



FORT BEND PROFESSIONAL WOMEN

GOVERNING BY-LAWS

ARTICLE I – ORGANIZATION NAME

The name of the organization/agency /group will be Fort Bend professional Women or FBPW

ARTICLE II – PURPOSE AND MISSION STATEMENT

- “Promoting Professional Women”
- “ *FBPW is an organization dedicated to promoting the professional women of Fort Bend by networking, supporting personal pursuits and creating business opportunities.*”

ARTICLE III – MEETINGS

Section I- The Board shall meet at the discretion of the acting President. A measure shall pass with a majority vote of those Board members present and authorized to vote.

Section II- FBPW shall meet from August through May, the second Thursday of each month with alternating 7:30am breakfast meetings and 6pm ‘Happy Hour Socials’ and guest speakers. The Month of December shall be reserved for a Holiday Celebration or Charitable Outreach Event.

ARTICLE IV – MEMBERSHIP

Section I – The number of members to FBPW is not restricted, unless the number of ‘same profession’ exceeds three members. In this case, only three of the ‘same profession’ within FBPW will be allowed and none others accepted as members.

Section II – Qualifications for Membership

- Each member shall, now or in the past, be actively involved in the business community life of Fort Bend.
- Each member shall be current and paid on their annual dues and fees from Aug.-May
- Members are expected to attend regular monthly meetings. Any member with 3 consecutive absences will be reviewed by the Board for acquittal.

Section III – Selection of a New Member

- Any existing member of FBPW can propose a candidate for membership.
- Guests may also apply for membership without the sponsorship of a member.
- Prospective members must fill out a New Member Application along with paying the annual fee for the fiscal year. The Board will then review the application and determine membership approval. Any fees will be refunded upon non-approval.

Section IV - Resignation, Duration, Termination of Membership

- Membership shall continue during the existence of the organization unless terminated.
- Membership in the organization is granted strictly on a personal basis and is not to be considered a sustaining membership to a company, corporation, sole proprietorship or partnership. This membership once relinquished by voluntary or involuntary means, may not be passed to another person recommended for membership from the company, corporation, sole proprietorship or partnership of the relinquishing member.

ARTICLE V – ATTENDANCE

- Any member of FBPW Org. that has over 3 consecutive absences will be contacted by the board and then reviewed for possible acquittal. The board will hold executive decision in whether a member will resume or be terminated.
- In the absence of the President, the President Elect and or Past President shall reside in that order.
- Any Board member having more than 3 consecutive absences shall also be reviewed by the board for acquittal. Upon acquittal, the board position may be immediately filled and that member shall not be eligible for membership or re-elected for one year.

ARTICLE VI – DUES AND FEES

- The fiscal year for FBPW will be August 1st –May 26th

Section II – Dues and Membership Fees

- Membership Fees will be \$150 per annual fiscal year per member and will be prorated from the time of membership approval.

ARTICLE VII – BOARD MEMBERS

Section I – Definition

- The organization shall be governed by a board of (8) which shall include the following officers who are designated as; President, Vice President, Past President, Secretary, Treasurer, Communications Director and Editor, Programs Director and Membership Director.

Section II - Selection of Board

- The selection of the board members shall be through a nominating committee. The committee shall consist of the past presidents and members of the current board who have excluded themselves from candidacy for the next Board. Elections shall be held during the November meeting.
- No officer shall serve more than (2) two consecutive terms in any office.
- The President shall serve a one year term.
- The Secretary and Treasurer will each serve a two year term

ARTICLE VII- DUTIES OF THE OFFICERS

Section 1- President

- The President shall be the executive principal officer of the organization and shall supervise and coordinate all business of the organization. She shall preside at all meetings. She shall perform all duties as may be prescribed by the board.

Section 2- Vice President

- The President Elect shall in the absence of the President, perform the duties of the President and when so acting, shall have all the powers of and be the subject to all the restrictions of that office. She will develop and implement procedures to keep our membership viable and involved. She will assist other members of the board when needed.

Section 3-Secretary

- The Secretary will be the official business recorder of the organization, to keep the minutes of the board meetings, send out notices of meetings and communicate with meeting place concerning dates, reservations and menus. She will keep current the membership list and accompanying information.

Section 4-Treasurer

- The Treasurer will receive and disburse funds, maintain accurate and complete financial records, and send out quarterly statements.

Section 5- Communication Director and Editor

- The Communication Director will provide a monthly newsletter, which will be emailed to all members and made available at all monthly meetings. She will also be responsible for up keeping social networking sites and websites.

Section 6- Program Director

- The Program Director will be responsible for coordinating the program for each meeting from the February after she takes office through the following January . She may choose to select a committee to assist her in developing and implementing her assigned duties.

Section 7- Past President

- The Past President will serve as parliamentarian for the Board and for business meetings of the membership. She will also serve as an advisor to the other officers.

ARTICLE IX – COMMITTEES

- The President shall form any committee she feels necessary to accomplish a function of the organization

ARTICLE X – OUTSIDE ACTIVITIES

- The organization shall not undertake or perform any civic, charitable, religious or other unauthorized activity without a two-thirds vote of the members present, cast at a regular meeting of the organization.

ARTICLE XI – ETHICS

- The organization recognizes that its members may be governed by canons or codes of professional conduct. Realizing in full that this is so, if any project or activity undertaken by the organization is deemed by a member to be against her professional or personal ethics, then that member may refrain from entering into such project or activity if she so desires. It shall be left to the sole judgment of said member to determine if such project or activity is unacceptable to her.

ARTICLE XII – AMENDMENT OF BY-LAWS

- These by-laws may be amended at any regularly scheduled meeting of the organization by a two-thirds vote of the members present.