
PROFESSIONAL WOMEN'S FORUM

MISSION STATEMENT:

Professional Women's Forum is a diverse group of people dedicated to the advancement of women at work. We encourage strong mutual support networks among members; mentoring opportunities for women to share strengths, talents, and experience; fulfillment of our members' leadership potential; career and personal development; and recognition of women's achievements and of organizations that foster the advancement of women at work.

MEMBERSHIP:

The Forum is open to individuals in the business, professional and educational communities.

MEETINGS:

Luncheon meeting, the first Wednesday of each month unless a holiday occurs on that day.
11:30 a.m. - 1:00 p.m.

PROGRAMS:

The Forum presents programs representing a broad range of interests and topics of concern to professional women in the Blue Grass.

BYLAWS

PROFESSIONAL WOMEN'S FORUM

ARTICLE I: NAME

The name of this organization shall be Professional Women's Forum, hereinafter referred to as "the Forum."

ARTICLE II: PURPOSE

The purpose of this organization shall be to provide professional women with:

- 1) Educational opportunities to further individual, professional and personal growth
- 2) A support group to assist women in dealing with their special concerns.

ARTICLE III: MEMBERSHIP

Section 1

Membership in the Forum shall be open to individuals supporting the advancement of women.

Section 2

No provision of this article shall operate or change the status of any member who was a member of the Forum prior to the date on which these bylaws or amendments thereof were adopted.

ARTICLE IV: DUES

Section 1

Dues are based on the membership status as of the regular October meeting. For members joining after April 1st, the dues shall be prorated.

Section 2

Dues for each fiscal year ending September 30th shall be payable October 1st, the first day of the fiscal year. Delinquent members will be dropped from the mailing list.

Section 3

Dues shall cover printing and mailing expenses, administrative, and other special projects.

ARTICLE V: OFFICERS

Section 1

The officers of the Forum shall be a Chair, Immediate Past Chair, Chair-Elect, Secretary and Treasurer.

Section 2

Only members in good standing for at least the past six months shall be eligible for office.

Section 3

Each officer shall serve for a term of one administrative year, or until her successor shall have

qualified.

Section 4

Vacancies:

- 1) A vacancy in the office of Chair shall be filled by the Chair-Elect.
- 2) A vacancy in the office of the Chair-Elect shall be filled by appointment by the remaining officers of the Forum.
- 3) If a vacancy occurs in both the office of the Chair and Chair-Elect, the Secretary shall call a special election for the purpose of electing a Chair to fill the unexpired term.
- 4) A vacancy in the office of a Secretary or Treasurer shall be filled by appointment by the Chair with the approval of the officers. Such appointed officers shall serve until their successors shall have qualified.

Section 5

Officers shall serve no more than two consecutive terms in the same office. An officer having two consecutive terms may serve again in the same office after the expiration of two years.

Section 6

Duties of the officers shall be as follows:

- 1) The Chair shall be responsible for chairing the regular monthly meetings of the membership and the Executive Committee.
- 2) The Chair-Elect shall be responsible for the technical program for each monthly membership meeting.
- 3) The Secretary shall be responsible for the records of the Forum.
- 4) The Treasurer shall be responsible for the financial records of the Forum, including preparation of the budget, periodic financial reports and tax returns.
- 5) A Business Coordinator may be hired by the Board and assigned supportive tasks by the Chair, including attendance at meetings of the Forum and the Board.

Section 7

The Executive Committee shall be composed of the officers of the Forum, plus the Immediate Past Chair.

ARTICLE VI: GOVERNMENT

Section 1

The administration of the affairs of the Forum shall be vested in the Executive Committee who shall be responsible for carrying out directives of the membership or as contained in these bylaws.

Section 2

The fiscal and administrative year of the Forum shall extend from October 1st through September 30th of the following year.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Section 1

The Nominating Committee shall consist of three members as follows: The Immediate Past Chair and two members appointed by the Executive Committee.

Section 2

The Chair shall designate one of the committee members as Nominations Chair.

Section 3

This committee shall prepare a list of nominees for officers, which shall be presented to the membership no later than the July meeting of the Forum.

Section 4

Annual election of officers shall be held at the regular September meeting of the Chapter.

Section 5

Other nominations may be made from the floor, provided consent of the member has been obtained.

Section 6

In the event names are added to the list prepared by the Nominating Committee, voting shall be conducted by ballot.

Section 7

If there are no nominations from the floor, the Chair shall declare the nominees duly elected.

Section 8

Newly elected officers shall be installed at the regular October meeting of each year and shall take office at the beginning of the administrative year.

ARTICLE VIII: MEETINGS**Section 1**

The Forum shall hold regular monthly meetings as set by the Executive Committee.

Section 2

A quorum shall consist of thirty (30) percent of the paid membership of the Forum.

ARTICLE IX: PARLIAMENTARY AUTHORITY

All points not specifically covered in the bylaws shall be governed by the rules contained in "Robert's Rules of Order Newly Revised."

ARTICLE X: AMENDMENTS**Section 1**

These bylaws may be amended at any regular meeting, or any special meeting duly called for this purpose, by a two-thirds vote of the members present.

Section 2

A notice of any proposed amendment shall be sent to each member at least thirty (30) days prior to the date of the business meeting.

PROFESSIONAL WOMEN'S FORUM RESERVATION/CANCELLATION POLICY

Our goal is to assure that each member who comes to the monthly meeting has a place to sit and a meal to eat. In order to meet that goal, we must have a reservation/cancellation policy that works. By being consistent and informing everyone of the policy, we hope to make each meeting run as smoothly as possible.

Additionally, the PWF Business Coordinator devotes a tremendous amount of time and effort to make the organization run effectively and efficiently. Adhering to the following guidelines is a necessity to make the job a lot easier.

It is the policy of the meeting facility and the Forum that no one be seated without a lunch. Unfortunately, this policy prohibits people from attending a meeting without being served a lunch.

WHEN MAKING A RESERVATION

1. Reservations close at 5:00 p.m. on the Friday before the luncheon. No reservations/cancellations for lunch will be accepted after that time.
2. In the event that a member/guest would like to attend a luncheon, but was unable to make a reservation, they are welcome to check in at the registration desk on the day of the meeting to see if they can take the place of a "no show." (This will require them to wait until 11:45 a.m. to see if any reservations have become available.) *Because the meeting facility requires that no one be seated without a lunch*, there is a possibility that a member/guest could be turned away after they have waited until 11:45.
3. PWF encourages and welcomes guests at our meetings. To be fair to members, each guest is allowed to attend two regular meetings per fiscal year. Guests are encouraged to join PWF at any time during the year.

CANCELLATIONS

1. Cancellations will be taken until (10:00 a.m.) the Monday prior to the Wednesday meeting. Leave a message or send an email for the Business Coordinator. After that, you are responsible for your reservation. In other words, if after the Friday deadline you find that you or your guest can't attend the luncheon and you have not cancelled by Monday at 10:00 a.m. you will be billed for the amount of the luncheon.
2. You may send someone in your place or substitute another person for your guest. Please inform the registrar of any change when you or your guest check in.
3. You will be billed by the Treasurer for any unpaid meal. Please pay promptly in order to eliminate the need for second or third notices. If you have a question about a bill, please call the Treasurer (her name and number appear in the front of the directory).

ON THE DAY OF THE LUNCHEON

We must register and receive money from an average of 120 people in approximately 15 minutes at each luncheon. In order to facilitate registration; please cooperate with the registrar by observing the following:

1. **Pay by check only** and have it ready before approaching the registration table. If you are paying for a guest, note the guest's name on the check.
2. Request a receipt only if you really need one.
3. Please move ahead after you have registered to let the next person in line check in.

- Miscellaneous questions, address changes, membership status, etc. need to be directed to the Business Coordinator. The number is listed in the front of the directory. Please do not try to conduct this type of business at the registration desk.

THANK YOU FOR YOUR COOPERATION

PROFESSIONAL WOMEN'S FORUM COMMITTEES

Committees are vital to PWF and members are encouraged to volunteer for committees of their choice throughout the year. Committee terms are from January 1st through December 31st and committees meet on a regular basis throughout the term. Each committee has a committee Chair who is responsible for scheduling meetings, overseeing committee activities, and reporting to the Executive Committee. Chair positions are usually filled by a member of the specified committee but PWF members are encouraged to let an Executive Committee member know if they are interested in holding a Chair position. Committee Chairs will hold the Chair position for a two year maximum term unless approved otherwise by the Executive Committee. Please review the PWF website for a listing of the current committee Chairs.

Several committees hold events, programs, luncheons, etc. throughout the year and therefore, in order to adhere to the PWF Mission Statement the following guidelines must be followed by all committees and the direct Chair:

- All committees must prepare and present a budget for approval by the Executive Committee before an event or function can be finalized.
- Upon completion of the event or function, each committee must prepare a cost analysis summary updating budgeted costs with actual expenses, revenue, and member/guest participation.
- All contracts must be pre-approved by the Executive Committee. Only specific members of the Executive Committee have signature authority on behalf of PWF.
- In order to adhere with the PWF Mission Statement, any "group" receiving a benefit of any kind from PWF must be approved by the Executive Committee prior to distribution of the benefit. This does include any listing of charities, organizations, schools, individuals, etc. regardless of their legal standing.
- Committee membership, duties, activities, minutes, and miscellaneous information will be maintained on an annual basis and available to the Executive Committee as needed. At the end of each Chair term the data will be presented to the incoming Chair.
- At least one member of the Executive Committee will sit on a committee and will report to the Executive Committee monthly on behalf of the individual committee.
- The Executive Committee meets monthly, generally the second Friday following the monthly PWF meeting.

MEMBERSHIP/DIVERSITY COMMITTEE: The Membership/Diversity Committee's overall mission is to support the membership base and adhere to the Mission Statement. Meetings are held monthly. Responsibilities include but are not limited to:

- Retention of current members through monthly/annual correspondence
- Recruitment of new members through membership drives and guest correspondence
- Recognition of the members
- Organizing, planning, and implementation of quarterly new member events
- Overseeing the registration table during the PWF monthly meetings
- Monthly correspondence to the meeting guests
- Work within approved budget

NETWORKING COMMITTEE: The Networking Committee's primary goal is to promote activities that support networking opportunities for the membership while adhering to the Mission Statement. Responsibilities include but are not limited to:

- Work closely with the Program Committee to utilize various themes and activities to encourage members and guests to network during the monthly meetings
- Coordination of at least two activities outside of the regular meetings to allow members to socialize in different settings
- Work within approved budget
- Meet monthly or as needed to obtain committee goal

DREAMBUILDERS COMMITTEE: The Dreambuilders Committee's goal is to provide the membership with the opportunity to "give back" to the community through financial and voluntary means. Responsibilities include but are not limited to:

- Identifying various charities, groups, and activities that are a reflection of the PWF Mission Statement
- Present identified list to Executive Committee for approval on an annual basis
- Organizing, planning, and implementation of events structured towards the approved list of charities, groups, and activities.
- Present identified list to Executive Committee for approval on an annual basis
- Work within an approved budget
- Meet monthly or as needed to obtain committee goal

PROGRAM COMMITTEE: The primary responsibility of the Program Committee is the monthly meeting agenda for the membership. Responsibilities include but are not limited to:

- Adhering to the Mission Statement by identifying potential subjects for the monthly meetings with the membership's interest in mind.
- Present program plans to Executive Committee for approval on an annual basis
- Coordinate, plan, and implement monthly meeting programs
- Maintain the monthly meeting agendas
- Work within an approved budget
- Meet monthly or as needed to obtain committee goal