disbandment decision. Written notification of disbandment, together with the minutes of the meeting at which the vote was taken, are to be mailed within seven days to the State President, along with the return of the LO charter. If the LO charter cannot be located, the LO President shall so inform the State President. Following the vote to disband, the LO may not disburse any funds other than are necessary for expenses related to disbandment. The LO Treasurer shall then complete a final report and all remaining funds to the State President within thirty days of the vote for disbandment. All other LO property shall be given to a local community resources, such as a local library or museum, for retention and display. The State President shall then notify the LO President that the LO is officially disbanded.

**HIGH SCHOOL LEVEL LOCAL ORGANIZATION**

High School Level Local Organizations are organized and sponsored by local organizations to give young individuals in high school an understanding of career opportunities. A minimum of 5 members is required to charter a High School Level. This level of organization is devoted to connect and empower high school girls.

**Program**

The basic program of a High School Level local organization consists of planned, informative sessions which feature discussions and authoritative speakers on such educational topics as will prepare the members for future roles in the business and professional world. Through planning and implementing programs, the High School members develop initiative and leadership, learn to set high standards and discover the rewards of working together as a group. All activities are approved by a school designated representative in cooperation with the High School Level local organization committee.

**Dues**

There are no state dues. The charter is ordered from IFBWC. Dues are determined by the High School Level local organization.

**General Procedures for Organizing**

* Obtain approval of the sponsoring local organization
* Appoint a High School Level committee;
* Obtain organization kit from IFBWC;
* Meet with students and encourage them to attend an organizational meeting;
* At organizational meeting assist the interested students as they elect officers and draft proposed bylaws;
* The Local’s High School Level committee shall submit the proposed bylaws to the StatePresident for approval;
* Have a petition for charter endorsed by sponsoring IFBWC local organization president, High School Level committee chair, and the faculty advisor;
* Send the approved bylaws and letter petitioning for charter to the State President
* The State President shall return a copy of the approved bylaws and signed charter to the high school local organization committee. A copy of the approved bylaws shall be provided to the President-Elect.
* High School Level committee shall help the members to appoint committees and plan programs;
* The LO shallplan a special event for presentation of the charter;
* The LO continues as a sponsor of the High School Level LO.

**COLLEGE LEVEL CLUBS:**

The procedures used for formation of the High School Level Clubs will be used to charter the College Level Clubs.

#### THE STATE FEDERATION

##### The State Executive Committee

The executive committee transacts the business of the IFBWC between meetings of the board of directors.

The elected officers of the Illinois Federation shall constitute the executive committee. The immediate past state president may attend meetings of the executive committee without vote. The state parliamentarian may be invited to attend without vote.

The Executive Committee will maintain a liability policy covering all officers, board members, and any employees from exposure to liability against the federation in relation to exercising their outlined duties.

The board of directors transacts business of the state federation between conventions.

The state board of directors consists of the elected state officers, the immediate past state president, standing committee chair*s* and membership representatives. The state parliamentarian shall sit with the board of directors without vote.

The ultimate authority of the state federation is vested in its members. Members transact federation business at the state convention.

### CHAPTER 3

#### STATE OFFICERS AND PAID ACCOUNTANT

##### General Statement

The officers of the IFBWCare a president, president-elect, secretary and treasurer. The duties and responsibilities of IFBWC officers are outlined in the IFBWC bylaws.

##### ELECTION

A president-elect, recording secretary and treasurer are elected annually at the state convention. Only members who are in good standing shall be eligible for state office and no one shall be eligible for the office of president orpresident-elect who has not served at least one year on the Illinois board of directors or as a LO president. No officer shall be eligible to serve in the same elective office for more than one term except the recording secretary and the treasurer who shall be eligible to serve in the same office for no more than two consecutive terms. Candidates for state office must not officially orpublicly speak against the state legislation platform.

##### REIMBURSEMENTS

State officers (and parliamentarian) shall be reimbursed for allowable expenses if an amount is allocated in the annual budget.

**OFFICER MANUALS**

IFBWC has manuals for each IFBWC officer that provide guidance as to the duties of each office and a timetable for the performance of those duties.

##### ACCOUNTING

On the last day of the month, the Treasurer will provide the following reports and documents to the Paid Accountant:

1. A detailed transaction listing of entries posted during that month. The detailed report  
   must show the type of transaction and whether it was cash received or disbursed.
2. A complete recap report of all entries made by type of journal.
3. Copy of the statement from the Federation Investment Fund detailing all activity in the investments held by the IFBWC Federation Investment Fund.

The Treasurer is responsible for ensuring the official financial files for the Federation annually include the bank reconciliations performed by the paid accountant, the Federation Investment Fund schedule, and the journal entries provided by the paid accountant.

The Treasurer is also responsible for ensuring the monthly financial reports received from the paid accountant are distributed to the Web Mistress, the Finance Committee and all Executive Committee members. Treasurer will ensure copies of the monthly Federation Investment Fund statement are sent to all Federation Investment Fund committee members.

**AUDIT/REVIEW**

Audit/Review Quote - In early December, the Treasurer should request a proposal from the CPA Firm involved in the prior year audit/review, as well as up to two (2) additional firms (If the current contract for audit/review is expiring — most are more than one-year contracts). The request should clearly state the time requirement of having the audit/review report available in time for the interim board meeting, including setting a date to allow time for a draft copy of the audit/review to be reviewed by the Treasurer and the President.

**AUDIT/REVIEW FIELDWORK**

The Treasurer is responsible for ensuring all necessary information needed by the paid Accountant to prepare for the audit is sent to same. Copies of minutes of the Executive Committee meetings, copies of board meetings, copies of any leases or other contracts entered into for the period, copies of the General Ledger and Financial Statements. Normally, the treasurer does not need to be present for the entire Audit/Review process which may take 2-4 days; however, that individual should try to be available for questions regarding the accounting records along with the paid Accountant.

Once the Treasurer has received a draft of the audit/review report, review the entire report, along with the paid Accountant. The Treasurer will need to tell the auditor if the report is acceptable as printed in the draft copy. The President and Treasurer of the year being audited are to be involved in the audit process.

**IFBWC PAID ACCOUNTANT RESPONSIBILITIES**

A contract should be entered into between the Federation and the individual or company selected to perform the accounting procedures necessary to conduct IFBWC business*.* The Federation bank should mail the monthly statements directly to the paid accountant with a copy to the state treasurer.,

The paid accountant should perform the following tasks each month on a timely basis:

1. Prepare a bank reconciliation for the Restricted and Unrestricted checking accounts. All three balances should be in agreement: 1) the bank balance, as adjusted; 2) the balance in the checkbook; and 3) the cash balance in the General Ledger. If corrections need to be made to the checkbook, notify the Treasurer of the changes.
2. Update the schedule for the Federation Investment Fund investments, tracking monthly interest and dividends, and any purchase or sale of assets. This schedule is cumulative; this month’s activity will be added to the amounts from the previous month. Verify that the assets on the schedule agree with the \*\*Positions in your account\*\* section of the statement. Verify the cash balance at the end of the month.
3. Review the monthly transactions, the General Ledger, and the Financial Statements for accuracy and forward all reports to the Federation Treasurer and President electronically by the 15th of each month.
4. Write journal entries to record the investment activity, depreciation expense, bank adjustments, interest income, and any other adjustments that are needed. Provide these to the treasurer so the records maintained by that individual match the accountants.

### CHAPTER 4

#### CHAIR OF NOMINATIONS

A chair of nominations shall be elected at the annual state conventionand shall be eligible to serve more than oneterm. The duties are outlined in the IFBWC bylaws*.* A candidate for chair of nominations shall file for election in the same manner as those filing for elected office.

### CHAPTER 5

#### STATE STANDING COMMITTEES

**General** **Statement**

The standing committees of the IFBWC are Education, Finance, Legislation and Networking*.*

Committee chairs are appointed by the state president, with approval by executive committee. Only individuals who are members in good standing shall be eligible to serve as standing committee chairs**.**

Standing committee chairs and members shall be appointed for a term of one (1) year and may be re-appointed. No person shall serve more than two (2) consecutive years on the same committee.

State standing committee chairs shall be reimbursed for allowable expenses only if an amount is allocated for each in the annual budget.

State standing committee chairs serve as voting members of the board of directors. Standing committee chairs serve on the state board of directors and shall attend all board of director meetings.

Standing committee chairs shall provide a written report of the committee's progress/efforts at the Interim Board Meeting and the State Convention. These reports should include the goals and achievements of the committee, and if the committee chair so desires, reports about what the local organizations have also accomplished in that committee area. The Committee Chair will receive the file of the predecessor chair which will help determine the Chair’s responsibilities. The Committee Chair will also get a copy of the IFBWC Bylaws, the Leadership Directory, and the Manual for their Committee. It is also helpful to the local organizations for the Committee Chair to be in communication with the locals to facilitate the work of the committee on both thestate and local levels.

### CHAPTER 6

#### STATE SPECIAL APPOINTMENTS

**General Statement**

The state president, with the approval of the executive committee, may appoint special chairs and committee members.

Special appointments will be utilized to implement special programs, policies, and procedures of the IFBWC. Task forces shall be appointed as necessary to deal with specific issues of current concern to implement the objectives of the federation.

##### ILLINOIS BULLETIN EDITOR

The Illinois Bulletin editor is responsible for publication of the Illinois Bulletin in accordance with procedures outlined in Chapter 8 of this manual.

##### POLICIES AND PROCEDURES

It shall be the duty of the President Elect to consider changes or additions to the Policies and Procedures Manual on an annual basis. The President Elect’s recommendations shall then be submitted to the board of directors for approval.

##### TASK FORCES

Task Forces shall be appointed as necessary to deal with specific issues of current concern to implement the objectives of the federation. The first responsibility of the task force is to prepare an action plan including a time frame for completion. Within sixty days of appointment, the task force shall submit this plan to the state executive committee for consideration and approval. A member of the state executive committee shall serve as liaison to each task force. Upon completion of the assigned task, a final report shall be prepared and the task force shall be dissolved.

##### OUTSTANDING WORKING WOMEN OF ILLINOIS

The chair is responsible for publicizing the Outstanding Working Women of Illinois awards. These awards recognize outstanding working women who live and work in Illinois. IFBWC membership is not a requirement for nomination. All IFBWC members, other than members of the board, are eligible.

Any individual or organization, whether or not in affiliation with IFBWC may submit nominations. Applications with supporting documentation are submitted to the OWWI chair, postmarked no later than February 15th, with an application fee as set by the Board of Directors made payable to IFBWC.

Up to three (3) awards may be presented at the state convention. An impartial panel of three (3) judges select the awardee.

The OWWI Chair shall attend the OWWI Award Presentation at the state convention*.*

* Attends OWWI Awards Presentation.
* Attends LO, region and state functions whenever feasible.
* Communicates with LOs through e-mail blasts, Illinois Bulletin and website.
* Prepares and submits to the president, the criteria and application forms for

the OWWI awards.

* Publicizes and encourages applications from other women's organizations.
* Selects three impartial judges for determining winners.
* In a timely manner, prepares copies of applications and submits them to judges.
* In a timely manner, notifies winners and issues an invitation to attend state convention.
* In a timely manner, notifies organizations and/or persons submitting applications of those applicants not selected.
* Orders awards for OWWI winners and provides certificates to all nominees.
* Presents awards at OWWI Awards Presentation.
* Immediately following Awards Presentation, submits information concerning winners to the Executive Committee, the Illinois Bulletin editor and the web mistress.
* Delivers to successor, immediately upon retiring from appointment, all records, books, papers, and other property belonging to the IFBWC.

##### IFBWC/ERA COORDINATOR

The IFBWC/ERA Coordinator is a member of the legislation committee. She coordinates events to educate members and non-members of the importance of passing the Alice Paul ERA and having it in the U.S. Constitution. She also attends hearings in the Illinois legislature regarding the ERA, and provides prepared remarks on behalf of IFBWC.

##### CONVENTION SITE SELECTION COMMITTEE

This committee assists in the selection ofa location for State Conventions and any other conferences as requested by the Executive Committee or President. Its membership shall consist of at least 2 members appointed by the Executive Committee. Members serve 4 years with rotating terms. The committee conducts preliminary site visits for the state conventions and other conferences in order to make the most comprehensive recommendations for potential sites at State Convention for the subsequent convention, or to the Executive Committee for conference locations. It is helpful for the recommendations to contain information about the city and available amenities, the proposed hotel as to room prices, available space and meeting room charges, menu prices, and accessibility.

##### WEB MISTRESS

This special appointee is responsible for updating and maintaining the IFBWC website, including updating website materials and the website calendar. She will be compensated in an amount determine by the IFBWC Executive Committee and included in the IFBWC budget. She reports to the IFBWC President. She is also responsible for forwarding IFBWC email to the appropriate IFBWC officer or chair, and copy those emails to the President and President-Elect. At the direction of the Executive Committee the Webmistress may also send member emails.

### CHAPTER 7

### THE ILLINOIS BULLETIN

The official publication of IFBWC is the Illinois Bulletin. The purposes of the publications are:

* To interpret the purposes and objectives of IFBWC, as well as report the activities and achievements of career women to all IFBWC members and the general public;
* To inform IFBWC members regarding policies, programs, special projects, guidelines
* To serve as the primary correspondence medium among officers, chairs and members.

The subscription to the Illinois Bulletin is included in the member's annual dues. All funds related to this publication shall be included in the IFBWC budget. The Illinois Bulletin editor is appointed by the President, with the approval of the executive committee, and shall report to the President.

##### DUTIES OF THE ILLINOIS BULLETIN EDITOR:

* Works with the President to determine the number of issues, and content. The issue immediately after the State Convention shall include coverage of the convention. The Call toConvention shall be included in the Illinois Bulletin issue with timing as determined by theExecutive Committee.
* Edit and format copy received.
* Keeps a record of all expenses and submits all bills to the President after each issue is published.
* Submit a proof copy of each issue of the Illinois Bulletin to the President prior to publication.
* Provides Web Mistress with finalized copy for posting on the IFBWC Website.
* Maintains a file for future reference.

##### SUBMITTING ARTICLES

State officers, state standing and special committee chairs, local organizations and members are encouraged to submit articles and photos for publication to the Illinois Bulletin editor.

##### ADVERTISING POLICY:

The criteria for accepting advertising are as follows:

* The advertising must meet the standards and objectives of the IFBWC;
* In a matter of controversial material, the ad is not scheduled and is held for review by the executive committee;
* An advertising order must be signed and accompanied by payment. The order shall be mailed to the state president;
* IFBWC reserves the right to reject any advertising for any or no reason, at any time, without liability, even though previously acknowledged or accepted;
* The acceptance or execution of an order is subject to IFBWC approval of copy text, display and illustration;
* All rates and units of space are subject to change without notice;
* The liability of IFBWC for any error for which it may be held legally responsible will be limited to the running of one same-size make-good advertisement in the Illinois Bulletin. The IFBWC will not, in any event, be liable for loss of income or profits or any consequential damages; and
* Acceptance of an advertisement by IFBWC Illinois does not convey an endorsement of the product or service. Political advertisement is acceptable with the candidates being aware that the ad will be accompanied with a line stating: "This ad does not reflect the endorsement of the IFBWC. *NOTE: Rework the language*

### CHAPTER 8

#### CANDIDATES FOR IFBWC OFFICE/APPOINTMENTS

##### STATE OFFICERS

Elections for IFBWC state office are held each year at the state convention. Nominations for the office of president-elect, secretary, treasurer and chair of nominations are solicited. If a vacancy occurs in the office of president-elect, nominations for the office of president will also be requested. By December 1st of each year, the chair of nominations shall send standard forms to the presidents of each LO requesting the LO to endorse persons qualified to serve as state officers.

On or before February 15, LOs having qualified members are to submit, on the proper form, the member's name, qualifications, and federation experience, together with a photograph of the nominee and the office for which the member is being endorsed.

Candidate information will be published in the issue of the Illinois Bulletin immediately preceding the state convention.

Nominations for state office may also be made from the floor at the annual state convention. No one shall be nominated for any office whose consent to serve has not been first obtained in writing and who does not officially or publicly speak against the state legislative platform**.**

All candidates will be allowed at least two minutes to address the state convention body regarding their candidacy.

Campaign activities shall be conducted under the following guidelines:

* Campaigning for state office is permitted prior to the official opening of the state convention.
* Campaigning for state office is never permitted during any meeting when business is being conducted;
* At state convention campaigning is only permitted following nominations of candidates for state office;
* Permission to attach or affix campaign materials to walls, doors, etc. is subject to convention site policies;
* Display or campaign materials are not allowed within one hundred (100) feet of the polling place; and
* Campaign materials may not be worn by an individual in the polling place or within one hundred (100) feet of the polling place.

The chair of nominations shall convey these policies to candidates prior to convention.

**Membership Representatives**

It shall be the duty of four (4) Membership Representatives to serve on the Board of Directors. Any member in good standing may be nominated or may self-nominate as a Membership Representative. Representatives shall be elected at each annual convention for a term of one (1) year. B) Any member in good standing may be nominated or may self-nominate as an Alternate Membership Representative.

Alternate Membership Representatives will serve as a voting Board member only in the absence of a Membership Representative. Up to four (4) Alternate Membership Representatives shall be elected at each annual convention for a term of one (1) year. C) Only one (1) elected Membership Representative and one (1) Alternative Representative can be from the same local unless there are no other locals who have members willing to run.

##### STATE CHAIRSHIP/APPOINTMENT

The president-elect will present appointments for the ensuing year to the executive committee for their approval**.** All appointments for the ensuing year should be presented for approval at the March meeting of the executive committee.

### CHAPTER 10

#### STATE CONVENTION

The IFBWC holds an annual state convention in the spring of each year at the place designated by the federation at the annual state convention held in the spring one year prior thereto or by the board of directors. The time is fixed by the state president with the approval of the executive committee.

Any member may register and attend an annual state convention. Non-members may register and attend as visitors.

**PURPOSE**

It is the purpose of the state convention to:

* Receive reports of the officers and chairs for the preceding year;
* Act upon recommendations, resolutions, and other business presented to the convention;
* Elect officers, membership representatives, and a chair of nominations for the ensuing term;
* Consider and adopt a balanced budget;
* Consider and adopt a state legislative platform;
* Consider and adopt state bylaws.

**VOTING BODY**

The voting body consists of all members in good standing who have paid the full registration fee. A Local organization which becomes a member of the IFBWC and to which a charter is presented in the thirty (30) day period prior to state convention shall be eligible for representation at the state convention.

**CONVENTION SITE**

The state Convention Site Selection committee will present the finalist(s) to the convention body for a plurality vote.

**FINANCING THE CONVENTION**

The convention must be self-sustaining and is financed by registration fees from any member or visitor who attends any business session or meal, the amount of which is approved by the Executive committee and such other revenue as the executive committee shall authorize.

A balanced budget for the state convention is prepared by the convention treasurer and the general convention chair subject to the approval of the executive committee at their January meeting. A copy of the approved convention budget is given to the board of directors for their information.

All receipts and expenditures of the state conventions shall go through the general account of the IFBWC. The state treasurer, at the direction of the state president, pays all properly authorized bills associated with the state convention.

The convention treasurer shall approve bills for payment with authorization by the convention chair. All approved bills shall be submitted with a proper voucher to the state President for approval and then forward to the state treasurer for payment. If unbudgeted expenses caused the approved total convention budget to be exceeded by $100.00 or more, such expenses must first be authorized by the state executive committee.

If any profits are realized from the convention, the convention committee may recommend to the board of directors how those funds will be designated. All monies will be retained in the general operating fund unless board action directs otherwise.

Expenses incurred for YC/YPprograms at state convention will be budgeted in the convention budget, but will be reimbursed by the IFBWC, up to the amount in the IFBWC budget.

The registration fee may be waived and comp banquet dinner tickets provided for up to four guests of the president and/or president-elect.

The cost of registration, meals and sleeping rooms for President, President-Elect, Secretary and Treasurer will be paid for by IFBWC and funds for those expenses will be set forth in the convention budget.  Only two sleeping rooms will be allocated for the officers. If any officer elects to share a room with a non-officer, that officer may request reimbursement for their one-half of the sleeping room.

The cost of registration and two meals, as well as one sleeping room for the Convention Chair or Co-Chairs and Convention Committee members will be paid by IFBWC and funds for those expenses will be set forth in the convention budget.

**CANDIDATES' RECEPTION**

A candidates' reception can be held at the state convention. The chair of nominations will be responsible for planning and coordinating the event with the convention committee. This reception shall be the only function at state convention for the promotion of a candidate for office or chair of nominations. The event will be cancelled if the offices remain uncontested.

**POST CONVENTION BREAKFAST**

All expenses incurred for this function at state convention shall beset up in accordance with the convention contract

**CONVENTION CHAIR**

The convention chair is appointed by the state president with the approval of the executive committee. This Chair is responsible to the state president and the executive committee.

The registration chair will be bonded by IFBWC. She will accept advance registration fees and money advanced for meal tickets. Upon receipt, she shall copy all registration information, account for all advance registration fees and money advanced for meal tickets that she receives, and forward all monies received to the treasurer or her designee for deposit in the general fund. Information for individuals who register on line will be provided to the registration chair on a weekly basis by the state treasurer or her designee.

**STATE CONVENTION TREASURER**

The state convention treasurer/convention chair/co-chairs, under the direction of the state president, accounts for all funds of the state convention. All receipts and expenditures shall go through the general account of the IFBWC. The state convention treasurer/convention chair/co-chairs shall work with the state treasurer to ensure proper submission, payment and documentation of all state convention expenses.

Specifically, the state convention treasurer/convention chair/co-chairs will:

* Assist in preparation of detailed state convention budget;
* Review all bills received for state convention expenses - including comparison of bill to the budgeted line items on the state convention budget. (Any overages of a line item should immediately be brought to the attention of the convention chair.);
* Prepare the state convention expense voucher (Preparation of the voucher includes indication of what the expense is for and to what account it should be posted to on the federation's general ledger. Proper supporting documentation for the expense must be attached to the voucher);
* Request any necessary information from the state treasurer. Such information may include the dates bills are paid and detail of monies deposited;
* Handle any billing problems and discrepancies;
* Work with the state treasurer at all times;
* Keep a record at all times of unpaid invoices until all bills have been paid;
* Prepare the final detailed convention report. This report must be reconciled to the general ledger of the IFBWC within sixty days of the end of the post-convention board meeting, and is presented to the board of directors at the next board meeting; and
* Be available for questions concerning the state convention during the federation’s annual audit/review

**CONVENTION COMMITTEES**

The following committees and/or chairs are appointed by the state president: rules committee, resolutions committee, election tellers (not less than 6), judge of election, timekeepers, registration, printing, publicity chairs, and such others as deemed necessary.

**REGISTRATION COMMITTEE**

The registration committee accepts advance registration fees and money advanced for meal tickets; and registers visitors on site,who have not done so prior to the convention.

Registration materials include badges, and convention packets.

**JUDGES OF ELECTION AND TELLERS**

The judge of election works under the supervision of the state parliamentarian and is responsible for the election. The judge inspects the voting place making sure there is a clear entrance and exit and makes all necessary arrangements assisted by an inspector and tellers. Ballots, ballot boxes, tables, pencils, scissors or punches, and other necessary supplies must be made available by the convention committee.

Candidates for office and chair of nominations shall submit the names, addresses and phone numbers of one member to serve as election tellers.

Tellers count the ballots and report the results to the judge of election.

The judge of election reads the tally report to the convention body and hands it to the state president who declares the election results.

**PUBLIC RELATIONS**

All general releases about the convention and about the IFBWC program are made by the state Networkingchair who is responsible for handling news releases at convention, at the direction of the executive committee.

The state president and state convention chair shall provide the state Networkingchair with information on the outline and details of the convention program as early as possible.

The specific duty of the chair is preparation of a PR Plan for submission to the executive committee for approval and should include the following:

* Names of Contacts for press, television, and radio stations in the city where state convention will be held and who is to contact them to provides convention dates, place, and names of interesting personalities;
* Name of individual who will arrange spot announcements;
* Individual who supplies releases for the press, radio and television;
* Name of who arranges for reporters to interview speakers;
* Name of who assists reporters in selecting the most important points of the day's news, and in taking photographs, and arranging other appearances;

**MINUTES OF CONVENTION**

The executive committee is responsible for providing for a full recording of all business sessions conducted during the course of the convention. The recordings and minutes will be provided to the committee appointed by the president to review the convention minutes for the next convention. The original recordings and minutes will then be placed into IFBWC storage.

**RESOLUTIONS**

All resolutions and endorsements shall be presented to the resolutions committee on or after January 1st, but in no event later than the close of the first business session of the annual state convention. Resolutions are presented to the convention with a recommendation of the committee. The resolutions committee may schedule hearings if deemed desirable

The resolutions committee chair notifies members of the committee of the time and place of a meeting for consideration of proposed resolutions. Each resolution shall be typewritten on a separate page. Advance copies of resolutions to be presented will be given to the president and parliamentarian. Copies of resolutions will be made available to the convention body prior to voting. The official copies of each shall be signed by members of the resolutions committee, if possible or by the chair of the resolutions committee if so authorized by the committee prior to presentation to the state convention.

Sample Resolution:

WHEREAS, the (reasons for taking the action, leaving lengthy explanations for oral discussion when resolution is presented)

WHEREAS, the (further reasons for taking the action)

WHEREAS, the (further reasons for taking the action)

THEREFORE, BE IT RESOLVED THAT (action to be taken) AND BE IT FURTHER RESOLVED THAT (action to be taken)

**CHAPTER 11**

**SPECIAL ACTIVITIES/PROGRAMS**

**STRATEGIC LONG-RANGE PLAN**

Delegates to the 1988 state convention adopted a Strategic Long-Range Plan (SLRP) which states the mission of IFBWC.

IFBWC advocates professional and personal growth, leadership development and participation, equity and economic self-sufficiency for working women through education, legislation and networking.

The SLRP identities seven general objectives for the future:

1. Membership retention, recruitment and expansion;

11. The provision of people/procedural IFBWC skills training for present/future leaders;

Ill. Training and involvement of members in the initiation and influence of legislation

and laws which affect working women;

IV. The promotion of self-sufficiency for women to control their personal and

economic future;

1. Enhancement of communication among working women to control their personal and economic future;

VI. Establishment and promotion of a strong organizational and economic policy for

the federation;

VII. The evaluation/revision of region structure.

Sub-objectives were also defined to provide the blueprint for development and attainment of the general objectives.

The activities resulting from the SLRP will allow LOs and the federation to more effectively respond to needs of the membership and all working women.

A Strategic Long-Range Planning Committee made up of 6 (Number of members modified by action of the Post Convention Board April 2012) members assigned for periods of four years shall review long range plans annually and modify to meet the needs of our members in all areas. The committee currently consists of 5 members with staggered term expiration. Members will not serve more than 12 years total on this committee. The President and President Elect shall serve as ex-officio members of this committee. The Chair of this committee will be elected annually at the State Convention meeting of this committee, by all members of this committee. The Chair may appoint a Secretary to maintain a record of actions discussed. Appointments for expiring terms shall be made annually by the President, with approval of the Executive Committee.

**LEADERSHIP CONFERENCE(S)**

One or more leadership conferences shall be held each year:

1. The purpose of the conference(s) is:
   1. to train LO leaders;
   2. to encourage the exchange of ideas; and
   3. to provide direction from the leaders of the IFBWC.
2. All LO leaders including officers and committee chairs are encouraged to attend a conference.
3. Conference dates and sites for the ensuing year are selected by the state President Elect for her year as President.
4. The executive committee shall be any time after January 1st annually, ratify the decision of the current President as to the dates, sites, format and structure, and number of training sessions to be conducted.
5. The state president or her designee(s) makes arrangements for all facilities required to meet the conference agenda.
6. The state president shall submit the following to the executive committee no later than 60 days prior to the conference, conference budget, registration and late fees, registration form, conference budget and contract for site.
7. The state president or her designee(s) arranges for the menu(s) and the serving of meal(s), overnight accommodations and preparation and distribution of the printed program. The contents of the program must have been approved by the executive committee.
8. The state treasurer, under the direction of the state president, accepts advance registration, accounts for all funds and pays all conference bills.
   1. At the conclusion of the conference(s), expenses associated with the site shall be paid after verification by the state president or her designee(s).
9. All receipts and expenditures shall go through the general account of the IFBWC.
10. The state president or her designee(s) shall, within 30 days of the conference(s) submit to the executive committee a report detailing attendance, receipts and expenditures
11. Workshops may be conducted at each conference.
12. Every person who plans to attend the conference(s), regardless of her capacity, shall complete and return a registration form to the state treasurer.
    1. A registration fee shall be charged to every person attending the conference(s).
    2. An additional fee will be charged for late registration.
    3. Upon receipt of the 30-day report(s) following the leadership conference(s), other expenditures shall be paid, such as speaker fees and printing.
    4. Any balance will be deposited in the IFBWC general fund, and used for operating expenses.

**OTHER CONFERENCES**

IFBWC may sponsor other conferences to enhance members' political, professional and personal growth:

1. The type, date and site of such conference areto be determined by the state president with the approval of the executive committee.
2. These conferences provide an opportunity for members to acquire skills, study current issues and trends and apply the learned skills and knowledge in a variety of areas.
3. The use of modern technology (i.e. webinars) is encouraged for training sessions and workshops of IFBWC. Fees may be charged for attendees; however, they are not required.
4. The state president shall appoint a conference chair, who will establish a committee with the responsibility for insuring the smooth running of the conference.
5. Conferences must be self-sustaining, and funded by a registration fee paid by attendees.
   1. The registration fee amount is proposed by the conference chair and approved by the state executive committee.
   2. A balanced budget must be approved by the executive committee.
   3. All receipts shall go through the general account of the IFBWC.
6. The Networking Committee will publicize the event using all available media.
7. Information regarding the state convention can be found in Chapter 10.

### CHAPTER 12

#### SPECIAL POLICIES

##### ANTI-SUPPORT ACTIVITIES

An LO may not use the name of the IFBWC or the LO to support any action which is in conflict with the policies and objectives of IFBWC. In an official capacity, a member may not speak in favor of issues which are in conflict with the policies and objectives of the IFBWC.

Members may not use official titles or connections with IFBWC to subscribe to any document or letter which is in conflict with the policies and objectives of the IFBWC.

No member may use the name of or obligate the LO or IFBWC without the authorization of the IFBWC Executive Committee.

##### MEMBERSHIP LISTS - RELEASE

No membership list of any LO or the IFBWC shall be released outside IFBWC.

##### ENDORSEMENT OF PRODUCT OR SERVICE

Using the name of the IFBWC to endorse any product or service is prohibited. This includes using of the name of any local organizationthrough news or advertising media or by use of the name with official title of any member. An LO may ask for an exception by submitting a request to the IFBWC signed by the President or ~~S~~ecretary. If the state executive committee approves, it shall attach a statement of its views.

##### IFBWC LOGO

The IFBWC logo is a registered trademark. No commercial use of the logo is permitted without the approval of the IFBWC executive committee.

LOs may use the logo on stationary, programs, publications and other materials if these materials are used for Federation or local use promoting IFBWC or for local fundraising.

##### ENDORSEMENT FOR PUBLIC OFFICE

LOs may endorse candidates for elective or appointive offices, subject to their own bylaws and policies and procedures of IFBWC. Financial support of endorsed candidates using state or local funds is strictly prohibited under the rules and laws governing IFBW’s IRS Exemption Letter.

**Elective**

IFBW may endorse a person for state office (e.g. Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer, Senators, Representatives, or judicial candidates) upon approval of the state board of directors after consideration by the IFBW state legislation and executive committees. Any recommendation for IFBW endorsement must have the formal endorsement of a LO from the area of the candidate's legal residence.

**Appointive**

IFBW may endorse a person for governmental or judicial appointment at the federal or state level after consideration by the state legislation committee and upon approval by the state executive committee. Recommendations for such endorsements may originate with the IFBW, the state executive committee, the state board of directors, the state legislation committee, or by any LO which has formally endorsed the person under consideration.

Only persons who uphold the federation objectives and endorse the state legislative platform, are eligible for endorsements by LOs or IFBW.

LOs may endorse candidates for elective or appointive offices, subject to their own bylaws and policies and procedures of the IFBW. Financial support of endorsed candidates using state or local funds is strictly prohibited under the rules and laws governing IFBW’s IRS Exemption Letter.

**Federation Investment Fund (Formally known as State Headquarters Reserve Fund)**

From its beginning in 1921 until 1970, IFBWC did not have permanent headquarters for its offices or storage facilities for its records. The delegates at the 1959 Convention adopted a resolution to establish and maintain a central headquarters in Springfield, Illinois. At the 1967 Convention, a resolution was passed to enter into concerted fundraising campaigns to raise an amount of not less than $150,000 to be invested in a Reserve Fund. The interest from this fund was to be used to support a business office. In 1968 a modest location for the state office was established at 421 ½ South Fifth Street, Springfield, Illinois. At the 1970 Convention, a resolution was adopted that a committee be established to administer the fund. In 2003 Convention body voted to close the state office.

At the 2011 Convention a resolution was made that the State Headquarters Reserve Fund would no longer be a restricted fund held to maintain a central headquarters. In 2012, the Convention, body voted to approve the amended resolution regarding the State Headquarters Reserve Fund and the State Headquarters Reserve Fund Committee was immediately disbanded.

The income from the fund will be made available for use to promote the mission of the federation; with any expenditure(s) that exceed the interest and dividends earned in the previous fiscal year must be approved by the IFBWC State Board of Directors.

The State President will appoint five (5) members, each serving a term of five (5) years to serve as Trustees of the fund. All Trustees are required to be active members in good standing and may serve no more than two terms (10 years) consecutively on the committee. The State President, State Treasurer and State Finance Chair will meet with Trustees on an ex-officio basis.

The Trustees shall:

1. Meet either physically or by electronic means, on a quarterly basis.
2. Elect a Chair and Secretary each year at Convention; terms for said positions beginning on June 1 and ending May 31.
3. Three (3) of the five (5) Trustees will constitute a quorum to conduct business.
4. Employ the professional services of a registered investment advisor for management of the fund.
5. Maintain an investment portfolio in accordance with the investment guide lines outlined within the Federation Investment Fund Policy Guidelines.
6. Provide a written report to the Board of Directors at each meeting and provide monthly brokerage statements to the Executive Committee.
7. Elect two (2) Trustees to be the signatures of authority of any investment transactions of the fund.

The current goals of the fund are capital preservation, long-term growth and sufficient annual income for transfers to the general operating fund. Investments are made in high-grade corporate bonds (A rated or better), high-grade preferred stocks (A rated or better), high-grade blue-chip stocks (A rated or better), government agency bonds, U.S. Treasury bonds or mutual funds whose holdings match any of the above categories. The Trustees along with the investment advisor, shall meet, either physically or by electronic means, to review the portfolio and investment goals on a quarterly basis.

Contributions to the fund are not tax deductible. Checks are payable to the IFBWC Investment Fund and are to be mailed to the Bank Drop Box.

##### FLOWERS/GIFTS

The Secretary is responsible for arranging all cards, flowers, memorials, etc. in the event of illness or death of a member of the executive committee, state board, past state president (or member of their immediate household) at the discretion of the executive committee.

##### LOCAL ORGANIZATION SCHOLARSHIPS

LOs are encouraged to establishlocal scholarship programs. All scholarship awards made through such programs shall be made in a manner consistent with the Internal Revenue Service Regulations applicable to such gifts. Adherence to this provision is required to insure and protect the not-for-profit status of LOs and the IFBWC.

Questions concerning the administration of local scholarships should be directed to the IFBWC Executive Committee.

##### NONPROFIT STATUS

IFBWC and all units thereof, are not-for-profit corporations.

However, the federation and all units under its jurisdiction, are subject to payment of state sales tax on purchased goods and services. In addition, they are required to collect and remit sales tax on gross income from any items purchased or made availablefor resale.

##### DISCIPLINARY ACTION

Although the IFBWC and its LOs seldom have occasion to discipline members, disciplinary procedures are occasionally necessary.

Chapter XX, Disciplinary Procedures, of Robert's Rules of Order, current edition, shall govern such action and appropriate federal/state laws shall be carefully reviewed. In all cases of disciplinary action, such action shall be ratified by two-thirds vote of the state executive committee prior to such action being taken.

##### STIPEND POLICY

* The President, President-Elect, Secretary, Treasurer, Standing Committee Chairs and Special Committee Chairs (approved by the Executive Committee) are eligible for a stipend as approved in the annual IFBWC budget.  The stipend can be used for the following expenses: Round trip mileage for IFBWC functions mileage to and from official or related IFBWC functions;
* Housing at one-half the cost of the double occupancy room rate;
* Meal expenses for IFBWC functions;
* Postage if email is not available

Vouchers and receipts for those allowable expenses shall be submitted to the State President and the State Treasurer for approval.

##### NON-SUFFICIENT FUNDS (NSF) CHECKS

Any individual whose check is returned for non-sufficient funds (NSF) shall be assessed any service or bank charge incurred by the IFBWC. Further, she/he shall be requested to pay with a certified check, cashier's check, postal money order or cash for the NSF check and surcharge

#### FEDERATION EVENTS

**Registration**

All persons must register to attend federation events. Persons registering for events with fees and/or charges must include payment when they register.

**Pre - Registration**

Pre-registration may not be accepted if received less than 72 hours prior to the event. All persons must send in the written registration form and payment to be considered pre-registered for the event and receive material and to eat, if the event includes a meal function. Individuals who register on line must adhere to the 72-hour requirement as well to ensure they will receive all benefits of their registration.

**On - Site Registration**

Because of limited seating at most locations, registration on the same day as board meetings, leadership training or other IFBWC events is not encouraged. Registration should be made in advance with payment to be brought to the event if necessary.

**Meal Functions**

No meals will be sold to anyone who did not pre-register because meals have to be arranged by IFBWC at least seventy-two hours in advance of all events.

**Refunds/Cancellations**

Refunds will not be made unless a reservation is cancelled at least seventy-two hours in advance of an event except in the case of emergency or serious illness.

**BOARD MEETINGS**

All attendees at any Board Meeting will register and pay the established fees for same. Fees for all meetings will be established by the executive committee and must result in a balanced budget for that event.

### CHAPTER 13

#### ILLINOIS LEGISLATIVE PROCEDURES

(Initial procedures Adopted by Convention Action--Chicago, April 1976)

(Initial proceduresAmended by Convention Action--Chicago, April 1977)

**SECTION 1**

All legislative procedures of the IFBWC shall be directed toward the accomplishment of the objectives of the State federation. No legislative action shall be in opposition to the principles and policies of IFBWC.

**SECTION 2**

The state legislation committee, executive committee, board of directors, and LOs may propose changes to the state legislative platform. All proposals shall be submitted in writing to the state legislation chair no later than October 15th annually.

**SECTION 3**

The legislation committee shall formulate the proposed state legislative platform which shall be sentto all members forty days prior to convention. The proposed legislative platform shall include any items on the current legislative platform which are still relevant but not yet accomplished together with any suggested changes or additional items.

**SECTION 4**

The state legislation chair shall present the proposed state legislative platform to the convention body for discussion and action.

**SECTION 5**

Changes to the proposed state legislative platform may also be proposed at convention by three (3) members in good standing. Such proposed changes shall be submitted in writing to the legislation chair, signed by each of the proponents, by the end of the first business session.

**SECTION 6**

A separate vote shall be taken on each item of the proposed legislative platform and the vote of the majority of the delegates present at the meeting shall determine the action of the convention on any item.

**SECTION 7**

Should the convention body vote to study a particular item before either accepting or rejecting it as a part of the legislative platform, then during the succeeding year the committee most closely connected with the subject shall assist the legislation committee in furnishing study material to and promoting the study of such items by the LOs. All items on the study program shall be included in a report submitted by the legislation committee to the board meeting prior to the convention and will be presented to the convention immediately preceding the presentation of the proposed State Legislative Platform, together with their recommendations.

**SECTION** 8

The legislation committee shall, with the approval of the executive committee determine the IFBWC support of or opposition to specific bills which in their judgment embody or contravene the principles of the Legislative Platform and the IFBWC objectives.

### CHAPTER 14

#### STATE AWARDS

##### LOCAL ORGANIZATION RECOGNITION OF EXCELLENCE AWARD PROGRAM

The purpose of this award is to encourage local organizations to aim for excellence through membership, issues management, legislation, and public relations. To recognize all local organizations which participate in the program during the year at the annual state convention. A certificate will be presented at the IFBWC state convention to all L0s that demonstrate an effort to grow, enhance programming, reach out to all women and increase visibility in their communities.

Other awards may be given at the discretion of the state President, with approval of the executive committee.

### CHAPTER 15

#### CELIA M. HOWARD FELLOWSHIP FUND

**HISTORY**

At the 1948 state convention the delegates unanimously approved the resolution establishing a Scholarship Fund to be called the Celia M. Howard Scholarship. The title was in honor of Miss Celia M. Howard, one of the federation's most valued and loyal members, and had been a member since the national federation was founded. The title was later changed to the Celia M. Howard Fellowship Fund.

At the 1949 convention, a goal of $100,000 was set, to be placed in a Trust Fund, the income to be used in perpetuity for the purposes of the Fund. The Fellowship Fund was originally established to give financial assistance to train well-qualified, mature Illinois women for study in the field of Diplomacy. The fellowship has since been expanded to include study in international management, law, and administration of justice.

During the 1985-86 membership year, the Celia M. Howard Fellowship Committee selected a logo to give distinction to this Illinois Fellowship. The designer of the logo was Lynda Griffith of Herrin.

**COMMITTEE**

The Celia M. Howard Fellowship Fund Committee consists of:

1. Seven (7) members appointed to five (5) year terms on a rotational basis;
2. Chairs of the Education, Legislation and Networking Committees
3. (3) trustees of the Celia M. Howard Fellowship Fund (selected pursuant to theRules and Procedures governing the Celia M. Howard Fellowship Fund);
4. State president
5. State president-elect (ex-officio, as an observer).

Vacancies in 1. and 2. are filled by the State President for the unexpired term.

**PURPOSE**

The committee meets annually to select recipients for the ensuing scholastic year. The committee also plans the Celia M. Howard Luncheon, held during the state convention at which time both present and past recipients of the Fellowship are recognized.

**LO PARTICIPATION**

Each LO president should appoint a Celia M. Howard Fellowship committee chair*.* The committee shall familiarize members with the Fellowship, its purpose, and endeavor to find eligible applicants.

**CONTRIBUTIONS**

Contributions to the Fund shall be forwarded to the State Treasurer. Such contributions by individuals are tax deductible.

**FELLOWSHIPS**

**Qualifications:** Fellowships are offered annually to Illinois women who have been domiciled in the state for not less than two years immediately prior to the date applications are due, and who have received an A.B., B.A., or B.S. degree or will receive it by September of the current academic year, and have an overall "B" average. In considering applicants, weight is given to need; to previous graduate study or practical experience in business or government; to candidates who have majored in economics, government or history and have extensive supporting work in two other fields.

**Application:** Any member of IFBWChaving knowledge of qualified candidates should recommend securing an application from the state office. Upon receipt of a request, the chair of the CMHF committee shall send an application form. Applications credentials and supporting data must be on file with the committee on or before November 1st.

**Financing:** The amount allowed is paid directly to the school. Approved schools are:

**For International Study:**

* Fletcher School of Law and Diplomacy, Medford, Massachusetts - Master of Art and Diplomacy.
* American Graduate School of International Management, Glendale, Arizona - Master of International Management Degree.

**For Illinois Study:**

* Southern Illinois University, Carbondale, Illinois, the Paul Simon Institute graduate studies
* University of Illinois, Urbana, Illinois - Juris Doctor
* Fletcher School of Law and Diplomacy, Medford, Massachusetts

**Responsibility:** When accepting a Fellowship, the recipient agrees to assume responsibility for carrying out the purposes of the Fellowship to the best of her ability and to maintain contact with the committee for five years following receipt of the award.

### CHAPTER 16

**ETIQUETTE TIPS FOR SPECIAL MEETINGS**

There will be occasions where the local organization will conduct a special meeting to host IFBWC officers, or other special guests, such as a guest speaker. The following will be of assistance in ensuring that these special guests feel welcome and are properly introduced to local members and their invited guests.

\*Give special guests and guest speakers information about IFBWC:

\*IFBWC Website

\*IFBWC Facebook page

\*IFBWC Twitter account

\*IFBWC Membership Brochure

\*Local Organization Information

\*Give guest speakers information about the audience

\*Number of attendees

\*Topic to be addressed

\*Approximate length of talk and Q/A period

\*Tell guest speaker their meal is complimentary

\*Get bio/resume from guest speaker

\*Create a Facebook event

\*Create a press release for the local media

\*Circulate this information to the local organization

\*Assign a local organization officer to introduce speaker, special guests, IFBWC officers

\*Meeting Agenda:

\*Collect and Pledge of Allegiance

\*Introduce IFBWC Officers and give time for brief remarks

\*Introduce special guests

\*Introduce speaker

\*Speaker remarks

\*Question and answer period

\*Thank you to all in attendance

\*Emblem benediction