



Program Book

October 2014 – Owego Treadway – Owego, NY

www.nyswomeninc.org

NEW YORK STATE
women, INC.



Our Mission: To build powerful women personally, professionally, and politically.

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Call to Board Meeting



CALL TO BOARD MEETING

CALL TO: October Board Meeting
DATE: October 3-5, 2014
LOCATION: Treadway Inn and Conference Center, Owego, NY

TO: Executive Committee and Members of the Board of Directors
CC: All Members of New York State Women, Inc.

NOTICE is hereby given that the October Board Meeting of New York State Women, Inc. will be held on October 3-5, 2014 at the Treadway Inn and Conference Center in Owego, NY. The Meetings Committee and members of Region 6 will be handling check in and other meeting duties that weekend.

- The first business session will begin at 9:00 a.m. on Sunday, October 5, 2014. All board members in good standing will be eligible to vote at this session. All members are welcome to attend the business session but will not vote at this meeting.
- Board book reports should be submitted using the online board report in the member's only section by September 12, 2014. Only standing committee chairs and region directors prepare board reports. Reports should include a list of goals for the year. A link to the board report is available on the web site and will be sent to board members who have to file a report.
- There will be a Vendor Showcase and Reception on Friday, October 3rd displaying vendor merchandise from business owners in Owego and throughout New York. Bonni Stacconi Phelps, founder and owner of Baked Euphoria will be speaking about her experience on TLC's *Cake Boss* and being a successful business owner.
- There will be four workshops during the Board meeting and all members are encouraged to come and participate in these workshops. Please see the Tentative Schedule of Events for more details. On Saturday, October 4th, Jennifer Wegmann, lecturer from SUNY Binghamton, will be presenting on Body Image Issues in Women. During lunch on October 4th, NYS Senator Diane J. Savino will be speaking to the membership.

I hope to see you in Owego!

Respectfully submitted,
Colleen Ostiguy, President
NYS Women, Inc.

Schedule



OCTOBER BOARD MEETING 2014 Schedule of Events

Friday, October 3, 2014

4:00 p.m. – 5:30 p.m.	Registration	Starfire Lobby
6:00 p.m. – 10:00 p.m.	Vendor Showcase and Reception <i>Speaker Bonni Stacconi Phelps from Baked Euphoria</i>	Starfire East/West

Saturday, October 4, 2014

8:00 a.m. – 10 a.m.	Registration	Starfire Lobby
7:30 a.m. – 9:00 a.m.	Breakfast	Starfire West
8:00 a.m. - 3:00 p.m.	Vendors	Starfire Lobby
8:00 a.m. – 9:00 a.m.	CDO Meeting	Owego Room
9:15 a.m. – 10:00 a.m.	Membership Seminar <i>Presented by Helen Rico, Membership Chair</i>	Starfire East

Description: Let's play Jeopardy. Member participation is required! Categories are about NYSW Inc and membership. To win, all you have to do is supply the answers. Prizes will be awarded.

10:15 a.m. – 11:00 a.m.	Learning How to Navigate the NYSWI website <i>Presented by Renee Cerullo, President Elect</i>	Starfire East
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Description: Learn how to use the website to obtain potential members, keep current members informed, run membership reports, find program information and so much more.

11:15 a.m. – 12:00 p.m.	Understanding Body Image Seminar <i>Presented by Jennifer Wegmann, Lecturer at SUNY Binghamton</i>	Starfire East
12:15 p.m. – 1:30 p.m.	Luncheon <i>Speaker – NYS Senator Diane J. Savino</i>	Starfire West

1:45 p.m. – 2:30 p.m.	Promoting Personal and Professional Development Seminar <i>Presented by Gale Cohen, PPD chair and Christine Delisa, Athena Society subcommittee co-chair</i>	Starfire East
	Description: Learn about the PPD programs and how to get potential and current members involved. Get an update from the Athena Society and learn how to support to women in the military.	
2:00 p.m. – 5:00 p.m.	Grace LeGendre Endowment Fund Meeting	Owego Room
2:45 p.m. – 3:30 p.m.	Chapter Officer Training <i>Presenters: TBD</i>	Starfire East
	Description: Are you a new chapter officer? Are you unsure about your officer duties? Learn how to prepare for a meeting, handle financial matters and be an effective communicator.	
3:00 p.m. – 10:00 p.m.	Women on the Move <i>Organizers: Susquehanna Chapter</i>	
	Description: For more information, see Women on the Move table located near the Registration table.	
3:45 p.m. – 4:45 p.m.	RD/ARD Meeting	Starfire East
4:45 p.m.	Free Time and Dinner on Your Own	
<u>Sunday, October 5, 2014</u>		
7:30 a.m. - 9:00 a.m.	Breakfast	Williamsburg Room
9:00 a.m. – 12:00 p.m.	Board of Directors Meeting	Williamsburg Room

Board Meeting Agenda



BOARD MEETING AGENDA

October 5, 2014 – 9:00 a.m. – 12:00 p.m.

Members of the Board and those assuming board member chairs need to check in with secretary prior to the start of each Board meeting.

Call to order	Colleen Ostiguy, President
Pledge of Allegiance	Renee Cerullo, President Elect
Opening Remarks	Colleen Ostiguy, President
Welcome from Meetings Committee & Region 6	Linda Winston, Sue Mager, Deb Carlin, Robin Bridson, Lois Force
Quorum Declaration/voting strength	Debra Carlin, Secretary
Adoption of Board Meeting Rules	Sue Fayle, Parliamentarian
Adoption of Board meeting agenda	Colleen Ostiguy, President

Officer Reports

Secretary report	Debra Carlin, Secretary
Actions of Executive Committee	
Minutes 06/01/14 Post Conference Board meeting	
President Elect report	Renee Cerullo
Treasurer report	Mary Stelley, Treasurer
2 nd Vice President report	Linda Przepasniak
1 st Vice President report	Theresa Fazzolari
President report	Colleen Ostiguy
Immediate Past State President Report	Amy Kellogg
Minutes 2014 June Conference	
Minutes 2014 Pre-Conference Board Meeting	

Standing Committee Reports

Bylaws	Neale Steiniger, Chair
Finance	Diane Dinsmore, Chair
Personal and Professional Development	Gale Cohen, Chair

Membership

Helen Rico, Chair

Other Committee Reports:

Manual of Instruction

Neale Steiniger, Chair

MOI changes

Women's Day at the Fair

Pat Ferguson, Chair

Unfinished Business:

New Business:

Announcement of April Board Meeting Details

Adjournment

Colleen Ostiguy, President

Standing Rules for Board Meeting

Standing Rules for Board Meeting

1. All members shall keep registration badges in evidence throughout business and workshop sessions.
2. Main motions must be in writing and handed to the Recording Secretary.
3. All speakers shall state their name and the name of their chapter to which they belong.
4. When speaking to a motion, each speaker will declare if speaking in the affirmative or the negative and will be limited to two minutes.
5. Only members of the Board of Directors shall make and second motions and vote.
6. Members attending the meeting may speak to the motion, however, they may not vote.
7. A speaker cannot speak twice to the same motion until everyone else wishing to speak has done so.
8. Debate on each subject will be limited to ten (10) minutes inclusive of points of information, etc.
9. All guests granted permission to attend board meetings should sit in seats assigned by the Committee in charge of seating.
10. The privilege of the floor may be given to a visitor by majority vote of the Board of Directors.
11. There shall be a timekeeper at all business sessions.
12. The current edition of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the conduct of business.
13. The President is empowered to make changes in the Business Agenda and Board Meeting Schedule to expedite the business of the Organization.
14. Reports not included in the Program Book will be placed on a separate table in the rear of the meeting room where they can be picked up by attendees. Pages will not be asked to distribute late reports.
15. All items of new business must be submitted to the Recording Secretary, in writing, on a Motion Form, prior to the start of the Business Session.
16. Anyone making an oral addition to a written report will be limited to three (3) minutes.
17. All personal communication devices such as, but not limited to, cell phones and pagers must be put on silent mode during business sessions, hearings and workshops, as well as other appropriate times such as guest speaker presentations. A \$5.00 penalty will be assessed for each violation; said penalty will be donated to NIKE.

Post Conference Board Meeting Minutes



2014 Post Conference Meeting Albany Hilton June 1, 2014

President Ostiguy called the meeting to order at 11:05a.m. and declared a quorum with 19 Board members present.

The Board Meeting Agenda and the Board Meeting Rules were adopted.

Treasurer Stelley distributed Conflict of Interest Policy forms to the board to be signed and returned to the Treasurer.

President-Elect Cerullo distributed the Lapsed Member Reports for the regions and requested that chapter and region officer information be submitted as soon as possible to update the database.

President Ostiguy distributed information packed flash drives to Committee Chairs and Region Directors.

Executive Committee liaisons to Standing committees are:

Colleen Ostiguy, President	Bylaws
Renee Cerullo, President-Elect	Communications
Theresa Fazzolari, 1 st Vice President	Personal and Professional Development
Linda Przepasniak, 2 nd vice President	Membership
Mary Stelley, Treasurer	Finance
Debra Carlin, Recording Secretary	Advocacy

President Ostiguy reported:

The next Board Meeting will be held during the weekend of October 3-5, 2014 at the Owego Treadway.

Women's Day at the Fair is Wednesday, August 27, 2014.

Communicator deadline is June 26, 2014.

NIKE deadline is June 15, 2014.

Board Reports

Membership Chair Rico reported the committee has met and will report back with new ideas.

PPD Chair Cohen reported the committee is working on the Athena Program and fine tuning the PPD Program.

Advocacy Chair Olbrich reported on legislative updates and that June 10th is lobby Day in Albany.

This meeting adjourned at 11:20a.m.

REPORTS

President	
Report Author	Colleen Ostiguy
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • Work with standing committee chairs on their respective goals. • Develop interesting programming ideas for Board and Conference meetings. • Increase awareness of State programming to chapters and regions. • Visit chapters and regions throughout the State. • Work with Membership chair to retain current members and obtain new members. • Work with Bylaws chair to verify bylaws are accurate. • Work with Communications chair and committee to encourage chapters and regions to write articles for NIKE and Communicator. • Work with Advocacy chair to find NYS and federal legislation that aligns with NYSWI legislative platform. • Work with Finance chair and State Treasurer to verify budget is adhered to. • Work with PPD chair to promote PPD programming. • Hold monthly teleconference meetings with EC and communicate via email. • Recommend website changes and improvements. • Work with Meetings Committee on October and April Board meetings and June Conference. • Communicate with law firm on chapter incorporation process. • Work with MOI chair to develop forms for chapter incorporation process. • Write articles for Communicator and NIKE. • Find items for website news feed. • Respond to member emails and phone calls in a timely fashion.
Action taken on Goals	

President Elect	
Report Author	Renee Cerullo
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • Work with Region Directors on membership and better communication • Start planning for next year's leadership team and meetings • Re-work members section of the web site • Survey current membership to determine desires for programming for 15-16 year.
Action taken on Goals	<ul style="list-style-type: none"> • Members section of the web site was redone and content added • Communicating with Region Directors monthly via email with lapsed member reports being sent monthly. • An EC member is attending 3 Region meetings. • 1/2 Leadership Team for next year in is place

First Vice President	
Report Author	Theresa Fazzolari
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • To serve and work with the Executive Committee as best I can • To continue to promote our mission to build women personally, professionally and politically • To support and assist the PPD Committee as the EC Liaison • To look for and encourage members to become future leaders in our Organization • To help increase our Membership • Attend Region Meetings
Action taken on Goals	

Second Vice President	
Report Author	Linda Przepasniak
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • To work with the Executive Committee to further the mission of NYSW, Inc. • To promote visibility and membership opportunities across the state. • To assist the Membership Committee as EC liaison. • To represent the state organization at regional and chapter meetings as requested. • To contribute articles to the NIKE and Communicator encouraging member recruitment and retention.
Action taken on Goals	

Treasurer	
Report Author	Mary Stelley
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • Maintain accurate financial records; make timely deposits; prepare and distribute reports to EC, board and membership • Assist and mentor chapter treasurers • Send liability insurance invoices to chapters; issue certificates for special events • Assist membership committee to retain/obtain members • Assist finance committee with 2015-2016 budget
Action taken on Goals	

Immediate Past State President	
Report Author	Amy Kellogg
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • Finalize June Conference 2014 minutes • Assist the current State President in any way needed • Help to organize and coordinate Women's Day at the Fair
Action taken on Goals	

Bylaws	
Report Author	Neale Steiniger, Bylaws Chair
Name of ARD or Committee Members	Allyson Freyre, Vice Chair Margherita Clemento, Committee
Goals	<ul style="list-style-type: none"> • Review NYSW State Bylaws and propose changes to Board of Directors and Members • Review Model Chapter Bylaws and update to conform to updated State bylaws • Contact Local Chapter Presidents and/or Bylaw Chairs and assist them in updating their Local Chapter bylaws • Begin process of obtaining information from Local Chapters to incorporate their Chapter • Update approved Bylaws after Annual Conference and send files to next year's Bylaw Chair
Action taken on Goals	<ul style="list-style-type: none"> • Reviewed NYSW State Bylaws and, with input of the vice chair and committee, proposed changes to Board of Directors for discussion at October meeting • Reviewed Model Chapter Bylaws and contacted Local Chapter Presidents and Bylaw Chairs to obtain a copy of their chapter bylaws for the state files. • Began process of obtaining information to incorporate local chapters

Finance	
Report Author	Diane Dinsmore
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> • Continue working closely with Treasurer • Continue monitoring budget line items, budget vs actual • Continue to be available to all members for input on Chapter and Region financial issues
Action taken on Goals	

Personal and Professional Development	
Report Author	Gale Cohen
Name of ARD or Committee Members	Marilyn Iengo New Careerist Christine Delisa Athena Margherite Celemento Career Recognition Mary Ellen Morgan Political Helen Ricco Youth Leadership
Goals	<ul style="list-style-type: none"> Encourage each region and its chapters to inspire individuals to participate in one or all programs at Conference
Action taken on Goals	<ul style="list-style-type: none"> Present each region the necessary documents to achieve success in reaching our goals. These packages will be distributed at workshop at Oct board through the PPD workshop. If the regions are not present at the Oct board information will be on website. All are encouraged to attend the workshop

Youth Leadership	
Report Author	Helen Rico, Youth Leadership Chair
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> To hold a Youth Leadership Conference at the Winter Board, April 11, 2015 at the Griffiss Institute
Action taken on Goals	<ul style="list-style-type: none"> The Griffiss Institute has been reserved. Working on materials needed to invite students. Volunteers are needed to work the booths.

Advocacy	
Report Author	Joann Olbrich
Name of ARD or Committee Members	
Goals	<ul style="list-style-type: none"> Keep the members informed about legislation relevant to our Legislative Platform and Advocacy statement Explore lobbying opportunities, whether in Albany or in local offices of elected officials
Action taken on Goals	

Membership	
Report Author	Helen Rico
Name of ARD or Committee Members	Sue Mager, Vice Chair Linda Przepasniak, 2nd Vice President Shirley Felder Morton Mary Ellen Morgan Joyce DeLong Robin Bridson Renee Cerullo, President Elect
Goals	<ul style="list-style-type: none"> • To increase membership to 650 members by June 2015. • To reach out to all lapsed members and actively recruit new members.
Action taken on Goals	<ul style="list-style-type: none"> • Met with my committee at Conference and have had 2 conference call to discuss our action steps. • Together, we sent NYS Women Inc post cards to all lapsed members. • Send post cards to all new members welcoming them into the organization. • Attended the Women's Day at the Fair and worked the booth. • Followed up with 32 potential members that stopped at our booth. • Send letters via snail mail thanking members for their years of membership when they chosen not to renew. • Have contacted members of the disbanded Falls Region to encourage them to be members at large. • Working with the help of Mary Stelley to encourage Jamestown not to disband. Hopefully a meeting will be soon to discuss their future. • Attending the Southern Finger Lakes Women meeting on September 15, 2014 to discuss membership and the dues process. • Have written articles for the NIKE and the Communicator • Working with Zonta member (Robin Bridson) to support the Bra project. • Special thanks to Mary Stelley for all the phone calls to members and Lucille Argenzia for sending her own letters out to lapsed members.

Women's Day at the Fair	
Report Author	Pat Ferguson
Name of ARD or Committee Members	Pat Ferguson Cheryl Lavin
Goals	<ul style="list-style-type: none"> Promote Women's Day at the NYS Fair as a resource for women and as a member recruitment opportunity
Action taken on Goals	<ul style="list-style-type: none"> Women's Day was a grand day. It was the 80th anniversary of recognition of women at the NYS Fair and establishment of the Harriett May Mills Women's Building Art and Home Center. Miss Mills was the first Woman to run for statewide office on a major party line in NY State. Almost 30 members of NY Women, Inc. participated. We hosted a booth to find new members at the women's advocacy mini fair pavilion staffed by 10 members for parts of the 10 am to 4 pm time. Thank you to everyone. An award was made of membership to a woman from the Binghamton area. Our ad in the NYS Fair map was in many fair attendees hands. It is well worth the investment. We met many women who can be program presenters and who would be good members. In the morning, Dr. Ann Sedore, the chief nursing officer of Crouse Hospital spoke about caring for the caregiver. Women are often the caregiver; looking after parents and children. The luncheon was sold out. Television personality Liz Ayers was Mistress of Ceremonies. Yvonne Conte spoke and gave us "The Seven Habits of Supremely Happy Women ". In welcoming women to Women's Day, Acting Fair Director, Troy Waffner and Agriculture Manager, Mel Chesbro both noted that the fair would not happen without women. The majority of the Fair leadership is made up of women. <p>For 2015 - Wednesday, September 2, 2015 is Women's Day at the NYS Fair. Mark your calendar now!!</p>

Region 2	
Report Author	Marilyn Mannino
Name of ARD or Committee Members	Marie Iluzzi
Goals	<ul style="list-style-type: none"> To help each Chapter overcome their challenges and promote membership in the NYSWI. To bring the Chapters up-to-date on what occurred at the Board Meeting in Owego. To visit the Chapters on a more frequent basis to assist them in any problems they might have.
Action taken on Goals	<ul style="list-style-type: none"> Set a date for the Region meeting and sent notices to all the chapter members who have e-mails and mailed notices to those who do not have e-mail.

Region 4	
Report Author	Colleen White Tyll
Name of ARD or Committee Members	Marie Johnson, ARD, Linda Provo, Treasurer, Amy Kellogg, Secretary
Goals	<ul style="list-style-type: none"> Assess the viability of the Region financially, Chapter intentions and member intentions.
Action taken on Goals	<ul style="list-style-type: none"> Reviewed and restructured a viable Region budget with Linda Provo. Met with Marie Johnson and Amy Kellogg to discuss the Region finances. Attended Tech Valley meeting in August. Asked PSP, Amy Kellogg to discuss the Region 4 situation with the EC to give me some direction by Fall Board. Met with State Membership Chair, Helen Rico to review the reasons for the dissolution of two (2) Chapters and her committee's follow up with those members as well as what Region 4 is facing in terms of finances and membership. Scheduled to attend Adirondack Chapter meeting in October.

Region 5	
Report Author	Robin Bridson
Name of ARD or Committee Members	Helen Rico, ARD Denise Walker, Treasurer Maureen Fogerty, Secretary
Goals	<ul style="list-style-type: none"> • Attend as many chapter meetings in the region as possible. • Schedule Fall and Spring Region V Meeting • Reach out to St. Lawrence Chapter • Increase membership in each of the Chapters by 25% • Promote PPD
Action taken on Goals	

Region 6	
Report Author	Linda Winston
Name of ARD or Committee Members	Faith Sigler
Goals	<ul style="list-style-type: none"> • To stabilize Region member numbers. • To provide communication and education relating to State activity.
Action taken on Goals	<ul style="list-style-type: none"> • Held Summer Region meeting in August • Educated Region attendees on new fundraising ideas • Worked on October Board meeting in Owego

Region 7	
Report Author	Lois Force
Name of ARD or Committee Members	Co-Directors: Lois Force Jaueqline Shellman
Goals	<ul style="list-style-type: none"> • To give scholarship to a women that is continuing her education • To interact with our chapters • Work with chapters to increase their membership
Action taken on Goals	

Region 8	
Report Author	Ruthann Rocque
Name of ARD or Committee Members	Diane Dismore
Goals	<ul style="list-style-type: none"> • Visit all chapters again this year • Encourage joint chapter events • Sent all chapter members e-mails at least quarterly • Host Summer, Fall and Spring leadership meeting for all members
Action taken on Goals	<ul style="list-style-type: none"> • Continuing to visit our chapters • Lakeshore and Chadwick are doing joint meeting in Oct • Had summer meeting and invited all Region VIII members • Hosting Fall Regional Meeting in Williamsville

NYS Women Inc.
Balance Sheet
As of August 31, 2014

ASSETS

Current Assets

Checking/Savings

10110 Checking/Operating	9,404.37
10120 PayPal	185.77
10200 Unrestricted Savings	45,252.77
10300 Restricted Savings	10,702.16
10500 Certificate of Deposit	20,000.00
Total Checking/Savings	85,545.07

Other Current Assets

14000 Prepaid Expenses	737.25
Total Other Current Assets	737.25

Total Current Assets	86,282.32
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TOTAL ASSETS	86,282.32
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LIABILITIES & EQUITY

Liabilities

Long Term Liabilities

20400 Personal/Professional Dev	7,688.00
20420 Interest	602.55
20430 Program	1,065.00
20460 Youth Leadership	2,330.00
20480 Nike	75.00
Total Long Term Liabilities	11,760.55

Total Liabilities	11,760.55
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Equity

30000 Fund Balance	44,143.63
Retained Earnings	28,320.68
Net Income	2,057.46
Total Equity	74,521.77

TOTAL LIABILITIES & EQUITY	86,282.32
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**NYS Women Inc
Profit & Loss Budget vs. Actual
July through August 2014**

	<u>Jul - Aug 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
40000 Dues				
40020 Dues-State	1,859.00	3,200.00	-1,341.00	58.09%
40030 Dues - Local	-475.50			
40040 Dues-MAL	245.00			
40050 Dues-Student	30.00			
Total 40000 Dues	<u>1,658.50</u>	<u>3,200.00</u>	<u>-1,541.50</u>	<u>51.83%</u>
40100 Fall Board Meeting				
40110 FB - Board Book	20.00			
40121 FB - Early Registration	275.00			
40130 FB - Vendor Table	30.01			
40140 FB - Friday Dinner	160.00			
40145 FB - Saturday Breakfast	105.00			
40150 FB - Saturday Lunch	240.00			
40160 FB - Sunday Breakfast	105.00			
Total 40100 Fall Board Meeting	<u>935.01</u>			
40300 State Conference	0.00	0.00	0.00	0.0%
41000 NIKE Income	1,845.00	330.00	1,515.00	559.09%
44000 Interest Income	15.37	32.00	-16.63	48.03%
Total Income	<u>4,453.88</u>	<u>3,562.00</u>	<u>891.88</u>	<u>125.04%</u>

Expense				
50070 Misc. Cmte. Expenses	0.00	80.00	-80.00	0.0%
50100 Auditor	0.00	330.00	-330.00	0.0%
50200 Legal	0.00	500.00	-500.00	0.0%
50300 Insurance Expense	0.00	166.00	-166.00	0.0%
50500 Telephone	0.00	50.00	-50.00	0.0%
50910 PayPal Fees	20.83	16.00	4.83	130.19%
60100 Region Directors	0.00	360.00	-360.00	0.0%
60200 RD Field Service	0.00	82.00	-82.00	0.0%
60700 State Event PPD/NC/CR	0.00	250.00	-250.00	0.0%
61700 Treasurer expenses	130.43	50.00	80.43	260.86%
70200 Membership promotion	1,081.92	166.00	915.92	651.76%
70400 Web Site	1,163.24	166.00	997.24	700.75%
80300 Annual Conference				
80310 Conf Program Book Expense	0.00	162.00	-162.00	0.0%
Total 80300 Annual Conference	<u>0.00</u>	<u>162.00</u>	<u>-162.00</u>	<u>0.0%</u>
80600 NIKE Publication	0.00	1,500.00	-1,500.00	0.0%
Total Expense	<u>2,396.42</u>	<u>3,878.00</u>	<u>-1,481.58</u>	<u>61.8%</u>
Net Ordinary Income	<u>2,057.46</u>	<u>-316.00</u>	<u>2,373.46</u>	<u>-651.1%</u>
Net Income	<u><u>2,057.46</u></u>	<u><u>-316.00</u></u>	<u><u>2,373.46</u></u>	<u><u>-651.1%</u></u>

NYS Women, Inc. BYLAWS

CURRENT

ARTICLE V: MEMBERSHIP/DUES

SECTION 1 Membership shall be held by individuals who support the mission and objectives of NYSW, Inc. and make payment of appropriate dues. (see appendix for current amount)

Membership categories shall be:

- (a) Member: Membership shall be open to all individuals who are a member of a local chapter.
- (b) Student: Individuals enrolled in college or university, or any accredited educational institutions who are also a member of a local chapter.
- (c) Member-at-large: Individuals who support the mission and objectives of NYSW, Inc. who are not affiliated with a local chapter.

PROPOSED

ARTICLE V: MEMBERSHIP/DUES

SECTION 1 Membership shall be held by individuals who support the mission and objectives of NYSW, Inc. and make payment of appropriate dues. (see appendix for current amount)

Membership categories shall be:

- (a) Member: Membership shall be open to all individuals who are a member of a local chapter.
- (b) Student: Individuals enrolled in college or university, or any accredited educational institutions who are also a member of a local chapter.
- (c) Member-at-large: Individuals who support the mission and objectives of NYSW, Inc. who are not affiliated with a local chapter and

- 1) are a member of the State organization, or
- 2) are a member of the State organization and a Region.

Rationale:

To amend the bylaws to reflect information that is available in the member profile

New York State Women, Inc. BYLAWS

CURRENT

ARTICLE VI: LOCAL CHAPTER REQUIREMENTS:

SECTION 1: A local chapter is eligible for admission to NYSW, Inc. if:

- a) It has a minimum of five (5) members and/or student members.
- b) It submits local chapter bylaws not in conflict with state bylaws and policies.

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

SECTION 3: A local chapter whose membership falls below five (5) members and/or student members shall be dropped at the end of the second fiscal year.

SECTION 4: A local chapter applying for membership in NYSW, Inc. shall forward to the state membership chair all documents and dues required by the state and local chapter.

SECTION 5: The bylaws shall be approved by a person designated by the state president whose responsibility it is to insure that there are no provisions in conflict with the State Articles of Incorporation and Bylaws.

SECTION 6: When a local chapter has met all state requirements, a charter signed by the state president is transmitted to the state membership chair for countersignature and presentation to the local chapter.

SECTION 7: Proposed amendments to the bylaws of any local chapter, with the exception of mandatory changes (see Article XVIII, Section 8), shall be sent to the state bylaws chair for review and approval. Any conflict shall be resolved in accordance with state policy and procedures.

PROPOSED

ARTICLE VI: LOCAL CHAPTER REQUIREMENTS:

SECTION 1: A local chapter is eligible for admission to NYSW, Inc. if:

- a) It has a minimum of five (5) members and/or student members, and
- b) It submits local chapter bylaws not in conflict with state bylaws and policies, and
- c) It is, or is in the process of becoming, incorporated in the State of New York as a non-profit corporation.

SECTION 2: To remain in good standing,

- a) A local chapter must maintain a membership of at least five (5) members and/or student members.
- b) All members of the local chapter must also be members at the State and Region levels.

SECTION 3: Unchanged

SECTION 4: Unchanged.

SECTION 5: Unchanged

SECTION 6: Unchanged

SECTION 7: Unchanged

Rationale:

To document the requirement that, 1) since NYS Women, Inc, is incorporated, all Local Chapters (LC's) shall also be incorporated. This will allow LC's to take advantage of the benefits of incorporation: limits on situations in which LC officers can be held liable and the greater likelihood of funders to donate money to a formal-structured organization.

2) Membership in a Local Chapter, requires membership at the Region and State levels

New York State Women, Inc. BYLAWS

CURRENT

ARTICLE IX: OFFICERS

SECTION 1: The officers of New York State Women, Incorporated, shall be a president, a president-elect, a first vice president, a second vice president, a recording secretary and a treasurer.

SECTION 2: A term of office shall be one year.

SECTION 3: Officers shall take office at the close of the annual conference and shall serve until the close of the following annual conference and (or) until their successors are duly elected.

SECTION 4: Vacancies in office shall be filled as follows:

- a) In the event of death, resignation or incapacity of the president, the president-elect shall become the president for the unexpired portion of the term. The president is then eligible to serve her own term the following year and shall notify the nominating committee by the appropriate deadline, her intention to serve or not serve her own term as president. Should she choose not to serve her own term, the nominating committee shall seek qualified candidates to run for president.
- b) A vacancy in the office of the president-elect shall remain unfilled until an election is held at the next annual conference.
- c) Vacancies in offices other than president and president-elect shall be filled for the unexpired term by the president with approval of the executive committee.

PROPOSED

ARTICLE IX: OFFICERS

SECTION 1: The officers of New York State Women, Incorporated, shall be a president, a president-elect, a vice president, a recording secretary and a treasurer.

SECTION 2: unchanged.

SECTION 3: unchanged

SECTION 4: unchanged

ARTICLE XI: ELECTIONS

SECTION 1: The election shall be under the supervision of an elections committee consisting of five (5) or more members appointed by the president who will appoint one as the elections committee chair.

SECTION 2: The credentials chair shall be appointed by the president and with the data base manager verify the voting eligibility of members attending the board meetings and the annual conference.

SECTION 3: The chair of the credentials committee shall furnish to the elections committee chair, not less than two (2) hours before the opening of the polls, verification of the accredited voters.

SECTION 4: A president-elect, a first vice president, a second vice president, a recording secretary and a treasurer shall be elected by ballot at each annual conference. If a president-elect serves the unexpired term of a president, and chooses not to serve her own term, the slate of officers shall include candidates for the office of president.

SECTION 5: A plurality of all votes cast for a given office shall constitute an election.

SECTION 6 : Polls shall be open during the time determined by the executive committee.

ARTICLE XII: ELIGIBILITY

SECTION 1: To be eligible for office, a candidate for the office of president, president-elect, first vice president, second vice president, recording secretary, treasurer, region director, assistant region director or to serve as a standing committee chair, must:

- (a) Be a member in good standing.
- (b) Officially and publicly support the state legislative and advocacy platforms

ARTICLE XI: ELECTIONS

SECTION 1: unchanged.

SECTION 2: unchanged

SECTION 3: unchanged

SECTION 4: A president-elect, a vice president, a recording secretary and a treasurer shall be elected by ballot at each annual conference. If a president-elect serves the unexpired term of a president, and chooses not to serve her own term, the slate of officers shall include candidates for the office of president.

SECTION 5: unchanged.

SECTION 6 : unchanged

ARTICLE XII: ELIGIBILITY

SECTION 1: To be eligible for office, a candidate for the office of president, president-elect, vice president, recording secretary, treasurer, region director, assistant region director or to serve as a standing committee chair, must:

- (a) Be a member in good standing.
- (b) Officially and publicly support the state legislative and advocacy platforms.

SECTION 2: An interval of one year shall elapse before a member is again eligible for re-election to the office of president, president-elect, first vice president or second vice president.

SECTION 3: Term of office:

- (a) The president, president-elect, first vice president, second vice president, shall be eligible to serve for not more than one consecutive term in the same office, unless the president-elect is serving an unexpired term as president and is then eligible to serve her own year as president.
- (b) The recording secretary and treasurer shall be eligible to and may serve more than one consecutive term in the same office.
- (c) The region director and assistant region director may serve two consecutive terms in the same office.
- (d) Standing committee chairs shall be appointed for a term of one (1) year and may be reappointed. No person may serve more than three (3) consecutive years on the same committee.

ARTICLE XIII: DUTIES OF OFFICERS

SECTION 1: The president shall be the principal officer of the state organization and shall preside at the annual conference, at meetings of the Board of Directors and the executive committee, and shall be an ex-officio member of all committees except the nominating committee.

The president shall:

- a) Appoint a parliamentarian, the chair and vice chair of standing committees, historian, NIKE editor and its staff, and the chair of special committees (except the nominating committee chair) subject to the approval of the executive committee;

SECTION 2: An interval of one year shall elapse before a member is again eligible for re-election to the office of president, president-elect or vice president.

SECTION 3: Term of office:

- (a) The president, president-elect, vice president shall be eligible to serve for not more than one consecutive term in the same office, unless the president-elect is serving an unexpired term as president and is then eligible to serve her own year as president.
- (b) Unchanged
- (c) Unchanged
- (d) Unchanged

ARTICLE XIII: DUTIES OF OFFICERS

SECTION 1: unchanged

SECTION 2: The president-elect shall act as the representative of the president as requested:

- a) Perform the duties of the president in the temporary absence or illness of the president and:
- b) Become president for the unexpired term in case of death, resignation or incapacity of the president.

SECTION 3: The first vice president shall serve as liaison for the chairs and committees as requested by the president and serve in such other capacities as assigned by the president and:

- (a) Perform the duties of the president in the absence of the president and president-elect.

SECTION 4: The second vice president shall serve as liaison for the chairs and committees and committees and serve in such capacities as requested by the president and:

- (a) Perform duties of the president in the absence of the president, president-elect and the first vice president

SECTION 5: The recording secretary shall take record and transcribe accurate minutes of all meetings.

SECTION 6: The treasurer shall be responsible for all monies of New York State Women, Incorporated. The treasurer shall be bonded before handling NYSW, Inc., funds. Such bond shall be paid for by the state organization and will be sufficient to cover the maximum amount of money which will possibly be under the treasurer's supervision. The monetary transactions during the treasurer's term of office shall be audited and reviewed by a certified public accountant for presentation at the annual conference.

SECTION 2: Unchanged

SECTION 3: The vice president shall serve as liaison for the chairs and committees as requested by the president and serve in such other capacities as assigned by the president and perform the duties of the president in the absence of the president and president-elect.

SECTION 4: Delete and renumber subsequent sections

SECTION 4: Renumber and no other changes

SECTION 5: Renumber and no other changes

Rationale:

With the prior approval of the change in duties of the 1st and 2nd vice president, eliminating their role as Membership and Program (PPD) chairs and the appointment of active Membership and Program chairs, the role of the 1st and 2nd Vice President may be combined.

MOI 2.04: Career Recognition

Section Name: Chairs

Section Number: 2.04

Title: Career Recognition

Description:

The New York State Women, Inc. Career Recognition Program is a mentoring program wherein the Chapter recognizes a member or potential member who meets the criteria as a Candidate to the Speech Competition.

Structure of Committee: The New York State Women, Inc. Career Recognition Program Committee shall consist of a Chair and members.

Duties of the State Sub-Chair

- 1) Prepare information regarding the Career Recognition Speech Competition, as soon as possible after State Conference, for distribution to the Region Directors, the Chapters and the membership via e-mail, handouts, website and articles for NIKE and/or the Communicator.
- 2) Act as the representative of the Personal/Professional Development Chair at State Board meetings and Conference upon request of the chair.
- 3) Organize, coordinate, promote and develop the Career Recognition Speech Competition which is held at the State and Chapter levels.
 - Contact the Region Director, Chapter President or their designated Career Recognition Chairs and explain the purpose and requirements of the program.
 - Arrange workshops to explain the program, provide coaches or other support to Regions and Chapters
 - Encourage each Chapter to sponsor **one** Candidate to the competition.
 - Coordinate the competition at the State Conference including:
 - Notify the PPD Chair and State President of time needed on the Conference Agenda
 - Notify Chapter of the deadline to send Candidate information and their financial obligations (see Financial Implications). Provide address for mailing completed application and required information.
 - Obtain competition judges (three is recommended), arrange their meals, if needed, with the State Conference Chair (see Financial Implications) Suggestion: you may want to purchase a token thank you gift for the judges (see Financial Implications)
 - Arrange times and locations for interviews.
 - Provide each judge with a copy of the completed application and other information.
 - Obtain the score sheets from the Judges and prepare 1st 2nd and 3rd place Award Certificates and Presentation.

Duties of the Region Sub-Chair

- 1) Provide Program information from the State Career Recognition (CR) Chair to the Chapter President or Career Recognition Chairs.

- 2) Encourage each Chapter to sponsor one candidate to the competition.
- 3) Contact the Chapter President or their designated Career Recognition Chairs, and explain the purpose and requirements of the program, provide coaches or other support; be available for questions as they plan their Chapter competitions.
- 4) If the Region holds a practice competition, organize the Region CR competition:
 - Obtain names of CR Candidates from Chapter CR Chairs; arrange for time on the agenda with the Region Director
 - Obtain competition judges (three is recommended), arrange their meals, if needed (see Financial Implications)
 - Obtain the Judges score sheets to review with the candidate
- 5) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

Duties of the Local Chapter Sub-Chair

- 1) Arrange for Chapter speak off and critique
- 2) Encourage participation in the Career Recognition (CR) Program. Explain the purpose, benefits and requirements of the program.
 - Seek CR Speech Candidates from the Chapter membership or prospective members.
 - Mentor and nurture the Candidate's development throughout the year
 - Obtain CR Program information from the Region or State CR Chair for distribution to the membership via e-mail, handouts, website, other.
- 3) Assist the CR Candidate in Chapter, Region and State Competition.

At the Chapter level:

 - Notify the chapter President of time needed on the meeting agenda
 - Obtain competition judges (three is recommended).
 - Arrange times and locations for interviews.

At the Region level:

 - Notify Region's CR Chair of the Chapter's participation at the Region Competition

At the State level:

 - Send the participant's required paperwork to the State CR Chair by the required date
 - Arrange competition preparation, travel and meal arrangements. Submit conference registration form and hotel reservation (see Financial Implications)
- 4) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

Financial Implications

State: Expenses shall be provided as in the New York State Women, Inc. annual budget

- See state budget for funds provided for expenses, promotion and awards at the State level. The Career Recognition Chair should coordinate with the Personal and Professional Development Chair and State Treasurer for availability of monies for expenses.
- Expenses related to the competition, e.g., the winning candidate's awards, are paid from the state budget.
- If additional funds must be raised, it is the responsibility of the State Chair to co-ordinate the fund-raising.
- The State is responsible to award prizes to the 1st, 2nd and 3rd place winners in the amounts of \$500.00, \$300.00 and \$200.00 respectively.

Region and Chapter Level : Region Director and Local Chapter President are responsible for discussing and determining who (the chapter or the region), will pay the following expenses:

- Candidate expenses for transportation, meals and lodging
- Judges transportation, meals and lodging if deemed necessary
- If additional funds must be raised, it is the responsibility of the Chapter Chair to co-ordinate the fund-raising.

Note: Registration Fee for State Conference CR Candidate is waived

Included in the Toolkit

For more information go to: newyorkstatewomeninc.org

TK 2.04 Career Recognition Program Speech Competition Guidelines

Note: Guidelines contain eligibility criteria, speech topic, application, judging criteria and score sheets. Guidelines specific to the responsibilities for the Chairs at the State, Region and Chapter levels to conduct their respective speech competition is included.

Date of Board Approval: 2/28/09 amended 10/13/12

Effective Date: 02/28/09

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
Article XV: Standing Committees, Section 3(b)

MOI 2.13: Membership

Section Name: Chairs

Section Number: 2.13

Title: Membership

Description: Membership responsibilities include retention, growth, expansion and membership awards.

Structure of Committee: The Committee shall be made up of the Chair and Vice chair and committee members. The committee members should include Membership Chairs from the Local Chapters and the Assistant Region Directors.

Duties of the State Chair:

- 1) Retain records and pass to new Membership Chair to ensure a smooth transition
- 2) Form committee(s) to carry out the following activities:

Membership Retention and Growth:

- 1) Monitor membership reports generated from the NYSW database
 - a) Membership categories are:
 - Member (Individuals who are members of Local Chapters, Region and the State organizations)
 - Member at Large (Individuals who are members of the State organization)
 - Student Member (Individuals who are enrolled in an accredited educational institution and are members of a Local Chapter, Region and the State organizations)
 - Associate (Dual) Members (individuals who are members of more than one Local Chapter)
 - When paying and renewing state dues, the Local Chapter of record is the Primary chapter.
 - Local dues are paid directly to the second Local Chapter. The database Manager must be informed when these dues have been paid. Note: an entry will be made in the database and the Associate Member will appear on both, primary & secondary's Chapter, rosters.
 - Associate Members may hold office or chair a committee in either or both Local chapters. However, an individual may serve as President or President-Elect only in their primary Local Chapter.
 - b) Lapsed Members are individuals whose membership has expired.
 - If back-dues are received within 6 months from expiration, it will be recorded as a renewal as of the date their membership lapsed
 - If dues are paid after 6 months from expiration, the receipt of their dues will be recorded as a new member with an effective date as of the date received. (Note: the member will lose their original join date / anniversary date)

c) Renewing Members and new members shall pay dues as described in the Membership dues process (see TK 1.08 membership dues process)

- 2) Prepare membership reports for distribution throughout the year..
 - 3) Assess and report the effectiveness of programs used to attract new members and retain present members.
 - 4) Study membership turnover in NYSW, assess the reasons for changes, and report findings to the membership.
 - 5) Take appropriate action on membership referrals and prospects received from any sources.
 - 6) Conduct membership workshops at Local Chapters, Regions and any state event.
 - 7) Stress the importance of NYSW orientation programs at the Local Chapter level.
 - 8) Encourage chapters to obtain membership aids and material generated by NYSW.
 - 9) Notify the State President of any disbanding chapters, and when necessary, assist the President in carrying out procedures for disbanding a chapter (see TK 3.06).
- a) **Monitor and assist chapters with declining membership**
 - b) **Review Membership Yearly Rpt by Chapter (available in database Reports) for chapters with less than 5 members in “Total as of previous year” and “Total as of current year.”**
 - c) **Notify chapters (see TK 2.13 Dissolution Notification to Chapters) that have less than 5 members for 2 fiscal years**

Membership Awards

- 1) Review NYSW membership awards and citations, and discuss possible changes with the EC; inform Local Chapters and Regions of these awards and schedule for submission.
- 2) Compute chapter and Region membership figures for NYSW awards. Obtain appropriate checks from State Treasurer, if necessary.
- 3) Prepare membership certificates for members who have attained the following levels of membership: 5 years, 10 years, 15 years, etc. for distribution. (Note: The NYSW database contains a program for printing Certificates)

Membership Expansion

- 1) Conduct research on NYSW chapters including reasons for their success and why they failed / determine if a Local Chapter can be restarted.
- 2) Identify all potential new charters (e.g., disbanded chapters, college communities, areas without current Local Chapters, communities with Chambers of Commerce)
- 3) Work to charter new Local Chapters
 - a) Implement procedures for establishing a new chapter
 - b) Track the status of all new charters-in-progress and assist the Regions to assure that all expansion campaigns move towards chartering
 - c) Communicate regularly with the Local Chapter membership chairs, membership committee and Executive committee regarding the status of all potential and new Local Chapters. Status report should be included in the Chair’s Board and Conference book report
 - d) Assist new Local Chapters in planning and carrying out a chartering event; invite the NYSW Executive Committee to help celebrate the official charter events

Creating a New Local Chapter

- 1) A temporary leader shall make application to the Executive Committee requesting the creation of a new Local Chapter
- 2) The new Local Chapter will be a provisional chapter for one (1) year. After one (1) year, if the new chapter does not have more than 5 members, then the Executive Committee shall vote to continue the provisional status or to remove approval for the new chapter
- 3) During the provisional period, the temporary leader of the chapter shall create a Local Chapter Bylaws, set the Local Chapter dues amount and obtain a Tax ID# /open a bank account.
- 4) Upon provisional approval of the Local Chapter by the Executive Committee, the new chapter will have up to \$250 for the creation of an official chapter website and for the ordering of chapter promotional materials
- 5) To access and spend the \$250, the temporary leader must work with a member of the Executive Committee or the Membership Chair to seek reimbursement or payment for the designated expenses
- 6) During the provisional period, a new Local Chapter will move from a provisional chapter to an official chapter once the chapter has five (5) members.
- 7) Once the new chapter has five (5) members, a vote must be held to officially adopt bylaws, set the chapter dues and elect officers.

Note: Duties of the Temporary Leader and Duties of NYSW toward the provisional chapter are contained in TK 2.13: Checklist for Chartering a new Local Chapter

Duties of the Region Chair

- 1) Represent the Region as a member of the State Membership Committee
- 2) Participate, whenever possible, in workshops conducted by the State Membership Chair
- 3) Establish a Region Membership Committee (may be composed of the Membership Chairs from each of the Local Chapters)
- 4) Monitor the membership in each Local Chapter and work closely with the Membership Chair in each Local Chapter
- 5) Assist Local Chapter Membership Chairs by offering workshops to help retain and expand membership
- 6) Inform Local Chapter Membership Chairs of programs and initiatives of the State Membership Chair
- 7) Encourage the formation of new Local Chapters and support the efforts of the new temporary Local Chapter's leader.
- 8) Inform State's President-Elect and Membership Chair of membership developments in the Region's Local Chapters

Duties of the Local Chapter Chair

- 1) Become familiar with the State and Local Chapter's Bylaws and Manual of Instruction/Policies and Procedures
- 2) Establish a Local Chapter Membership Committee
- 3) Encourage the retention and expansion of the Local Chapter's membership
 - a) Set a Local Chapter membership increase goal and a plan to achieve it

- b) Contact members when they have missed meetings
 - c) Contact lapsed members and investigate reasons why members do not renew and develop corrective action
 - d) Pursue all prospective membership leads
 - e) Assess effectiveness of programs in attracting and retaining members
 - f) Report at Local Chapter board meetings and Annual Meeting on the status of member retention and increase
- 4) Induct new members
 - a) Coordinate with Local Chapter President & Program Chair for scheduling
 - b) Prepare New Member Packet, including Welcome letter, Local Chapter Bylaws, Roster, Local Chapter history and other helpful information
 - c) Plan New Member Induction Ceremony
 - 5) Attend Membership Workshops at State and Region meetings
 - 6) Work with Local Chapter Treasurer to verify accurate information on each member, i.e., renewal date
 - 7) Encourage members to update their profile in the NYSW database
 - 8) Prepare files and materials to give to successor and ensure smooth transition

Financial Implications

Membership expenses are included in the NYSW State budget; check Region and Local Chapter budgets for allowable expenses

Included in Toolkit

- TK 2.13 Checklist for Chartering a New Local Chapter
- TK 2.13 Letters: Invitation letter to potential new members
 Invitation letter to ex-NYSW members inviting them to join
- TK 1.08 Membership Dues Process
- TK 2.13 Membership marketing material (brochures, literature)
- TK 2.13 Membership NYSW Inc. Application
- TK 2.13 Notification of Dissolution

Date of Board Approval: 4/6/2013 revised 10/04/14

Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
 Article V: Membership Section 1
 Article XII: Duties of Officers, Section 1
 Article XIV: Executive Committee, Section 2(d)

Material Changes:

- Pg 1 – insert dues process
- Pg 2 - Addition of disbanding procedure

MOI 2.15: New Careerist

Section Name: Chairs

Section Number: 2.15

Title: New Careerist

Description:

The New York State Women, Inc. New Careerist Program is a mentoring program wherein the Local Chapter recognizes a member or potential member who meets the criteria as a Candidate to the Speech competition.

Structure of Committee: New Careerist Program Committee shall consist of a Chair and members.

Duties of the State Sub-Chair

- 4) Prepare information regarding the New Careerist Speech Competition, as soon as possible after State Conference, for distribution to the Region Directors, the Chapters and the membership via e-mail, handouts, website, articles for NIKE and/or the Communicator.
- 5) Act as the representative of the Personal/Professional Development Chair at State Board meetings and Conference upon request of the chair.
- 6) Organize, coordinate, promote and develop the New Careerist Speech Competition which is held at the State and Chapter levels.
 - Contact the Region Director, Chapter President or their designated New Careerist Chairs and explain the purpose and requirements of the program.
 - Arrange workshops to explain the program, provide coaches or other support to Regions and Chapters
 - Encourage each Chapter to sponsor **one** Candidate to the competition.
 - Coordinate the competition at the State Conference including:
 - Notify the PPD Chair and State President of time needed on the Conference Agenda
 - Notify Chapter of the deadline to send Candidate information and their financial obligations (see Financial Implications). Provide address for mailing completed application and required information.
 - Obtain competition judges (three is recommended), arrange their meals, if needed, with the State Conference Chair (see Financial Implications) Suggestion: you may want to purchase a token thank you gift for the judges (see Financial Implications)
 - Arrange times and locations for interviews.
 - Provide each judge with a copy of the completed application and other information.

- Obtain the score sheets from the Judges and prepare 1st 2nd and 3rd place Award Certificates and Presentation.

Duties of the Region Sub-Chair

- 6) Provide Program information from the State New Careerist (NC) Chair to the Chapter President or New Careerist Chairs.
- 7) Encourage each Chapter to sponsor one candidate to the competition.
- 8) Contact the Chapter President or their designated New Careerist Chairs, and explain the purpose and requirements of the program, provide coaches or other support; be available for questions as they plan their Chapter competitions.
- 9) If the Region holds a practice competition, organize the Region NC competition:
 - Obtain names of NC Candidates from Chapter NC Chairs; arrange for time on the agenda with the Region Director
 - Obtain competition judges (three is recommended), arrange their meals, if needed (see Financial Implications)
 - Obtain the Judges score sheets to review with the candidate
- 10) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

Duties of the Local Chapter Sub-Chair

- 5) Arrange for Chapter speak off and critique
- 6) Encourage participation in the New Careerist (NC) Program. Explain the purpose, benefits and requirements of the program.
 - Seek NC Speech Candidates from the Chapter membership or prospective members.
 - Mentor and nurture the Candidate's development throughout the year
 - Obtain NC Program information from the Region or State NC Chair for distribution to the membership via e-mail, handouts, website, other.
- 7) Assist the NC Candidate in Chapter, Region and State Competition.

At the Chapter level:

 - Notify the chapter President of time needed on the meeting agenda
 - Obtain competition judges (three is recommended).
 - Arrange times and locations for interviews.

At the Region level:

 - Notify Region's NC Chair of the Chapter's participation at the Region Competition

At the State level:

 - Send the participant's required paperwork to the State NC Chair by the required date
 - Arrange competition preparation, travel and meal arrangements. Submit conference registration form and hotel reservation (see Financial Implications)
- 8) At year's end, arrange a transition meeting with the new Chair. Obtain records from the previous chair, maintain records of current participants and pass file to the new chair

Financial Implications

State: Expenses shall be provided as in the New York State Women, Inc. annual budget

- See state budget for funds provided for expenses, promotion and awards at the State level. The New Careerist Chair should coordinate with the Personal and Professional Development Chair and State Treasurer for availability of monies for expenses.
- Expenses related to the competition, e.g., the winning candidate's awards, are paid from the state budget.
- If additional funds must be raised, it is the responsibility of the State Chair to co-ordinate the fund-raising.
- The State is responsible to award prizes to the 1st, 2nd and 3rd place winners in the amounts of \$500.00, \$300.00 and \$200.00 respectively.

Region and Chapter Level: Region Director and Local Chapter President are responsible for discussing and determining who (the chapter or the region), will pay the following expenses:

- Candidate expenses for transportation, meals and lodging
- Judges transportation, meals and lodging if deemed necessary
- If additional funds must be raised, it is the responsibility of the Chapter Chair to co-ordinate the fund-raising.

Note: Registration Fee for State Conference NC Candidate is waived

Included in the Toolkit

For more information go to: nyswomeninc.org

TK 2.15 New Careerist Program Speech Competition Guidelines

Date of Board Approval: 2/28/09 amended 10/13/12 amended 10/4/14

Effective Date: 2/28/09

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

NYSW bylaws Article XV: Standing Committees, Section 3(b)

MOI 3.06: Local Chapter

Section Name: Structure & Organization

Section Number: 3.06

Title: Local Chapter

Description: The Local Chapter is the essential unit of New York State Women, Inc. (NYS Women, Inc.). Local Chapters should work on promoting issues that pertain to women personally, professionally and politically in their local areas and statewide. NYS Women, Inc. is divided into regions. Each local chapter belongs to one of the regions.

Requirements and Leadership

Local Chapter to remain in good standing:

- 1) Shall maintain a membership of at least five (5) active members
- 2) Shall insure that the chapter's bylaws are current and not in conflict with the state bylaws and policies.

OFFICERS/EXECUTIVE COMMITTEE

Qualifications and eligibilities of the officers are to be specified in the Local Chapter bylaws. . and may include:

- President
- President-Elect or First Vice President
- Vice President(s), as needed
- Recording Secretary
- Corresponding Secretary, as needed
- Treasurer
- Assistant Treasurer, as needed

COMMITTEES

Standing Committees are specified in the Local Chapter bylaws and may include:

- Bylaws
- Communications (PR, NIKE)
- Finance
- Membership
- Personal/Professional Development (Athena, Career Recognition, New Careerist, Political Development and Youth Leadership)
- Advocacy (Legislation, Resolutions and Status of Women)

Examples of Special Committees are:

- Audit
- Nominating

Other special committee chairs are selected by the President as needed. Examples include:

- Chamber of Commerce Liaison (or other Organization)
- Communicator Liaison
- Fundraising
- Newsletter Editor
- Scholarship

Upon taking office all officers/chairs should become familiar with the Manual of Instruction section dealing with their respective office/chair.

The Sample Local Chapter Bylaws, found in the Bylaws Chair section of the Manual of Instruction, contain mandatory (underlined) sections which must be included in the Local Chapter Bylaws and other sections which can be used as guidelines by the Local Chapter

Responsibilities of the Local Chapter to the Region

The Region Director(s) is/are the link between the Local Chapter and NYS Women, Inc. Officers and Committee Chairs of the Local Chapter should work along with their Region counterparts.

- Keep the Region Director and Assistant Region Director informed of your activities.
- Send the Region Director a copy of your program plans and newsletter if any.
- Invite your Region Director and/or Assistant Region Director to a regular meeting. Ask advice. The Region Director is prepared to give counsel on programs, membership recruiting and other operational phases of NYS Women, Inc.
- Invite your Region Director or Assistant Region Director to install your officers.
- Be certain your Local Chapter is represented at the Region Meetings.

Responsibilities of the Local Chapter to the State

Working together, the members of NYS Women, Inc. can accomplish more than that achieved by an individual chapter.

- Attendance at State Board meetings affords an opportunity for Local Chapter officers and members to become more familiar with the procedures, policies and issues pertaining to women and the NYS Organization.
- All attendees have the opportunity to bring back to their Local Chapters the ideas presented at the State Board Meeting to be discussed at their Local Chapter meeting. Through attendance at the State Conference, each Local Chapter member has a voice in the election of State Officers, determination of State policies, changes in bylaws and annual budget. Committees and officers of the Local Chapter may work along with their State counterparts

Merger of a Local Chapter

The merger of two or more Local Chapters by their own mutually approved actions may do so by filing the Application to Merge (TK 3.06 Application to Merge Local Chapters) with attachments as requested on the Application to Merge form.

A merger can be accomplished by-

- 1) One Local disbands and transfers its membership to another Local Chapter
 - File **Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form**
 - Bank records and funds are transferred to the receiving Local Chapter

- 2) One Local Chapter disbands and transfers its membership to the other Local Chapter and files for a change-of-name charter
 - **File Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form**
 - Bank records and funds are transferred to the surviving Local Chapter
 - **Surviving Local Chapter files a change-of-name application (TK 3.06 Name Change Application) and receives a charter with the new name**
- 3) All involved Local Chapters disband, create a group of all transferring members and file for a change- of-name charter
 - **Each Chapter files the Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form**
 - Members wishing to transfer to a different Local Chapter must notify the Membership Chair of their intent to transfer and the name of the Local Chapter to which they wish to be transferred. Members wishing to transfer to the newly created chapter should notify their Local Chapter Membership Chair who will record that instruction on the copy of the Roster accompanying Application to Dissolve Form
 - Bank records and funds from Local Chapters are transferred to a new Bank Account under the new name

Changing the Name of the Local Chapter

Send to the State President (or designee)

- A copy of the Minutes - which includes details of the vote to approve the name-change
- A completed Name Change application Form (TK3.06 Name change Application)

Disbanding of Local Chapters

- 1) A Local Chapter may be disbanded by their own approved actions by:
 - **Filing the Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form**

The Minutes must contain a record of the vote approving the Chapter's disbandment and a report of the distribution of funds (in compliance with the Local Chapter bylaws)
- 2) A Local Chapter will be disbanded:
 - a) after the Local Chapter membership has fallen below five (5) members for two (2) years
 - b) The deadline may be extended if requested by the Local Chapter President and approved by the State President

Financial Implications

Refer to the Local Chapter Budget (Under Finance Chair in the MOI)

Included in Toolkit

For more information go to:

TK 3.06 Application to Dissolve Local Chapter Form

TK 3.06 Application to Merge Form

TK 2.03 Bylaws-sample Local Chapter

TK 3.06 Change of Name Application

TK 1.08 Dues Process

TK 3.06 Dues Transmittal Forms (Renewal and New Member)

TK 2.13 Notification of Dissolution

TK 3.06 Officer Form - Local Chapter

Date of Board Approval: 4/6/2013 revised 10/4/14

Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
Article VI Sections 1 - 7