

# **BUSINESS BABES BYLAWS**



## **ARTICLE I. Name of the Organization**

This group shall be known as the Business Babes Society (BBS), Chapter 1.

## **ARTICLE II. Purpose**

Business Babes is a support and networking group to promote business women in our communities. The members support women business owners in maintaining and growing their businesses by networking and sharing resources and relationships.

## **ARTICLE III. Members**

### **Section 1. ELIGIBILITY**

Any female business owner, even if the business is shared with a male partner/spouse, shall be eligible for membership in the Business Babes Society, Chapter 1.

## **Section 2- APPLICATION**

Membership of the Business Babes Society shall be obtained upon the approval of any membership committee authorized to accept or reject membership on behalf of the Business Babes Society, subject to the right of the Board of the Business Babes Society to overrule the decision of a membership committee.

Each application for membership shall be accompanied by online application submitted via the following website:

[www.businessbabessociety.org](http://www.businessbabessociety.org)

## **Section 3- DUES AND FINANCES**

Any female business owner may attend one complimentary meeting to decide if she wishes to become a member; otherwise, dues are due by the member's 2<sup>nd</sup> monthly meeting. Dues shall be paid by cash or business check to: Business Babes Society.

Each member of the Business Babes Society shall pay membership dues of \$150.00 a year. The Board can set the price of dues every year, but members must ratify the amount. Cash and checks shall be given to the Treasurer. Dues are also acceptable in the form of PayPal using debit or credit card via the Business Babes Society website:

[www.businessbabessociety.org](http://www.businessbabessociety.org).

Dues may be paid quarterly in increments of \$40.00, and are due at the monthly meeting every quarter of a fiscal year. Dues may be paid annually and are due in 30 days. Any nonpayment of dues by the 2<sup>nd</sup> quarter shall be considered delinquent, and membership shall be deleted from our directory and shall not be permitted to attend monthly meetings/functions. Any member can reinstate herself and be enrolled back in our directory and attend monthly meetings/functions by prompt payment of

quarter or annual dues. There are no fines or late payment of dues fees.

The first \$25.00 of dues per paid member shall be directly deposited into the Business Babes Society Scholarship fund savings account. The remaining yearly dues shall be deposited into the Business Babes Society's general checking account.

#### **Section 4- MEMBERSHIP REQUIREMENTS & EXPECTATIONS**

To support the Business Babes Society, Chapter 1 and any and all future Chapters of the Business Babes Society.

To keep Officers informed of changes in name, business, address and email/cell numbers.

To help organize and sign new members whenever possible.

To support all Business Babes Society's members' businesses as much as possible.

To vote their convictions in all local Business Babes Society's elections and matters submitted to a vote, abide by the will of the majority, subject to rights of appeal.

Members are encouraged to attend as many meetings as possible to fully participate in the organization. Contributing expertise where needed and volunteering for committees, and events when possible.

All other business matters between two members shall be conducted before or after the actual meeting.

### **SECTION 5- DISCIPLINARY PROCEDURES**

Any misrepresentation of the Business Babes and/or a Business Babe member will require an immediate meeting with the Executive Committee to determine if any further action will be taken. Any member who is found guilty of an illegal action by a court, membership will be immediately terminated.

### **SECTION 6- RESIGNATION**

Any Business Babes Society's member may resign her membership, effective immediately, via verbal communication to the membership committee. All personal and business information shall be deleted from the Business Babes Society's website immediately.

At any time, a former member may reinstate its membership, effective immediately, via verbal communication to the membership committee, and completion of Article 3-1.

## **ARTICLE IV. OFFICERS**

### **SECTION 1. EXECUTIVE BOARD**

The elected officers of the organization who shall serve for a two year term are as follows:

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer

Duties of the officers are as follows:

The **President** shall chair all meetings, chair officer meetings and act as primary contact for the group.

The **Vice President** will take the place of the President if the President is unavailable, work under the direction of the President, assist with scholarship, bylaws, and fundraising committees and shall schedule all speakers for monthly meetings.

The **Secretary** will take minutes of all meetings, e-mail minutes and meeting reminders a week before upcoming meetings and perform other duties or tasks as needed.

The **Treasurer** shall collect all dues submitted online and at monthly meetings, submit and/or present monthly financial reports, purchase meeting drawing prizes as needed, send dues statement and update membership Chair quarterly of those who have not paid their dues. The Treasurer will also maintain the General fund as well as the Business Babes Society Scholarship savings account.

## **SECTION 2. NOMINATIONS AND ELECTIONS**

Every 2 years, in the November monthly meeting, a new President, Vice President, Secretary and Treasurer shall be nominated. The meeting shall call to vote nominated members using a paper ballot, and close the meeting with an agreed majority vote with a verbal announcement for new persons in the voted positions. Newly elected officers will begin on January 1<sup>st</sup> of the following year. Outgoing officers will serve until January 1<sup>st</sup> and hand over completed and updated directory,

bank statements and all other records of the Business Babes Society.

### **SECTION 3. ELIGIBILITY**

All elected offices of the Business Babes Society must be current and active paid members of the Business Babes Society in order to be voted into office.

### **SECTION 4. TERM OF OFFICE**

New officers begin their term on January 1<sup>st</sup>, following their election. Each elected officer will serve a two year term.

### **SECTION 5. REMOVAL OF OFFICE**

Any officer can be removed for cause which includes:  
Removal from office will require a two thirds vote of members present at the next meeting after officer is held for cause.

### **SECTION 6. VACANCIES**

Vacancy of President shall be filled by the Vice-President for the duration of the term. Any additional vacant position shall be filled at the next meeting held after officer is removed. The newly elected officer shall complete the remaining term of the officer she is replacing.

## **ARTICLE V. MEETINGS**

### **SECTION 1. MEETING DAY(S)**

Membership meetings shall be held monthly. Information on meeting times and place may be found on the local chapter website. Meetings are optional, but you are encouraged to attend as often as possible so members are included and updated on any decisions that are made. Networking time among the

members is available at the close of all monthly meetings. The meeting will include a speaker with valuable information for members' businesses. No males will attend the meeting unless he is the invited speaker. A guest speaker will be invited at our monthly meetings.

## **SECTION 2. EXECUTIVE BOARD MEETINGS**

The Executive Board shall meet when scheduled by the President or a majority of Executive Board Members.

## **SECTION 3. SPECIAL MEETINGS**

In cases of emergencies, the President may call an emergency meeting during a nonscheduled meeting time. The President is to notify the Executive Officers who are to notify the committee Chairs of the organization who will notify all remaining members of the special meeting, time and place.

## **SECTION 4. CANCELLATION OF A REGULARLY SCHEDULED MEETING**

Should the need arise to cancel a scheduled meeting due to weather, national emergency, or other, the President will make the decision to cancel the meeting. The President is to notify select Committee Chairs of the organization who will notify all remaining members of the cancellation of a regularly scheduled meeting according to each chapter's emergency plan.

# **ARTICLE VI. COMMITTEES**

## **SECTION 1. COMMITTEE CHAIRS**

The committee chairs of the organization is nominated and voted in, and are as follows:

- A) Communications

- B) Membership
- C) Events
- D) BBS Scholarship Fund
- E) Bylaws
- F) Election
- G) Chapter Liaison
- H) Community Outreach

The **Communications chair** must be informed of any change of a Business Babe Society's member business or contact information. The Communications committee will also handle social media, monthly newsletter, maintain website, and will assist with the membership committee to ensure all new members are being contacted.

The **Membership chair** must be informed of any business address or contact information changes or otherwise pertinent information and keep it current. Furthermore, the Committee will also make and hand out new member binders and decide and implement a method for welcoming new members.

The **Events chair** will plan designated and chosen events in the calendar year per approval of the Executive Officers.

The **BBS Scholarship chair** will organize specific outreach and fundraising events for the purpose of raising funds for the Business Babes Scholarship Fund.

The **Bylaws chair (Vice-President)** will organize a meeting at least once a year with a delegated committee to review the



Business Babes Society's current bylaws and bring to vote any changes and/or updates to the next meeting.

The **Election chair** will organize the nominees and the election process once every other year.

The **Chapter Liason** will organize future chapters of communication.

The **Community Outreach chair** chooses one non-profit to focus on per year with the approval of the Board, organize fundraising, and looks for opportunities that Business Babes Society members can participate in to give back to the community.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the four elected officers.

## **ARTICLE VIII. BUSINESS BABE BOARD**

The Board shall consist of the Executive Committee and all Committee Chairs. The Boards rights and duties can be determined as needed as a Chapter grows.

## **ARTICLE IX. PARLIMENTARY AUTHORITY**

Meetings shall be conducted in accordance with these bylaws. On questions where the bylaws do not clearly apply, Roberts Rules of Order shall apply.

## **ARTICLE X. AMMENDMENTS**

After adoption, these Bylaws may be amended by the following method:

Majority vote of the members present in a Monthly meeting if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of the Business Babe Society's website, email or blog. Bylaws will be a record of the amended bylaws to include the section revised and date the amendment passed.

Quorum = 10

## **ARTICLE XI. MISC.**

Any money paid towards networking or projects that are supported by this group must come from the member's business checking account. Make any checks directly payable to the end vendor.

### **Amendments to the Business Babes Bylaws**

The bylaws will be reviewed and amended of January of each year.

(Revised January 9, 2014)