

**MISSOURI BUSINESS & PROFESSIONAL WOMEN'S
FOUNDATION INC.**

**BYLAWS AND MANUAL
2009-2010**

The Missouri Federation is committed to women helping women through education, legislation and building self-sufficiency.

Goals And Objectives

- To promote full participation, equity and economic self-sufficiency for working people through research, education and information.
- To strive to prepare people for the competitive and technological demands that face our nation's workers in the 1990's and into the next century.
- To establish, maintain and distribute a scholarship fund or funds to enable deserving citizens of Missouri (male or female) to acquire the education/training necessary for careers in business and the professions.
- To give financial support to schools, colleges, and other accredited institutions for training and education for careers in business and the professions.

Missouri Business & Professional Women's Foundation Inc.
PO Box 28243
Kansas City, MO 64188

Missouri Business and Professional Women's Foundation Table of Contents

Goals & Objectives	1
Board of Directors, 2009-2010	3
Past Presidents & Boards	4
Past Scholarship Recipients	7
Bylaws	10
Standing Rules	15
Job Descriptions	16
Annual Report	24
Contribution Transmittal	25
Foundation Challenge	26
Response Form (for prospective contributions)	27
Scholarship Program	
Request for Information	28
Application Form	29
Checklist	35



STATE FOUNDATION BOARD 2009-2010

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Scholarship Chair
St. Louis Metro**SHERRY JONES**

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Public Relations
Lee's Summit**JANE MILLER**

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Bylaws Chair
Greater Ozarks

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Carthage, MO 64836

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Carthage

PAST FOUNDATION PRESIDENTS

1992-1993 Connie Buechele Interim President Metropolitan Kansas City MFBPWC
1993-1995 Connie Buechele Metropolitan Kansas City MFBPWC
1995-1996 Sharon Mangan Greater Ozarks MFBPWC
1996-1997 Betty Beason Harrisonville MFBPWC
1997-1999 June Baker Greater Ozarks MFBPWC
1999-2001 Avis Parman Albany MFBPWC
2001-2003 Carolyn Muehlemann St. Louis Metro MFBPWC
2003-2007 Teresa Massa Joplin MFBPWC
2007-2008 Nancy Gass St. Louis Metro MFBPWC
2008-2009 Connie McGinness Maryville MFBPWC

Interim Board 1992-1993

1 year term

Sharon Lee Mangan
Janelle Maxwell
Judy McMickle

2 year term

Betty Beason
Debora Biggs
Connie Buechele

3 year term

Donna Davis
Judy Harding
Cleo Westbay

Board 1993-1994

1 year term

Debora Biggs
Judy Harding
Cleo Westbay

2 year term

Connie Buechele
Betty Beason
Rose Marie Hudson

3 year term

Judy McMickle
Janell Maxwell
Sharon Lee Mangan

Board 1994-95

1 year term

Connie Buechele
Betty Beason
Rose Marie Hudson

2 year term

Judy McMickle
Janelle Maxwell
Sharon Lee Mangan

3 year term

LaVada Mae Lindgren
Teresa R. Massa
Cleo Westbay

Board 1995-96

1 year term

Judy McMickle
Janelle Maxwell
Sharon Lee Mangan

2 year term

LaVada Mae Lindgren
Teresa R. Massa
Cleo Westbay

3 year term

June Baker
Connie Buechele
Betty Beason

Board 1996-97

1 year term

LaVada Mae Lundgren
Teresa R. Massa
Cleo Westbay

2 year term

June Baker
Connie Buechele
Betty Beason

3 year term

Sharon Lee Mangan
Avis Parman
Margaret Warren

Board 1997-98

1 year term

June Baker
Connie Buechele
Betty Beason

2 year term

Sharon Lee Mangan
Avis Parman
Margaret Warren

3 year term

Yvette Ayres
Teresa R. Massa
Carolyn Muehlemann

Board 1998-99

1 year term

Sharon Lee Mangan
Avis Parman
Margaret Warren

2 year term

Yvette Ayres
Teresa R. Massa
Carolyn Muehlemann

3 year term

June Baker
Cleo Westbay
Pauline Gage

Board 1999-2000

1 year term

Yvette Ayres
Teresa R. Massa
Carolyn Muehlemann

2 year term

June Baker
Cleo Westbay
Alta Smith

3 year term

Pat Knudtson
Avis Parman
Margaret Warren

Board 2000-2001

1 year term

June Baker
Cleo Westbay
Alta Smith

2 year term

Avis Parman
Pat Knudtson
Margaret Warren

3 year term

Lavona Neal
Carolyn Muehlemann
Linda Western

Board 2001-2002

1 year term

Avis Parman
Pat Knudtson
Margaret Warren

2 year term

Lavona Neal
Carolyn Muehlemann
Linda Western

3 year term

Cleo Westbay
Alta Smith
Teresa Massa

Board 2002-2003

1 year term

Lavona Neal
Carolyn Muehlemann
Linda Western

2 year term

Cleo Westbay
Alta Smith
Teresa Massa

3 year term

Pat Knudtson
Nancy Gass
Dixie Courtney
Geneva Melcher - Alternate

Board 2003-2004

1 year term

Cleo Westbay
Alta Smith
Teresa Massa

2 year term

Pat Knudtson
Nancy Gass
Dixie Courtney

3 year term

Linda Western
Geneva Melcher
Pat Henderson

Board 2004-2005

1 year term
Pat Knudtson
Nancy Gass
Dixie Courtney

2 year term
Linda Western
Geneva Melcher
Pat Henderson

3 year term
Teresa Massa
Jane Miller
Lillian Boyer

Board 2005-2006

1 year term
Linda Western
Geneva Melcher
Pat Henderson

2 year term
Teresa Massa
Jane Miller
Lillian Boyer

3 year term
Nancy Gass
Mary Kay Pace
Connie McGinness

Board 2006-2007

1 year term
Teresa Massa
Jane Miller
Lillian Boyer

2 year term
Nancy Gass
Mary Kay Pace
Connie McGinness

3 year term
Geneva Melcher
Sheila M. Miller
Sue Panetti-Lee

Board 2007-2008

1 year term
Nancy Gass
Mary Kay Pace
Connie McGinness

2 year term
Geneva Melcher
Sheila Miller
Sue Panetti-Lee

3 year term
Jane Miller
Lillian Boyer
Pat Knudtson

Board 2008-2009

1 year term
Geneva Melcher
Carole Parson
Betty Beason

2 year term
Jane Miller
Lillian Boyer
Linda Western

3 year term
Connie McGinness
Mary Kay Pace
Erica Carmean

Board 2009-2010

1 year term
Jane Miller
Lillian Boyer
Linda Western

2 year term
Connie McGinness
Mary Kay Pace
Erica Carmean

3 year term
Betty Beason
Vicki Silkwood
Sherry Jones

PAST SCHOLARSHIP RECIPIENTS

1995 Total \$1000

Rebecca Bockelman Stephanie Schenck	Peculiar, MO Ste. Genevieve, MO	Phyllis Sanders Memorial Phyllis Sanders Memorial
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1996 Total \$1500

Jinissa Johnson Marcia Carlson Dawn Hall	Normandy, MO Kansas City, MO Raytown, MO	General Scholarship Phyllis Sanders Memorial Phyllis Sanders Memorial
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1997 Total \$1500

Amanda Davis Lisa Newman Tammy McEntire	Moberly, MO Florissant, MO St. Louis, MO	General Scholarship Phyllis Sanders Memorial Phyllis Sanders Memorial
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1998 Total \$2500

Jenna Dunn Adrienne Pyatt Susan Smith Cheri Coin Bessie Bilodeau	Salem, MO Dixon, MO Cape Girardeau, MO Kirksville, MO Carthage, MO	General Scholarship Vocational Scholarship Phyllis Sanders Memorial Phyllis Sanders Memorial Woman 55 Scholarship
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1999 Total \$3000

Nicole Gooch	Raytown, MO	General Scholarship (Hazel Palmer Honorary)
Jeri Runk Elizabeth Raines Kathrynn Abdon Judy Knudson Kelly Bullington	Clinton, MO Belle, MO Doolittle, MO Reeds Spring, MO Rolla, MO	General Scholarship General Scholarship General Scholarship Phyllis Sanders Memorial Phyllis Sanders Memorial

2000 Total \$3000

Tara Lynn Schaefer Amada Deardoff	Rolla, MO Ste. Genevieve, MO	General Scholarship General Scholarship (Places Discount Stores)
Erin Mollie Harris Kathryn Smith Martha C. Quilizapa Pamala Sue Earnest	Rolla, MO Rockaway Beach, MO Carthage, MO Milo, MO	General Scholarship General Scholarship Phyllis Sanders Phyllis Sanders

2001 Total \$4250

Julie Giessel Mary Thompson Anita Reger Kathryn Smith JoAnna Hermelink Karena Denise Wells	Nevada, MO St. Mary, MO Chillicothe, MO Rockaway Beach, MO Maryville, MO Carthage, MO	General Scholarship General Scholarship General Scholarship General Scholarship Phyllis Sanders Phyllis Sanders
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2002 Total \$4750

Katie Thompson	Chillicothe, MO	General Scholarship
Felicia Willbanks	Halfway, MO	General Scholarship
Pauline Martinez	Springfield, MO	General Scholarship
Piper Dixon	Kansas City, MO	General Scholarship
Joanna Hermelink	Maryville, MO	Phyllis Sanders
Kathryn Smith	Rockaway Beach, MO	Phyllis Sanders

2003 Total \$4500

Karena Wells	Carthage, MO	Phyllis Sanders
Drucilla Owneby	Sparta, MO	Phyllis Sanders
Doris Eoff	Springfield, MO	General Scholarship
Kathryn Smith	Rockaway Beach, MO	General Scholarship
Melody Downing	Highlandville, MO	General Scholarship
Pauline Martinez	Springfield, MO	General Scholarship

2004 Total \$4500

Devon Renea Mills	Maryville, MO	Phyllis Sanders
Karri Luke	Stanberry, MO	Phyllis Sanders
Michelle Davis	Columbia, MO	General Scholarship
Lisa Fike	Blue Springs, MO	General Scholarship
Carissa Dawson	Maryville, MO	General Scholarship
Judith Tune	Willow Springs, MO	Judge Palmer General Scholarship

2005 Total \$5250

Sharon Barnes	Novinger, MO	Phyllis Sanders
Andrea Robbins	Farmington, MO	Phyllis Sanders
Nadya Bronstein	St. Louis, MO	General Scholarship
Sarah McDonald	Hillsboro, MO	General Scholarship
Lindsey Peters	Ozark, MO	General Scholarship
Sarah Ferrano	High Ridge, MO	Judge Palmer General Scholarship

2006 Total \$7000

Karri Luke	Stanberry, MO	Phyllis Sanders
Anita Kertz	Ste. Genevieve, MO	Phyllis Sanders
Elizabeth Kay Thomas	Independence, MO	Judge Hazel Palmer
Cassandra Redig	Stanberry, MO	General Scholarship
Jessica Noble	Stanberry, MO	General Scholarship
Amber Stevens	Burlington Junction, MO	General Scholarship
Tiffany Hilton	Republic, MO	General Scholarship

2007 Total \$8700

Fallon Cordell	Maryville, MO	Phyllis Sanders
Katie Thudium	Brashear, MO	Phyllis Sanders
McKenzie Maggard	Lebanon, MO	Judge Hazel Palmer
Cynthia Marie Grochowski	St. Louis, MO	Hazel L. Kohring
Heather Steinman	Maryville, MO	General Scholarship
Christina Simon	Cole Camp, MO	General Scholarship
Marissa Sifford	Farmington, MO	General Scholarship
Sara McDonald	Warrensburg, MO	General Scholarship
Jennifer Bourisaw	Ste. Genevieve, MO	Clara Kuhnhoff

2008 Total \$9000

Brooke Beason	Maryville, MO	Phyllis Sanders
Fallon Cordell	Maryville, MO	Phyllis Sanders
Kerri Nichols	Washington, MO	Judge Hazel Palmer
Madeline Sneed	Sheldon, MO	Hazel L. Kohring
Delilah Jackson	Springfield, MO	Sue Panetti-Lee
Tiffany Coleman-Dade	Columbia, MO	General Scholarship
Cynthia Vessell (Alt)	Ste. Genevieve	General Scholarship
Megan Richardson	Maryville, MO	General Scholarship
Christina Simon	Springfield, MO	General Scholarship

2009 Total \$9000

Tamara Culbreath	Springfield, MO	Judge Hazel Palmer
Vilrean Williams	St. Louis, MO	Hazel L. Kohring
Madeline Sneed	Sheldon, MO	Sue Panetti-Lee
Yelena Bosovik	Springfield, MO	General Scholarship
Jacquelyn Dryer	Marshall, MO	General Scholarship
Kasey Selvey	Liberal, MO	General Scholarship
Christina Simon	Springfield, MO	General Scholarship
Michelle Spears	St. Louis, MO	General Scholarship
Sierra Watson	St. Louis, MO	General Scholarship

BYLAWS OF THE MISSOURI BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION, INC.

[A Non-Profit Organization]

ARTICLE I: NAME

The name of this Foundation shall be the Missouri Business and Professional Women's Foundation, Inc. [Hereinafter the "State Foundation"]

ARTICLE II: LOCATION

The principal location of this State Foundation shall be in the State of Missouri.

ARTICLE III: PURPOSE

The purpose of this State Foundation shall be:

- A. to establish, maintain, and distribute a scholarship fund or funds to enable deserving citizens of Missouri (male and female) to acquire the education/training necessary for careers in business and the professions;
- B. to give financial support to schools, colleges, and other accredited institutions for training and educations for careers in business and the professions;
- C. to further the improvement or development of the capabilities of individuals by means of lecturers, seminars, and other forms of instruction;
- D. to conduct and/or support surveys and other research projects in current international, national, and local problems of importance to the community;
- E. to conduct and/or support research in economic and social problems to solicit and receive gifts from individuals and organizations and to expand corporation, and to hold, operate, use, develop, lease, sell, assign, or otherwise dispose of such real or personal property;
- F. to do all things alone or in conjunction with other persons, organizations, or institutions proper or desirable for accomplishing the purposes of the corporation; and
- G. to do and exercise any and all general powers, whether herein enumerated or not, which a non-profit corporation may or can exercise under the laws and Constitution of the State of Missouri.

ARTICLE IV: BOARD OF DIRECTORS

Section 1. COMPOSITION. The State Foundation shall have a Board of Directors which shall be composed of nine (9) voting members and the President of the State Federation serving as an ex officio member.

Section 2. APPOINTMENT.

- A. Directors shall be appointed annually by the Executive Committee of the Missouri Federation of Business and Professional Women's Clubs, Inc. from names submitted by delegates attending the annual state meeting and shall serve for a term of three (3) years or until their successors are appointed. Serving two (2) years of a term shall be considered a full term.
- B. Directors may serve only two (2) consecutive terms and shall not be eligible for reappointment until one (1) year has passed from the date last served.

Section 3. DUTIES. The Board of Directors

- A. shall determine the provisions under which special grants may be received;
- B. shall provide consultation with experts in the field of special grants;
- C. shall make awards for such special research projects, fellowships, and scholarships at

- its sole discretion, utilizing the special grants or reserves available.
- D. may appoint members to the advisory council and/or standing committee and special committees in accordance with the purpose of the State Foundation; and
- E. may approve appointments of the President;
- F. may approve the suspension, removal or discharge of any agent or employee appointed or employed by the President; and
- G. shall arrange for an annual audit.

Section 4. VACANCIES. If the position of any member of the Board of Directors becomes vacant, the vacancy shall be filled by action of the Executive Committee of the Missouri Federation.

Section 5. RESIGNATION. Any member of the Board of Directors may resign at any time by giving written notice of such resignation to the Secretary of the State Foundation and to the President of the Missouri Federation. The State Foundation President upon approval of the Executive Committee of the Missouri Federation may request the resignation of any member who fails to attend three (3) consecutive meetings of the State Foundation.

Section 6. COMPENSATION. Members of the Board of Directors of the State Foundation shall serve without compensation but may be reimbursed for travel expense (rate per mile not to exceed the rate allowed by the Missouri Federation) to attend meetings of the Board of Directors. The Board of Directors shall have power in it's discretion to approve and pay allowable expenses incurred by a member of the Board of Directors, advisory council and standing and/or special committees. Allowable expense shall be in accordance with the Missouri Federation.

Section 7. ADDITIONAL EX-OFFICIO MEMBERSHIP. The President of the Missouri Federation shall serve as ex-officio member of the Board of Directors. Standing Committee chair's and/or chair of the advisory council shall serve as ex-officio members of the Board of Directors without vote.

ARTICLE V: OFFICERS

Section 1. OFFICERS. The officers of the State Foundation shall be a President, a Secretary, and a Treasurer.

Section 2.

- A. PRESIDENT. The President shall:
 1. preside at all the meetings of the Board of Directors;
 2. have and exercise general charge and supervision of the affairs of the corporation;
 3. appoint the advisory council chair, advisory council members, and/or standing and special committee chairs and members, subject to the approval of the Board of Directors;
 4. serve as ex-officio member (without vote) of all committees;
 5. appoint, employ, suspend, remove or discharge, and fix the compensation for all agents and employees of the State Foundation subject to the approval of the Board of Directors;
 6. perform all duties pertaining to the office; and
 7. present an annual report of the State Foundation activities during the business session of the Missouri Federation conference.
- B. VICE-PRESIDENT. The Vice-President shall perform such duties as are assigned by the president, and shall, in the absence of the President perform the required duties. In the event of a vacancy in the office of President, the Vice-President shall succeed to

the office of President.

- C. SECRETARY. The Secretary shall:
1. keep the minutes of the meetings of the Board of Directors;
 2. maintain a current list of names and addresses of the Directors, the advisory council members and/or all committee members;
 3. record attendance at board meetings;
 4. maintain a file of essential records;
 5. conduct the general correspondence of the Board; and
 6. shall notify the directors of all regular and special meetings.
- D. TREASURER. The Treasurer shall:
1. be responsible for all funds of the State Foundation;
 2. make reports at all regular meetings of the Board of Directors; and
 3. serve as ex-officio member of the Financial Management Committee.

Section 3. ELECTION. The officers shall be elected by a majority vote of the Board of Directors at the annual meeting of the State Foundation with term of office to begin at the close of the meeting at which they are elected. Officers shall serve for a term of one (1) year or until their successors are elected. A term shall be defined as more than six (6) months.

Section 4. VACANCIES. A vacancy in any office except that of President shall be filled by a majority vote of the Board of Directors at any regular or special meeting for the remainder of the unexpired term.

ARTICLE VI: MEETINGS

Section 1. ANNUAL MEETINGS. The annual meeting shall be held by the Board of Directors during the annual conference of the Missouri Federation. Written notice of the meeting shall be given to each member not less than thirty (30) days before the meeting.

Section 2. SPECIAL MEETINGS. Special meetings of the Board of Directors may be called at any time by the President or by any three (3) members thereof. Written notice of any special meeting shall be given each member not less than ten (10) days before the meeting or mailed fifteen (15) days before the meeting. The notice shall state the date, time, place and purpose for which the meeting is called.

Section 3. QUORUM. A majority of all members of the Board of Directors shall constitute a quorum for the transaction of business at a regular or special meeting.

Section 4. VOTING. Each member of this Board of Directors shall have one (1) vote at all meetings. The act of a majority of the members present shall be the act of this Board of Directors, unless the act of a greater number is required by law or by another provision herein.

Section 5. ACTION WITHOUT MEETING. Any action which may be taken at a meeting of the Board of Directors, advisory council and/or standing and special committees, may be taken without a meeting if a written consent is obtained from all members of the Board of Directors or the body entitled to vote. Such consent shall have the same force and effect as a vote of the voting body and shall be recorded in the minutes of its next meeting.

ARTICLE VII: COMMITTEES

Section 1. STANDING COMMITTEES.

- A. **SCHOLARSHIP COMMITTEE.** The Scholarship Committee shall consist of a chair who is a member of the State Foundation Board of Directors and four (4) other members. This committee shall be charged with the administration of the State Foundation Scholarship grants within the State Foundation's objectives and purposes.

Specific duties of this committee shall be to:

1. develop a plan to make the public aware of the scholarship programs of the State Foundation and, upon approval of the Board of Directors, implement plans;
2. prepare necessary information and handle announcements of available scholarships;
3. furnish rules, policies and application blanks for scholarships in sufficient time for submission of candidates by deadline date;
4. select scholarship recipients;
5. notify the State Foundation Board of Directors;
6. notify all scholarship recipients;
7. notify colleges and institutions of scholarship winners and amount of scholarships.
8. recommend issuance of checks by the State Foundation Treasurer prior to admittance date; and
9. prepare and handle announcements of scholarship grants to the media.

- B. **FINANCIAL MANAGEMENT COMMITTEE.** The Financial Management Committee shall consist of a chair who is a member of the State Foundation Board of Directors, and four (4) other members. The State Foundation Treasurer shall serve as an ex-officio member of the committee. This committee shall oversee the financial management of the State Foundation and recommend to the Board of Directors measures to insure the continued financial stability of the State Foundation through a plan of resource development.

Specific duties of this committee shall be to:

1. prepare for approval by the Board of Directors an annual budget for the State Foundation;
2. recommend for approval by the Board of Directors any investment/reinvestment policies that may be deemed profitable to the State Foundation.
3. supervise generally all expenditures of the State Foundation.

Section 2. **SPECIAL COMMITTEES.** The Board of Directors may designate special committees deemed necessary.

Section 3. **MEETINGS.**

- A. Standing Committees shall hold at least three (3) regular meetings a year. The meetings shall be called by the chair. Written notice of the meetings shall be given to each member of the committee not less than thirty (30) days before the meeting. Special meetings may be called by the chair or by any two (2) members thereof. Written notification of any special meeting shall be given to each committee member not less than five (5) days before the meeting. The notice shall state the date, time, place, and purpose for which the meeting is called.
- B. Special committee meetings shall be called by the chair of said committee as required provided adequate prior notification is given to all special committee members.

Section 4. **QUORUM.** A majority of all members of Standing and/or Special Committees shall constitute a quorum for the transaction of business at any regular or special meeting.

Section 5. TERM OF APPOINTMENT.

- A. shall be for one (1) year or any portion thereof and members may be reappointed.
- B. serving six (6) or more months of a one (1) year term shall be regarded as a full term.

ARTICLE VIII: ADVISORY COUNCIL

Section 1. ADVISORY COUNCIL. The advisory council shall consist of not more than fifteen (15) members and shall be directly responsible to the Board of Directors.

Section 2. QUALIFICATIONS. All members of the advisory council must have demonstrated interest in education and socioeconomic progress for the workforce of Missouri.

Section 3. DUTIES. The advisory council members shall offer assistance and expertise to the Board of Directors and they shall actively pursue sources of income for the State Foundation.

Section 4. TERM OF APPOINTMENT.

- A. shall be for one (1) year or any portion thereof and members may be reappointed.
- B. serving six (6) or more months of a one (1) year term shall be regarded as a full term.

ARTICLE IX: FOUNDATION DIRECTOR

The members of the Board of Directors may select and/or employ a qualified and competent State Foundation Director who shall be the direct representative of the State Foundation in carrying out its functions. It shall be the responsibility of the members of the Board of Directors to determine the duties and responsibilities of the State Foundation Director. The State Foundation Director shall serve as an ex-officio member of the Board of Directors, without vote.

ARTICLE X: FISCAL YEAR

The fiscal year of the State Foundation shall be from May 1 through April 30 of the following year.

ARTICLE XI: DISSOLUTION

Upon dissolution of this Foundation all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to organizations which have qualified for exemption under Section 501(c) (3) of the Internal Revenue Code. None of the assets will be distributed to any Director of this organization. Final distribution requires the conference action of the Missouri Federation of Business and Professional Women's Clubs, Inc.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the State Foundation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the State Foundation may adopt.

ARTICLE XIII: AMENDMENT OF BYLAWS

Section 1. The Board of Directors shall recommend to the Missouri Federation Executive Committee any bylaws changes prior to the Federation's last board meeting of the calendar year. Final approval to amend, or rescind these bylaws required a 2/3 vote of those delegates present and voting at the Federation annual conference.

Section 2. The Executive Administrator of the Missouri Federation shall send notice of proposed change of amendments to these bylaws to each member of the Federation's Board of Directors at least thirty (30) days prior to meeting at which they are to be voted.

Adopted April 1993
Amended April 23, 1994
Amended April 20, 1996
Amended April 26, 1997
BPW/MO State Conference

MISSOURI STATE FOUNDATION STANDING RULES

1. Appointment by the President to the Advisory Council and Standing and/or Special Committees may be non BPW members.
2. Allowable expenses must be accompanied by receipt or invoice and approved by the President and Treasurer.
3. Missouri Business and Professional Women's Foundation, Inc. is a non partisan organization.
4. Resource Development
 - a. all contributors will be reviewed for acceptance by the Board of Directors.
5. Each Area of the State of Missouri will be represented on the Advisory Council.
6. Funds may be transferred to Operating Expenses from monies raised from State Foundation Fund Raisers. The Missouri Business & Professional Women's Foundation, Inc. President, Treasurer and Financial Management Chair will determine amounts, not to exceed budgeted amounts.
7. Treasurer is responsible for delivering to the successor all funds, records and securities by June 30.

JOB DESCRIPTIONS

PRESIDENT

Job Description

PRINCIPAL FUNCTION

As president and principal officer of the State Foundation, the president will provide leadership to the Executive Committee, the Board of Directors, the Local Organizations and to the individual members; promote the goals and objectives of the Missouri Federation; and the MO Foundation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. A workable knowledge of Federation Policies and Procedures
4. A thorough knowledge of Federation and MO Foundation Bylaws.
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol.
6. Skilled in organizational operations
7. A familiarity of decision-making skills and a willingness to accept change and to compromise
8. Ability to assess the potential for future growth
9. Ability to speak and express ideas
10. Time to fulfill all responsibilities of the office
11. Leadership ability to promote harmonious relationship within the Foundation Executive committee, the Board of Directors of Federation and MO/Foundation and the Local Organizations.

RESPONSIBILITIES:

1. Preside at all meetings of the State Foundation.
2. Insure names and addresses of all Foundation officers and committee chairmen are sent to the State Office immediately after their election or appointment.
3. Appoint a Corresponding Secretary.
4. Appoint standing committee chairmen and committee members and special committees, subject to the approval of the Federation Executive Committee.
5. Make individual appointments as necessary, subject to the approval of the Executive Committee.
6. Serve as ex-officio member of all committees except the nominating committee.
7. Represent the Foundation at District Conference(s).
8. Prepare Foundation Manual for distribution.
9. Establish annual schedule for articles for Missouri Business Woman.
10. Coordinate efforts of Executive Committee in planning Area conference attendance.
11. Notify Board of Directors, two weeks in advance, of the meetings of the Board.
12. Insure a coordinated program, including projects and activities, developed for the ensuing year in accordance with the objectives of the Federation and Foundation.
13. Oversee and approve all aspects of Foundation Reports and Business to come before the annual State conference:

- A. Be responsible for notifying every local organization by an official call, at least thirty (30) days prior to the first day of the conference.
 - B. Prepare and present a written report to the Annual conference body.
 - C. Assure Annual Meeting minutes are approved by the Executive Committee
14. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

VICE PRESIDENT

Job Description

PRINCIPAL FUNCTION:

As a member of the Executive Committee, the Vice President will provide leadership to the Executive Committee, the Board of Directors, the Local Organizations and to the individual members, promote the goals and objectives of the Missouri Federation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. A workable knowledge of the Missouri Federation Policies and Procedures
4. A thorough knowledge of Federation Bylaws
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol
6. Skilled in organizational operations
7. A familiarity of decision-making skills and a willingness to accept change and to compromise
8. Ability to assess the potential for future growth
9. Ability to speak and express ideas
10. Time to fulfill all responsibilities of the office
11. Leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Organizations.

RESPONSIBILITIES:

1. Serve as an ex-officio member of all committees except the nominating committee

RECORDING SECRETARY

Job Description

PRINCIPAL FUNCTION:

As a member of the Executive Committee, the Recording Secretary will provide leadership to the Executive Committee, the Board of Directors, the Local Organizations and to the individual members; promote the goals and objectives of the Missouri Federation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. Skill of recording and preparing the minutes
4. A workable knowledge of Federation Policies and Procedures
5. A thorough knowledge of Federation Bylaws
6. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol
7. Skilled in organizational operations
8. A familiarity of decision-making skills and a willingness to accept change and to compromise
9. Ability to assess the potential for future growth
10. Ability to speak and express ideas
11. Time to fulfill all responsibilities of the office
12. Leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Organizations.

RESPONSIBILITIES:

1. Prepare minutes of all State Foundation meetings
2. Maintain an annual file of minutes to be kept in State Office
3. Submit all Foundation minutes to State Office except those of the preceding year
4. Prepare and present a written report to Annual conference body
5. Represent the Foundation at Region Conference(s)
6. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation

TREASURER

Job Description

PRINCIPAL FUNCTION:

As a member of the Executive Committee, the Treasurer will provide leadership to the Executive Committee, the Board of Directors, the Local Organizations and to the individual members; promote the goals and objectives of the Missouri Federation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. Knowledge of basic bookkeeping and/or experience in financial transactions
4. A basic knowledge of finance and budget preparation
5. A workable knowledge of Federation Policies and Procedures
6. A thorough knowledge of Federation Bylaws
7. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol
8. Skilled in organizational operations
9. A familiarity of decision-making skills and a willingness to accept change and to compromise
10. Ability to assess the potential for future growth
11. Ability to speak and express ideas
12. Time to fulfill all responsibilities of the office
13. Leadership ability to promote harmonious relationship within the Executive Committee, the Board of Directors and the Local Organizations.

RESPONSIBILITIES:

1. Furnish a cumulative financial statement at each Board of Directors meeting
2. Furnish a quarterly financial statement to the Executive Committee
3. Maintain sequence reports to be kept in the State Office for reference
5. Prepare the annual financial report for Conference Program and present the report to the conference body
6. Arrange for President's recognition at State Conference.
7. Serve as a member of all committees that require financial expenditures
8. Represent the Foundation at Regional Conference(s)
9. Close and deliver to auditor the financial records as of April 30th.
10. Deliver to successor all funds, records, securities by June 30th.
11. Attend and assist with Area Conference(s) as needed

BYLAWS CHAIR

Job Description

PRINCIPAL FUNCTION:

As a member of the Board of Directors, the bylaws chair will provide direction to the Board of Directors, the Local Organizations and to the individual members; promote the goals and objectives of the Missouri Federation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. A workable knowledge of Federation Policies and Procedures
4. A thorough knowledge of Federation bylaws
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol
6. Skilled in organizational operations
7. Ability to speak and express ideas
8. Time to fulfill all responsibilities of the position
9. Leadership ability to work harmoniously within the Regions and Local Organizations

RESPONSIBILITIES:

1. Review Foundation bylaws to keep in compliance with the Missouri Federation
2. Prepare and present proposed amendments to the Executive Committee and to the Board of Directors
3. Receive and submit to the Executive Committee and the Board of Directors proposed amendments to the bylaws.
4. Present to the State Conference proposed amendments to the Foundation Bylaws
5. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

FINANCE CHAIR

Job Description

PRINCIPAL FUNCTION:

As a member of the Board of Directors, the Finance Chair will provide direction to the Board of Directors, and Local Organizations and to the individual members; promote the goals and objectives of the Missouri Federation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. A workable knowledge of Missouri Federation Policies and Procedures
4. A thorough knowledge of Federation Bylaws
5. A workable knowledge of Parliamentary Procedures (Robert's Rules of Order) and basic protocol
6. Skilled in organizational operations
7. A basic knowledge of finance and budget preparation
8. A knowledge of basic bookkeeping
9. Ability to speak and express ideas
10. Time to fulfill all responsibilities of the office
11. Leadership ability to work harmoniously within the Regions and the Local Organizations.

RESPONSIBILITIES:

1. Encourage sound financial planning
2. Call the first Financial Advisory Board meeting annually for the purpose of organizing
3. Prepare an annual budget for the Foundation and present to the Executive Committee, the Board of Directors and the State Conference body
4. Serve as a member ex-officio, without vote, on all committees whose programs require expenditures of monies
5. Examine and classify all vouchers
6. Prepare and present a cumulative quarterly comparison statement of budgeted expenditures to the Board of Directors
7. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

PUBLIC RELATIONS CHAIR

Job Description

PRINCIPAL FUNCTION:

As a member of the Board of Directors, the Public Relations Chair will provide direction to the Board of Directors, the Local Organizations and to the individual members; promote the goals and objectives of the Missouri Federation; actively participate in all Federation activities; and provide support and encouragement to the membership.

QUALIFICATIONS:

1. Experience as a Local Organization President
2. An active member in good standing
3. A workable knowledge of Missouri Federation Policies and Procedures
4. A thorough knowledge of Federation Bylaws
5. A workable knowledge of Parliamentary Procedures (Roberts Rules of Order) and basic protocol
6. Skilled in organizational operations
7. Knowledge of public relations techniques
8. Ability to speak and express ideas
9. Time to fulfill all responsibilities of the position
10. Leadership ability to work harmoniously within the Regions and the Local Organizations.

RESPONSIBILITIES:

1. Communicate the State programs to the media.
2. Submit timely press releases to the media pertaining to Federation activities
3. Support wider use of these medias
4. Prepare sample press releases for local organizations use
5. Maintain a resume on all officers and board members
6. Update the Federation brochure
7. Solicit individuals for Speakers Bureau
8. Chair Foundation month
9. Submit to successor immediately upon retirement from office all properties and relevant information of the Foundation.

THE MISSOURI BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION, INC. ANNUAL REPORT

PLEASE COMPLETE THE FOLLOWING AND POSTMARK NO LATER THAN **MARCH 1** TO THE STATE FOUNDATION, INC. TREASURER

LOCAL MFBPWC _____ REGION _____

Membership as of May 31, _____ # _____

Local Foundation Chair _____

Address _____

Telephone _____

DONATIONS TO STATE FOUNDATION

In Memory of _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

In Honor of _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

CONTRIBUTION BY LOCAL MFBPWC _____ \$ _____

TOTAL _____ \$ _____

Send to:
Jane Miller, Treasurer
1160 NW Vivion Rd.
Kansas City, MO 64118

**THE MISSOURI BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION, INC.
CONTRIBUTIONS TRANSMITTAL FORM**

The _____ Business and Professional Women's Local Organization is sending \$ _____ on this date _____ .

INSTRUCTIONS:

Use this form to send contributions to **The Missouri Business and Professional Women's Foundation, Inc.**

Attach this form with your check (contribution). Include the following information:

If the gift is intended for a specific Foundation program or fund or is "In Honor Of" or "In Memory Of", please indicate in the column labeled "Type of Contribution".

- If this gift is intended for Phyllis Sanders Memorial Scholarship _____
- Judge Hazel Palmer Memorial Scholarship _____
- Hazel R. Kohring Women in Transition Scholarship _____
- Sue Panetti-Lee Scholarship _____
- General Scholarship _____

Attach check payable to **The Missouri Business and Professional Women's Foundation, Inc.**

Mail check with the appropriate forms to:

Jane Miller, Treasurer
1160 NW Vivion Rd.
Kansas City, MO 64118

LOCAL MFBPWC AND/OR INDIVIDUAL'S NAME	TYPE OF CONTRIBUTION	AMOUNT
--	-------------------------	--------

TOTAL \$ _____

Signed (LO Treasurer)

***** You are advised to keep a copy of this form and give to your Local State Foundation Chair for use in completing the Annual Report which is due by **March 1** to the Missouri Foundation, Inc. Treasurer:

Jane Miller, Treasurer
1160 NW Vivion Rd.
Kansas City, MO 64118



The Missouri Business and Professional Women's Foundation, Inc.

FOUNDATION CHALLENGE

(PLEASE TYPE OR PRINT)

NAME _____

ADDRESS _____

TELEPHONE (H) _____

(O) _____

EMAIL (H) _____

(O) _____

_____ **Gold Challenge \$200+**

_____ **Silver Challenge \$100-\$199**

_____ **Bronze Challenge \$50-\$99**

Method of Payment - Please indicate

_____ **Full Payment by Check.**

_____ **Installment Payment of** _____

(Minimum Installment of \$50; Indicate amount and number of installments. All qualifying contributions will be in addition to memorials and honorarium. Challenge must be completed between April 1 and March 31 of the current Federation year.)

Signature

Date

MAKE CHECKS PAYBLE TO MISSOURI BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION INC

**Mail to: Jane Miller
1160 NW Vivion Rd.
Kansas City, MO 64118**

CONTRIBUTIONS ARE TAX DEDUCTIBLE.

**THE MISSOURI BUSINESS & PROFESSIONAL WOMEN'S
FOUNDATION, INC.**

**PO Box 28243
Kansas City, MO 64118**

RESPONSE FORM

DATE: _____

_____ A contribution to MO Foundation is enclosed
_____ 50/100 _____ 250/500 _____ Other

_____ A contribution to MO Foundation is a consideration

_____ A contribution to MO Foundation is not a consideration
at this time.

Corporation/Business Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Ext. if applicable _____

Again, thank you for your attention to this correspondence.



The Missouri Business and Professional Women's Foundation, Inc.

PO Box 28243
Kansas City, MO 64188
(A Non-Profit Organization)

"The Missouri Federation is committed to women helping women through education, legislation and building self-sufficiency."

To:

The Missouri Business and Professional Women's Foundation, Inc. has been founded as a non-profit organization.

- A. The aim of the Foundation is to promote full participation, equity and economic self-sufficiency for working people through research, education and information.
- B. The Foundation expects to work alone or with other persons, organizations, or institutions to further such educational goals.

ELIGIBILITY REQUIREMENTS: Some general guidelines for applicants include:

- 1. Be a citizen of the United States, and be a resident of the State of Missouri.
 - 2. Show evidence of acceptance into an accredited program or course of study.
 - 3. Demonstrate need for financial assistance to upgrade skills and/or to complete education for career advancement.
 - 4. Present a plan which identifies goals and objectives.
- C. The Foundation strives to prepare people for the competitive and technological demands that face our nation's workers into the next century.

The scholarships are awarded in April at the annual State Conference.

To request further information or an application, please contact:

Mary Kay Pace, Scholarship Committee Chair
636-677-2951



The Missouri Business and Professional Women's Foundation, Inc.

PO Box 28243
Kansas City, MO 64188
(A Non-Profit Organization)

SCHOLARSHIP APPLICATION COVER SHEET

Name of Applicant: _____

Address: _____

Telephone (h) _____

(b) _____

_____ I wish to be considered for the Phyllis Sanders Scholarship. I am a member of (L.O.)

_____ I wish to be considered for either the Sanders or the General scholarship.

_____ I wish to be considered for the Judge Hazel Palmer General Scholarship for a degree
leading to public service.

_____ I wish to be considered for the Hazel L. Kohring Woman in Transition Scholarship.

_____ I am not a Federation member and wish to be considered only for the General
Scholarship.

The scholarships are awarded in April at the annual State Conference.

The completed application must be received by **DECEMBER 15**.

Send to: Missouri Business & Professional Women's Foundation, Inc.
PO Box 28243
Kansas City, MO 64188



The Missouri Business and Professional Women's Foundation, Inc.

PO Box 28243
Kansas City, MO 64188
(A Non-Profit Organization)

“The Missouri Federation is committed to women helping women through education, legislation and building self-sufficiency.”

SCHOLARSHIP APPLICATION

I. Name _____
Mailing Address _____
City/State/Zip _____
Telephone (w) _____ (h) _____
Social Security # _____ Birth Date _____

II. Education: List schools attended and/or any in which you are currently enrolled:
School _____ Location _____

Field of Study: _____

Expected Graduation Date: _____

School or Institution: _____

Are you presently attending school? If not, please explain why: _____

III. Achievements (Note any achievements and/or specific recognitions received in your field of endeavor.)

IV. Community Involvement: List professional and/or civic affiliations.

V. Finances:

Gross annual family income: _____

Number of people in family (include college age children, if you are their sole support): _____

Gross annual income of applicant: _____

Source: _____

Are you currently receiving a scholarship or fellowship? _____

If yes, source: _____ Amount: _____

Other sources of income or assistance (Pell Grants, ADC, HYD, etc.): _____

Projected educational expenses:

Tuition (per semester): _____

Books (per semester): _____

Transportation (per semester): _____

Housing (per semester): _____

Other (daycare, etc.): _____

VII. Provide three (3) letters of recommendation: One (1) each of the following:

Academic

Personal

Professional

VIII. Provide current transcript (if not more than 5 years old) and resume.

IX. AGREEMENT. IT IS HEREBY UNDERSTOOD THAT MY APPLICATION AND SUPPORTING INFORMATION BECOMES THE PROPERTY OF THE MISSOURI BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION, INC. AND THEY SHALL HAVE DISCRETIONARY AUTHORITY IN ANY MATTER PERTAINING TO THIS AWARD.

I UNDERSTAND THAT THIS AWARD MAY BE TAXABLE IN THE UNITED STATES:
(SEE INTERNAL REVENUE SERVICE TAX CODE FOR INFORMATION.)

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I WILL NOTIFY THE MISSOURI BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION, INC. IF THERE ARE ANY CHANGES.

Signature of Applicant

Date: _____

**COMPLETED APPLICATIONS AND LETTERS OF
RECOMMENDATION MUST BE RECEIVED BY THE
MISSOURI BUSINESS AND PROFESSIONAL
WOMEN'S FOUNDATION, INC. BY December 15.**

SCHOLARSHIP CHECKLIST

1. Scholastic Record
2. Financial Needs
3. Other Sources of Income
4. Achievements
5. Community Involvement
6. Career Goals
7. Personal Statement
8. Recommendations