



BPW BRAMPTON REGULATIONS

Executive Board Approved

November 8, 2023

Regulations provide more detail regarding routine procedures and club protocol and are related to corresponding By-Law articles.

Changes to the regulations require approval by the Executive Committee and do not require membership or BPW Canada approval as is the case for By-Law amendments.

Mina Di Domenico
Resolutions & By-Laws Chair
2023-2024

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BPW BRAMPTON REGULATIONS

REGULATION: III: MEMBERSHIP

1. Ensure the Membership Application is up to date and forward current copy to Web and Social Media Committee for posting on the website, and
2. Revisit guest and member package information.

REGULATION IV: FEES

1. Membership fees will be established and approved annually by the Executive. The Treasurer shall send notice of annual fees to all members by the end of March.
2. Guests shall be allowed to attend two dinner meetings. These two meetings will allow the guest the opportunity to assess their interest in BPW. At that time, the guest will be requested to make a decision as to whether they wish to be a member. Attendance at any future dinner meetings will be as a member or at an increased rate to be determined by the Executive.
3. Payments are acceptable by cheque, credit card with appropriate service charges or e-transfer to treasurer@bpwBrampton.com.

REGULATION VI: DUTIES OF OFFICERS

All Officers shall maintain such files and correspondence as required for their office and the files shall be retained for period of two (2) years in current files. Any material, which may be deemed advisable to retain, shall be given to the **President** for inclusion in the permanent file. Official club minutes shall be retained for up to seven (7) years by the current secretary with older records being archived in a format determined by the Executive.

Reports of Officers and Committee Chairs should be requested at the April executive meeting and submitted to the Corporation Secretary by May 1st. After review of the reports at the May executive meeting, they shall be distributed electronically to the membership and sent to the Web and Social Media Chair for posting on the website.

Draft budgets should be submitted by committee chairs to the **Treasurer** (by March 31st) or as established by the Treasurer. All Club member personal information will be managed in keeping with PIPEDA recommendations.

Membership list information will only be used for the purpose of club business and not sold or used for personal gain. Care to avoid unauthorized distribution of Club member email addresses will be taken by discouraging mass emailing.

1. **Secretary**
 - a) the Secretary shall prepare minutes of all Executive Committee meetings and General Membership meetings as appropriate. Approved meeting minutes shall be placed in the Corporation's formal electronic records, no later than thirty (30) days after the meeting in which they are approved. All meeting minutes shall be available to all club members through the website;
 - b) minutes of the Executive Committee meetings shall be approved by the Executive

- Committee at the next executive meeting having quorum;
- c) minutes of General Membership meetings shall be approved by the general membership at the next General Membership meeting; and
- d) all General Membership meeting minutes shall be recorded into the minutes of the next held executive meeting. This would include budget approvals, resolutions voting, and other matters brought to the membership.

2. Corresponding Secretary

- a) prepare a budget to capture costs of ongoing correspondence to members;
- b) accept mail on behalf of the Membership for general distribution to the appropriate Committee Member for execution;
- c) send members correspondence when requested by the Board; and
- d) obtain approval from the Executive for special event/occasions, cards and/or gifts.

3. Treasurer

- a) prepare the budget and present it to the membership at a general dinner meeting (usually in April of each year). Upon approval of the budget, it will be implemented;
- b) prepare a detailed monthly financial statement for the approval of the Executive Committee;
- c) assist the Fundraising Committees with registrations, payment of dinner guests and collection of any outstanding fees i.e., dinner meeting or special events;
- d) manage Club expenditures and maintain The Corporation's financial records which shall show as separate amounts the following: general fund, any special project funds where applicable, and investments;
- e) present a report at Executive meetings on the account of all funds, at the annual meeting, and at other times as requested by any executive members, and upon request by any two members;
- f) provide all financial records and accounts to a specified auditor as directed by the executive;
- g) ensure all bank signature cards are up to date;
- h) secure and control all blank cheques and other important papers/documents.
- i) in conjunction with the Membership Chair, prepare necessary membership lists, and send membership payments to BPW National and BPW Ontario monthly; and
- j) prepare and distribute yearly membership renewal letters after annual budget approval for the upcoming year;
- k) responsible for all books of accounts and financial records of the Corporation;
- l) receive and promptly deposit all monies in the name of and to the credit of The Corporation in such financial institution(s) as selected by them and ratified by the Board of Directors;
- m) reconcile bank accounts;
- n) distribute all receipts as required (example: professional dues for income taxes);
- o) complete T2 corporate returns;
- p) collect all membership fees and dues;
- q) be co-signer with the President and the Treasurer on all cheques;
- r) keep an itemized record in an electronic format of all receipts and disbursements, and give a written report at each executive meeting and annual general meeting;
- s) disburse the Corporation's funds by cheque, electronic banking or how the Treasurer sees fit drawn on the Corporation's bank account under the direction of the Board of Directors and obtain receipts and discharges;
- t) assist the Corporation's delegates to review International, National and Provincial financial statements and budgets, if requested;

- u) facilitate an annual audit of the books by another member of The Corporation;
- v) turn over to their successor, within fourteen (14) days of vacating office, all books, records, electronic files, and papers in good order;
- w) remit to the BPW Ontario and BPW Canada Treasurer the following on a monthly basis as appropriate, within the current fiscal year, in order to maintain charter status:
 - i. Updated Form 100;
 - ii. BPW Ontario membership fees;
 - iii. BPW Canada membership fees;
 - iv. BPW International membership fees (payable to BPW Canada);
 - v. Travel pool fees to both provincial and national;
 - vi. Delegate registration costs (annually);
 - vii. Annually invoiced insurance amount (payable to BPW Ontario).
- x) shall prepare, together with the President and Vice Presidents, and submit a Budget to the Board of Directors for recommendation to the members, who shall have final approval;
- y) assist Membership Chair in maintaining an accurate, up-to-date membership list; and
- z) chair the Budget and Finance Committee.

REGULATION VII: STANDING COMMITTEES

All Standing Committees shall maintain such files and correspondence as required for their duties and the files shall be retained for a period of three (3) years in current files. Any material that may be deemed advisable to retain, shall be given to the President for inclusion in the permanent file.

1. **Budget and Finance Committee**

- a) prepare and submit to the Board of Directors an annual budget for The Corporation, with recommendations for maintaining a sound financial position. The Treasurer shall be a member of this committee; and
- b) furnish advice on club budgets.

2. **Fund Raising Committee**

- a) consult with the Executive and establish a fund-raising target for the year.
- b) propose and facilitate approved fund-raising projects/events.
- c) collaborate with the Treasurer for assistance with accurate bookkeeping; and
- d) collaborate with the Program Committee as required to carry out fund raising responsibilities.

3. **Membership Committee**

- a) process all application for membership in accordance with the by-laws;
- b) work with the Treasurer to maintain a current BPW Brampton Canada membership list;
- c) work with Treasurer to ensure any changes in membership are provided to the Treasurer for processing to BPW Canada and BPW Ontario;
- d) maintain a supply of BPW Brampton new and guest membership kits and review content annually to ensure material remains current;
- e) prepare, coordinate, and participate in the induction of new members into The Corporation, and where possible within two months of their date of joining;
- f) ensure the Web and Social Media committee are informed of new members to allow

- g) access to the BPW Brampton website along with latest membership forms; and
- g) monitor the Guest Tracking List to connect each month with guests from monthly dinners and other events.

4. Programs and Projects Committee

- a) prior to August of each year, plan the program for the next September through June dinners. This program can be developed in a single planning meeting or as directed by the committee chair. It is important that the needs and interests of the Corporation members, or program suggestions from National, specific projects, leadership training, and self-development are given consideration. (See Programs with Panache: Creating Exciting Programs that Engage Members and Entice the Media learning module on BPW Ontario web site for ideas and resources.);
- b) ensure the program is finalized and that details are made available to the Membership Chair, Public Affairs and Web and Social Media Chairs by the end of August;
- c) work with Publicity and Public Relations Chair to develop a good sales pitch, hook, or tag line to accurately reflect and generate interest in the program topics;
- d) ensure a letter of confirmation is issued to speakers and obtain a biography for introduction;
- e) arrange for a member to introduce the speaker;
- f) arrange for a member to thank the speaker;
- g) an honorarium or gift up to the value approved by the executive, shall be provided for the speaker;
- h) send notes of thanks to speakers and those who contribute to the program, after meetings;
- i) take care that as many members as possible participate in the programs during the year;
- j) where an approved special project is adopted, the committee shall give the Treasurer all project money received, along with an itemized statement, following the event; and
- k) where appropriate ensure that the speaker's expenses are submitted to the Treasurer for payment; and/or ensure that the speaker's fee is prepared and ready for presentation at the meeting.

5. Publicity and Public Relations Committee

- a) send news items to relevant provincial, national, and international vehicles i.e., Annual Report, Club newsletter etc... to Provincial, National, and International newsletters and mailings as directed by the Executive, or as required;
- b) submit reports/press releases of general meetings and other special events promptly to the press, as well as procure reports and photographer when deemed advisable; and
- c) Contact T.V. radio, web, and other periodicals for club activity publicity, and maintain a current media contact list.

6. Resolution/By-Law/Public Affairs Committee

- a) **Resolutions & Commendations**
 - i. a resolution may be either a regular, urgent, or emergency resolution. Most resolutions follow the normal protocol for regular resolutions. However, an urgent resolution is one that must be dealt with by a deadline and may be submitted by a club or the Board of Directors at any time. An emergency resolution is a particular form of urgent resolution that has surfaced close to the

conference/convention period but has passed the normal submission deadline. This resolution can be brought forward to the provincial or national board pre-conference or pre-convention board meeting for approval to allow discussion on the issue by the membership;

- ii. ensure the Corporation is aware of the annual Call for Resolutions, Commendations and By-laws (usually issued by the National/Provincial Resolution Chair by September 15th) reminding members of the Provincial and National submission deadline. The Resolution Committee will also communicate to the membership the Corporation's deadline for submission of resolutions to the Executive for approval. After approval by the Executive, the resolutions will be forwarded to the membership for approval in sufficient time to meet the Provincial/National deadlines;
- iii. commendations are how members can acknowledge any praiseworthy work of an individual, organization, business or government that is in direct support of our BPW mandate. Commendations typically follow the same submission format, procedure and timing as resolutions and by-laws. However, clubs may issue commendations at the local level at any time following Executive and Membership approval;
- iv. generate interest and establish areas of potential concern that could form the basis of a resolution or commendation. (Note: conducting a resolution workshop using the Resolution leadership learning module entitled Resolutions': Giving Power to Women's Voice, available on the BPW Ontario Web site can provide many tools to generate potential topics. Also, the BPW Ontario and BPW Canada Index of Resolution databases on the prospective web sites can be helpful in determining the status of resolutions and potential issues that could benefit from some attention and be reaffirmed;
- v. coordinate the research and development of the resolution or commendation and present it to the Executive for approval. Once approved by the Corporation executive it will need to be presented to the membership at a general meeting for approval;
- vi. ensure that the Corporation approved resolutions and commendations meet all timelines and format requirements for both the national and provincial resolution committees, prior to submission. (i.e., Regular resolutions/commendations must be received by the deadline set out by the Corporation's Resolution Chair. Issue must be on mandate, includes a background page no more than one page in length, logical Whereas Statements should build a solid case for the requested action outlined in the Therefore or Further Be Resolved statements and finally any recommended implementation strategies that BPW Clubs might put into action across the province or nation should be included as appropriate);
- vii. when an urgent resolution/commendation is submitted, the Corporation must include a date by which action is required. If time permits, all clubs will be contacted for further input; otherwise, the National/Provincial Resolutions Chair will work with the Corporation or the Board of Directors to prepare a presentation; and
- viii. review the conference and convention Resolution/Commendation and by-law packages and forward to the Corporation membership for comment and debate. (Typically, the April club program is reserved for an evening of discussion and feedback to the Corporation delegates expected to represent the Corporation at conference/convention. It is recommended that all members receive the package in advance and that topics are logically organized to be discussed at their tables in a working session and reported out to the general membership. The resolution

chair or designate typically captures and summarized this feedback for the delegates.

b) By-laws and Regulations

- i. review the By-laws and Regulations regularly, and to prepare and present to the Corporation Executive such further amendments as it shall seem advisable. Amendments to the By-laws are to be appended to the Notice of Annual General Meeting of The Corporation and approved by the general membership; and
- ii. submit three copies of the Corporation By-laws to the National Resolutions Chair for review and approval.

b) Public Affairs

- i. keep the Corporation informed of conditions related to women's employment in Canada, the Province, and the local community;
- ii. keep the Corporation informed of existing and proposed legislation of interest to business and professional women;
- iii. recognize the contribution that women make in public life; and
- iv. partner closely with the Publicity and Public Relations Chair on communicating to members.

7. Personal Development Committee

- a) communicate and disseminate personal and professional development related information from the provincial, national, and international BPW Chairs;
- b) solicit, develop, and provide personal development opportunities to club members as per their identified areas of interest. Note: (Information re: BPW Canada Skills Achievement Modules and BPW Ontario Leadership Learning Modules are available on BPW websites);
- c) work collaboratively with other committees as appropriate to determine if personal development opportunities might augment common objectives outlined for example the Program, Projects, Young BPW and Membership committees; and
- d) partner with the Public Affairs Committee when advertisement or promotion is required.

8. International Affairs Committee

- a) liaise with the International Chairs of each level of the organization and promote the International Federation of Business and Professional Women;
- b) share communications from the International Chair at each level of the organization and report any communications or concerns conveyed through the International President, Regional Coordinator for North America and the Caribbean, United Nations, and its agencies;
- c) conduct the International Candle Lighting Ceremony as part of the February dinner program;
- d) make recommendations to the Program Chair for a speaker of an international nature for the February program; and
- e) lead an international project with the approval of the Executive Board.

9. Website and Social Media Committee:

- a) responsible for maintaining, updating, and revising the BPW Brampton website, posting all items and communication as instructed by either the President or Executive Committee;
- b) receive articles, reports, and photographs from Club members for posting on the

- website upon receiving approval from the President and/or the Executive Committee;
- c) post all club events and dinners on the website as provided by the applicable chairs;
- d) update all changes in executive members and committees to the website;
- e) ensure all current club members have access to the Members Only tab of the website;
- f) ensure all current executive members have access to the Board folder of the website;
- g) update any documents and information on the website as requested by the President or the Executive Board;
- h) maintain all social media platforms as directed by the Executive Board;
- i) post all club events and dinners on approved social media platforms;
- j) post news items relevant to club activities and from other levels of BPW to social media platforms; and
- k) monitor issues trending on social media platforms.

10. Young BPW Committee

- a) represent the interest of those members under the age of 35;
- b) communicate and disseminate information from the Provincial, National, and International Young BPW Vice- Presidents;
- c) coordinate community outreach activities to build Young BPW Members in The Corporation;
- d) work with Public Relations, Personal Development and Membership committees to ensure the needs of potential Young BPW Members are adequately considered;
- e) identify and create a local database of Young BPW's within the Corporation (including any BPW member interested in being an advisor to the Young BPW's) and forward this information to the Provincial Chair who is responsible for maintaining the database for Ontario;
- f) promote training in lobbying procedures, parliamentary procedures and negotiating skills;
- g) create and publish a bulletin that would provide information on courses, seminars, lectures, and personal development in the areas of science, technology, languages, commerce, humanity, law, and health;
- h) promote twinning with another Young BPW in another province or country;
- i) promote attendance and participation at the leadership seminars, provincial board meetings and Provincial Conference as opportunities for personal development and leadership training;
- j) support and encourage flexibility within BPW to implement new ideas and technology;
- k) subscribe to the Young BPW Newsletter and encourage participation in submitting articles and reports; and
- l) network worldwide, utilize the newsletter, mailing lists and other tools.

11. Dinner Convenor Committee:

- a) conduct a search of facilities and make a recommendation to the Executive regarding a monthly dinner meeting venue;
- b) all regular dinner meetings shall be held at such place as has been agreed upon by a majority of the Executive Committee members;
- c) send out dinner notices (re: speaker, topic, location, time, and cost of dinner) and take reservations within specified timelines to ensure we make the necessary arrangements with the venue;

- d) partner with Web and Social Media Committee to ensure dinner notices are posted on the BPW Brampton website in a timely manner;
- e) ensure that all guests and members are greeted upon arrival at the meeting;
- f) assist the Program Committee to ensure that the venue meets the needs of guest speakers and members;
- g) assist the Treasurer with the registration and payment of all dinner guests;
- h) be informed of the decisions of the Executive Committee regarding the price to be charge (if applicable) to members and guests for attending each dinner meeting; and
- i) update the Guest Tracking List after each monthly dinner meeting or other event.

12. Bursary Committee

- a) using the budgetary funding amount provided by the Executive Board, determine the categories, quantity, and dollar amount of the bursary awards;
- b) create, publicize, and promote a bursary application process during the fall season;
- c) seek and secure at least three members to serve on the committee;
- d) maintain regular communication and the review process with committee members and the Executive Board;
- e) fall: Create the application process in a timely manner and provide the details, requirements, and deadline(s) for the process in the fall issue of the Club Newsletter;
- f) winter: Notify the university and college coordinators of the proposed deadline for the application process so that members are informed, and the website updated;
- g) send an electronic confirmation receipt to all applicants;
- h) forward evaluation forms and copies of all applications to the committee members and advise them of the deadline(s) to review the applicants;
- i) after the recipient selection(s) notify all applicants of the results and provide similar information to the Executive Board;
- j) contact the successful recipients and inform them of any specific requirements and/or expectations in order for them to receive the full bursary amount. Once the expectations are met, a check is presented to each recipient; and
- k) Create bursary certificates and acknowledge the successful recipients during the membership meeting.

REGULATION VIII: APPOINTED COMMITTEES

- 1. When required, new committees shall be appointed by the President, with the approval of the Executive Committee.
- 2. Lists of committees and committee members shall be published every year by the Immediate Past-President, following the annual meeting in April.
- 3. Committee chairs shall liaise between the Executive Committee, the general membership, and parallel committees at the provincial, national, and international levels.

REGULATION IX: EXECUTIVE COMMITTEE

- 1. At any time during normal business or in instances where objective guidance is warranted clubs may seek advice from their District Director or Provincial President and/or ask that they serve as an arbitrator as deemed appropriate.

REGULATION X: NOMINATIONS AND ELECTIONS

1. Installation of officers shall be conducted by a Past-President, a National or Provincial officer.
2. In nominating persons for office, members should be careful to nominate a person with the necessary qualifications and attributes for the office.
3. It is suggested that new members shall not be nominated for executive office until they have been given sufficient time for orientation and education in the BPW organization or they have served on a committee.
4. Each nominee shall be contacted and asked if they will allow their name to stand for office. They shall be advised of the office they have been nominated for, the duties involved, and the qualifications required.

REGULATION XI: MEETINGS

1. Each Executive Committee member may submit a written report of activities for the preceding year, to the Annual Membership meeting.
2. It is recommended that each Executive member may submit a written report of activities for the preceding period, to the monthly executive meeting.
3. Each appointed committee representative may submit a written report of activities for the preceding year to the Annual Membership meeting.
4. Reports can be completed utilizing the BPW Report Template available on The Corporation website.

REGULATION XII: DELEGATES

1. No member with less than two years membership in The Corporation shall be appointed as delegate, if possible.
2. If possible, no member who has not once attended a conference or convention as an observer shall be appointed as a delegate.