



Business Babes By-Laws

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 1: 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

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 2nd 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.

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 2nd 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. All payments are final, no refunds issued.

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 EXPECTATIONS & GUIDELINES

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 participate on committees, and volunteer for other organization activities to fully participate in the organization. 4

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

Refrain from sharing political or religious views. Keep your expressions to yourself unless the discussion involves local, state or federal issues that directly or indirectly affect our business(es). Religions are considered personal.

Refrain from gossiping, criticism, bullying or negative campaigning of our organization, other members and members' businesses among the group, on social media or individually.

Always a Business Babe. Your behavior during and outside of meetings directly and indirectly reflects on Business Babes Society and your business. This includes but not limited to: indecent public photos, unprofessional comments on social media, public behavior, and unethical business practices.

During the Babes on the Spot (member introductions at our monthly meetings), please introduce yourself and your business in 10 seconds and restrict to announcing your name and the name of your business.

Competitors are welcome within the group. Business Babes Society is not exclusive with our industries among our members and sponsors.

SECTION 5: DISCIPLINARY PROCEDURES

Any misrepresentation, misconduct, or direct violation of our by-laws by 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 without a refund.

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 & COMMITTEE CHAIRS SECTION

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:

A. The President

- Prepares meeting agendas.
- Plans and conducts bi-monthly Board Meetings.
- Responsible for coordinating and communicating with all other board members and chairs for updates of their responsibilities.
- Assists in the planning and budgeting funds for all events.
- Responsible for the public relations of the organization.
- Promotes the success of our society to the community.
- Encourages new members and sponsors.
- Organizes and plans yearly calendar of events.
- Organizes the Babes End of the Year Banquet and nominates the award recipients (chosen with the founders).
- Serves as the primary contact for the group.

B. Vice President

- Shall chair all meetings in the event of the absence of the President.
- Will work closely with the President on all her responsibilities.
- Co-chairs the Scholarship committee.
- Co-chairs the Events committee.
- Co-chairs the Membership Committee.
- Chairs the By-Laws Committee that meets in the first quarter of each year.
- Acts as Chapter Liaison (if deemed necessary).

C. Secretary

- Shall take minutes at all meetings and board meetings.
- Responsible for emailing a copy of the minutes to all board and chair members.
- Assists the Communication Chair in communicating to members and sponsors about upcoming events and announcements via emails, blog, and print-outs.
- Works directly with the President and Communications Chair on organizational duties and informational materials.

D. Treasurer

- Responsible for collecting and depositing monies received
- Responsible for bank account maintenance and recordkeeping.
- Shall present updated reports at monthly meetings on current financials.
- Will work with the President in setting the annual budget for projects, events, community outreach, advertising and etc.
- Shall approve all expenditures prior to purchase and reimburses members when proof of purchase (email or paper receipt) is submitted.
- Responsible for sending membership dues statements.
- Shall work with the Membership chair with updates on active/inactive members.
- Responsible for maintaining the Scholarship fund account and shall work with the Scholarship Chair.

SECTION 2: COMMITTEES SECTION

COMMITTEE CHAIR: The committee chairs of the organization is nominated and voted in, and are as follows: A) Communications; B) Membership; C) Events; D) Community Outreach; E) BBS Scholarship; F) Sponsorship

A. Communications Chair:

- Responsible for creating and organizing the monthly email newsletter, updating the Deals on Heels page, the online calendar each month.

- Shall promote news and events through content marketing via social media (Facebook, Twitter), the BBS blog, the monthly Register page, the website, and email marketing.
- Will work with the Events Chair to market and promote upcoming events, as well as, get a report after the event to document and publicize its success.
- Creates and prints materials and ads.
- Works with the Vice-President to communicate with the Guest Speakers, Monthly Facilitators to invite, remind and prepare them for their presentation.
- Works with the President on the creation of the annual calendar.
- Works with the Secretary on distribution on communication and informational materials.
- Organizes, invites and communicates with the Monthly Meetings guest speakers in cooperation with the Communications Chair.
- Works with the Communications Chair to communicate with Guest Speakers, Monthly Facilitators to invite, remind and prepare them for their presentation.

B. Membership Chair:

- Works directly with the Communications Chair.
- Responsible for following up with new members and helps schedule New Member Coffee with Board Members.
- Responsible for providing new members with a BBS binder.
- Responsible for adding new members to the online directory.
- Works with interested parties by answering questions by phone or email.
- Offers direction on registration process and pricing options to potential members.
- Responsible for contacting former members once per year.
- Shall help promote and market membership opportunities and benefits.
- Manages and prints membership packets.
- Organizes, invites and communicates with the meeting exhibitors at our monthly meetings
- Shall be present at the Chocolate Soiree, Make S'more Friends, and other membership related events.

C. Events Chair:

- Responsible for heading the planning of each event or organizing a committee for the planning process.
- Will coordinate and communicate to the board of the specific event's plan and budget.

- Shall report event details, sponsors, and participants to the Communications Chair so the event can be marketed and advertised accurately.
- Events include but not limited to: Make S'more Friends (Spring & Fall), June Junk Jamboree, Pink Door Contest, Spoonbread Festival, Pops in the Park, Liberty House Tea Auction, Chocolate Soiree, Babes Bombarding Madison County (Small Business Saturday).

D. Community Outreach Chair:

- Shall help organize the group's efforts for annual community outreach efforts
- Informs members of the upcoming non-profit events and ways for members to participate.
- Shall schedule representatives of local non-profits to be a guest speaker or exhibitor at our monthly meetings.

E. Scholarship Co-Chair

- Will work in cooperation with their co-chair which is the current Vice-President in the following duties:
- Promote and market the BBS Scholarship starting in January of the current year through multiple media outlets.
- Informing and delivering the scholarship packets to all Madison County high schools and meeting with the staff to answer questions, promote and encourage participation by January 15th of current year.
- Collecting the application forms after the deadline.
- Setting up a committee for, setting up the Scholarship Nomination Meeting according to Scholarship procedures (see Article VIII, Section 2) and participating in the nomination process.
- Being present at each student's school awards programs.
- Help plan the Scholarship Recognition dinner for the winners, families, and board members with the Scholarship Committee.

F. Sponsorship Chair:

- Shall market and promote the sponsorship opportunities by mailings, phone calls, visits to local businesses, and communicating with interested parties.
- Responsible for keeping the content up to date in the Sponsorship Packet and prepare one mass mailing per year (in December).

- Shall designate volunteers to be liaisons for Platinum Sponsors, welcome and acclimate new sponsors, and answer any questions from interested parties.
- Will present at Chocolate Soiree and Make S'more Friends Events about the sponsorship benefits, levels and how the sponsors provide support to our organization.
- Shall organize an annual Sponsors Dinner that would act as a Sponsorship Drive, as well as, a show of appreciation to current sponsors.

*The Chapter Liaison will organize future chapters of communication (when deemed necessary).

SECTION 3: COMMITTEE MEETINGS.

The Secretary and Communications Chair shall be included in the committee meetings to observe and record information, yet not actively participating in the decision-making of the committee if not a member of the committee.

SECTION 4: NOMINATIONS AND ELECTIONS

Every 2 years, in the November monthly meeting, a new President, Vice President, Secretary and Treasurer and all Committee Chairs shall be nominated. The meeting shall call to vote nominated members using a 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 1st of the following year. Outgoing officers will serve until January 1st and hand over completed and updated directory, bank statements and all other records of the Business Babes Society.

SECTION 5: ELIGIBILITY

All elected offices and chairs 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 6: TERM OF OFFICE

New officers and chairs begin their term on January 1st, following their election. Each elected officer will serve a two year term.

SECTION 7: REMOVAL OF OFFICE

Any officer, chair or co-chair can be removed for cause which includes: violation of by-laws, acting in a manner incongruous to our policies, procedures, by-laws, mission and purpose of our organization, or acting unharmonious with the board, committees and/or members. Removal from office will require a two thirds vote of board members present at the next board meeting after officer is held for cause.

SECTION 8: VACANCIES

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

SECTION 9: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the four elected officers.

SECTION 10: 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 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 is a speaker, a sponsor or he has been invited by a board member. 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. The elected Officer and Chairs must be present at least seventy-five percent of board meetings, unless prior approval of the President.

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. EXHIBITOR TABLES & MEETING SPONSORS:

Three Babes or Sponsors per month will have the opportunity to introduce their business by sponsoring an exhibitor table. The cost of the exhibitor table for members is to either (1) provide the drink and light refreshment for the meeting guests (example: bottled waters & pretzels/chips) or to (2) provide the \$20 gift certificate for the Diva Dollar* Door Prize. The Speaker Sponsor will read the Speakers introduction and their bio, and provide a gift valuing a minimum of \$20 to be presented after the Speaker's presentation. Each of the sponsors/exhibitors will have up to five minutes to present their business to the group at the monthly meeting.

Non-members can also be an exhibitor for a donation of \$50.00 to the Business Babes Society. And one non-profit or charity organization can be an exhibitor free of charge per month.

Our exhibitors' tables should be set up by 6:30pm and stay until the end of the meeting. They will receive special mention during the meeting and the Babes will be encouraged to visit the tables before or after the meeting. The exhibitors will have an opportunity to give a two minute presentation.

ARTICLE VII. 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 VIII. SCHOLARSHIP NOMINATION PROCEDURES

SECTION 1: SCHOLARSHIP COMMITTEE

A minimum of five persons (if more has to be an odd number) will be chosen from a combination of our members, our sponsors, and outside community leaders. Those selected (1) have not viewed the unaltered applications & essays so they cannot see names or any personal information (including but not limited to address, place of employment, business connections, school name, parents' names, etc.) of the applicants; (2) agree to be unbiased in their nomination, and (3) are not friends, relatives or colleagues of any of the scholarship applicants. Both Scholarship Co-Chairs (Scholarship Chair & Vice-President) have to be present at the Nomination Meeting.

SECTION 2: SCHOLARSHIP NOMINATION MEETING

The date of the nomination meeting has to be set and approved by both co-chairs one month prior, and the board's final selection meeting will meet within two weeks after. In the event one co-chair cannot meet due to extenuating circumstances, the President will be notified prior to the meeting. The President will determine how the committee shall

proceed; either reschedule meeting, appoint a new chair replacement, fill in herself, or proceed with one chair.

SECTION 3: MAXIMUM NUMBER OF SCHOLARSHIP WINNERS

Prior to the nomination meeting, the President will provide the maximum number of scholarship applicants to be nominated to the co-chairs, and the committee will nominate the applicant(s) that they deem most qualified to be chosen, but cannot exceed the number of scholarships provided. The committee is not required to fulfill the number of maximum nominations if they feel there are not an ample number of qualified applicants. If the committee unanimously cannot choose only the maximum number of nominations, they will present the nominations to the board for final selection.

SECTION 4: SCHOLARSHIP NOMINATION PROCESS

Once the nominations have been decided, the co-chairs will present the choices to the board for final selection. No applicants will be notified, nor anyone outside the committee, besides the Business Babes Society Board members, until final approval has been given by the board. The nominations must remain confidential until the President and the board announces the winners to the public.

ARTICLE IX. 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.

ARTICLE X. MISCELLANEOUS

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.

[Amended: May 2015]