



Business and
Professional
Women/NC

OCTOBER 1, 2018

BPW/NC GUIDE FOR NEW CLUB START-UPS AND MEMBERSHIP

BPW/NC EXECUTIVE COMMITTEE
2018-2019

***Appreciation is expressed to BPW California.**

**In August 2018, they shared their existing guide to be
a template for this document.**

TIME LINE

Day One

1. Make the decision to start a club
2. Determine your geographic target
3. Find an available meeting room (libraries often have cost effective space)
4. Set a date 60 days out

Week One

1. Use local directories (phone/chamber of commerce) to compile a list of potential members
2. Prepare a letter to introduce BPW to the businesses and invite their employees to the initial meeting
3. Ask people to reserve their place at the meeting two weeks prior to the meeting date

Week Two

1. All mailings should be out
2. Send invitations to surrounding clubs and state and district officers.
3. Release information on the meeting date, time and location to the media (press, radio, television and website calendars)

Week Three

1. Place posters or flyers in visible places in the community.

Week Four

1. Distribute agenda to anyone involved in the program.
2. Arrange for video, lectern, microphone or any other supplies needed.

Week Five and Six

1. Receive and confirm reservations

Week Seven

1. Call all individuals with reservations to welcome and encourage each to bring a friend.
2. Confirm all arrangements, including people, rides, room, refreshments, etc.

Week Eight

1. Hold the first organizational meeting.

SAMPLE LETTER
TO A BUSINESS INTRODUCED THROUGH THE CHAMBER OF
COMMERCE

(Club Letterhead)

(Date)

(Business Name)
(Business Address)
(City, State, Zip Code)

Dear (Name of Contact):

As members of the (name) Chamber of Commerce, the North Carolina Federation of Business and Professional Women's Clubs (BPW/NC) knows the impact and the importance of an organization such as ours in fulfilling the needs of working women – and in fact, all business professionals in our state.

We are seeking your assistance in locating working women who would benefit from the establishment of a Business and Professional Women's organization in your area. Our goals and objectives are to promote full participation, equity, and economic self-sufficiency for America's working women.

Enclosed is a letter addressed to working women. Please put one in an area where women employees can read it and learn about the most prestigious organization of and for working women in the world – the “voice of working women.” If additional copies are needed, do not hesitate to reproduce and distribute the notice or contact me for additional copies.

Thank you for your cooperation. We look forward to seeing you and many of your employees at one of our meetings.

Sincerely,

(Name)
(Title)
(Address)
(City, State, Zip Code)
(Telephone Number)
(E-mail address)
Enclosures

SAMPLE LETTER TO BUSINESS WITHOUT A CHAMBER OF COMMERCE INTRODUCTION

(Club Letterhead)

(Date)

(Business Name)

(Business Address)

(City, State, Zip Code)

Dear (Name of Contact):

The (State Federation or District or Club name organizing) is seeking your assistance in locating working women who would benefit from establishing a Business and Professional Women's organization in your area. Our goals and objectives are to promote full participation, equity, and economic self-sufficiency for America's working women.

Enclosed is a letter addressed to working women. Please post it in an area where women employees can read it and learn about the most prestigious organization of and for working women in the world – the “voice of working women.” If additional copies are needed, do not hesitate to reproduce and distribute the notice or contact me for additional copies.

Thank you for your cooperation. We look forward to seeing you and many of your employees at one of our meetings.

Sincerely,

(Name)

(Title)

(Address)

(City, State, Zip Code)

(Telephone Number)

(E-mail Address)

Enclosure

SAMPLE NOTICE ANNOUNCING INFORMATIONAL MEETING

Attention: Working Women

Are you an individual who believes in women helping women? Are you a working woman who feels a need for personal growth and development? If so, you may be interested in [club name] Business and Professional Women's Clubs, Inc.

BPW is the largest and most prestigious organization in the world for working women. Our objectives have been:

- Advocate on legislative issues important to women
- Promote personal and professional development for women
- Foster connections among women to promote BPW/NC and its members.

The mission statement for BPW/NC is:

At the heart of BPW/NC is the local club. Members come together for regular meetings and special programs; to learn from each other; to share information, contacts, career strategies, and friendship; and to develop projects that make BPW/NC work for them.

We are truly a "women helping women" organization, and we are seeking members from all areas of employment. BPW/NC members across the state believe that in unity there is strength, and we need this strength to achieve our common goals.

A BPW/NC organization is being formed in your community. An informational meeting is planned for interested individuals on (day, date) at (time) at (meeting place).

We hope that you will plan to attend this informational meeting! Make a reservation by calling the number listed below. If you cannot attend this meeting but wish additional information, contact me either by phone, mail or e-mail.

(Name of Contact Person)
(Address)
(City, State, Zip Code)
(Telephone Number)
(E-mail Address)

ATTENTION – ALL EMPLOYED WOMEN!

Do you need additional opportunities for career growth?

Would you like to have an outstanding support network?

Do you want a place to develop your leadership and management skills?

Do you enjoy meeting new people?

If your answer to one or more of these questions is “yes,” then the North Carolina Federation of Business and Professional Women’s Clubs, Inc. (BPW/NC) is for you!

BPW was first organized to address the needs of working women. Since 1919, BPW has been promoting full participation, equity and economic self-sufficiency for America’s working women. BPW/NC’s members work in a variety of professions, jobs and businesses, and we offer membership to anyone who supports our objectives.

(name sponsoring organization) plans to establish a new organization in your area. We are looking for people who want to improve themselves and their community – people who are interested in causes, in making new contacts and friends, in sharpening their skills, in learning, in sharing, and in having an impact on the laws that affect them.

Here’s what other working women have to say about BPW/NC and its programs:

If you are one of these people, join us on (date) at (time) at (location) for an informational meeting. Come hear what Business and Professional Women can do for you.

For reservations or additional information contact:

(Name of Contact Person)
(Address)
(City, State, Zip Code)
(Telephone Number)
(E-mail)

Registration deadline is (Date)

SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

CONTACT: (Name)

(Title)

(Club)

(Telephone number or E-mail address)

The (Name of sponsoring State Federation, Club) is sponsoring an informational meeting on (day, date) at (time) at (meeting place). All people interested in the promotion of working women are invited to attend this meeting to learn about Business and Professional Women's goals, objectives and benefits.

BPW membership provides opportunities for members to grow both personally and professionally through seminars, workshops, local and state meetings. Since it's formation, BPW/NC has been an active voice on women's issues.

For more information and/or reservation, please contact (name, telephone or e-mail of contact person).

SAMPLE RADIO ANNOUNCEMENT

(usually most stations want 20 second announcements)

FOR IMMEDIATE RELEASE

(Name of the organization)
(Address and phone)

Please RUN (dates wanted)

Contact (Name of contact person and daytime telephone number)

The (name of club) will be sponsoring an informational meeting for working women on (day, date) at (time) at (location). Anyone interested in increasing the participation in economic self-sufficiency of working women is invited to attend this meeting to learn about Business and Professional Women's goals, objectives, and benefits.

For more information and/or reservation, please contact (contact person name and telephone number and/or e-mail address).

ORGANIZATIONAL MEETING OBJECTIVES

The president of the sponsoring club should be the temporary chair until the new club president is elected.

A BPW members should be asked to serve as a temporary secretary. Detailed minutes should be kept. A copy of the minutes should be sent to the State Membership Chair and State President.

A state officer and a few active members should give brief talks about the objectives, structure, achievements and programs of the State Federation. There should be ample time for questions from the people attending.

If there are fifteen (15) or more potential members present, the group should:

1. Determine the most convenient time and day for meetings and set a definite date for the next meeting.
2. Select the name of the club.
3. Decide on the number of dues. The amount must include state dues in addition to enough to provide for the programming and administrative expenses of the club.
4. Pay dues. If unable to determine the club dues, collect state dues.
5. Provide the selection of officers (as a minimum, president, secretary and treasurer) either by nominations from the floor or selection of a nominating committee to report back at the next meeting.
6. Determine the day and time of day to close the charter. Dues continue to be collected until that time.

ORGANIZATIONAL MEETING AGENDA*

1. Welcome (add names of those who are doing what throughout the agenda)
2. Introductions of BPW Program Participants
3. Introductions by people attending
4. BPW video (if available) or Speakers about aspects of BPW (2-5 min. each)
5. Selection of future meeting day and time
6. Selection of a Club name
7. Roster Completion
8. Break
9. Election of Officers
10. Discussion of dues (what goes where and pays for what)
11. Collection of Dues
12. Bylaws Committee Appointment
13. Charter Closure Date
14. Closing (state the next meeting date, time and location)

*have an agenda for each attendee

TALKING POINTS FOR THE ORGANIZATIONAL MEETING

Your organizational meeting should set the tone for the future of Business and Professional Women. It should generate enthusiasm and pride in the prospective members and give them a sense of the history and benefits of this organization.

In addition to the activities required by BPW/NC by-laws and procedures for establishing a new club and the technical details such as choosing your regular meeting time, be certain your agenda for the organizational meeting includes a presentation of the following important aspects of BPW/NC.

History:

The North Carolina Federation of Business & Professional Women's Clubs, Inc. (BPW/NC) met for the first time in Charlotte on June 23-25, 1919 to organizing the eight southern state to federate under the National Federation (BPW/USA).

Mission:

To provide personal and professional growth opportunities and to promote equity for North Carolina women in the workplace.

Who Belongs to BPW?

Emphasize that BPW is the voice of all working women. Run through the different levels represented by BPW's membership and provide examples of the wide range of professionals and businesses of our members – from attorneys to photographers, investment advisors to small business owners, from engineers to florists.

BPW/NC includes the following types of members:

- Student members
- New entry into workforce
- Mid-career
- Peak of Career
- Re-entry into workforce
- Retired or retiring

Benefits:

- Business Contacts and Networking
- Personal Development opportunities
- Leadership Experience
- Conference activities
- Workshops and seminars
- Political awareness and involvement
- Life-long friendships

HOW TO TALK ABOUT AND COLLECT DUES

Two of the most critical items on the organizational meeting agenda are the discussion of dues and the collection of dues. This is their commitment to join and become a BPW/NC member. The following is a sample “sales pitch.”

Script:

“Business and Professional Women is a multi-level organization. We are not only a local club and state federation. State dues are \$ ____, and you have elected the club dues to be \$ _____. By writing a check for \$ _____ you will be a charter member of (name of selected club) BPW tonight!

Before you write that check, however, there are some criteria you should know.

This is not a social organization – we are educationally rooted, and we encourage our meetings to be a learning experience as much as possible. Networking, of course, is also encouraged.

We are not the Edsel of the club roster – we are not for everyone. We don’t discriminate, and in fact, admitted men long before there was ever a legal reason or mandate. But we want you to join because you see the value and will make this organization do for you, what you need to reach your full potential as a working woman.

We have been the voice of working women longer than any other organization, and we will remain pre-eminent because you join us with a purpose! To promote YOUR full participation, YOUR right to equality, and YOUR right to economic self-sufficiency.

If you are ready to grow as a business and professional woman, then sign now by making your check payable to _____, and we will proceed to the election of your officers. Before we do, let’s break for about 5 minutes to stretch, mingle and get some coffee.

{This is a very critical time – BPW members are not on a “break” – they should be reinforcing reasons to join right now, by letting the prospective members talk. We encourage BPW members to mingle and ask one-on-one, “So, what do you think?” Also, if they are mixing and talking about BPW.NC and the subject of joining, don’t be quick to call the meeting back into session. Try to keep this break to about 10 minutes.}

If everyone will sit in their chairs, we’ll resume our meeting.

Please complete the roster we are now passing around with your name, address, work and home phone, e-mail address and where you work, and indicate if you are intending to become a charter member.

The envelope attached is for your dues check, again, made payable to _____ in the amount of \$ _____. As charter members you will always be recognized as the leaders in your community – the women who understood the value of an organization such as ours, and “make a difference.”

Welcome to the finest organization you can find.”

SAMPLE ROSTER

[illegible]

SECOND MEETING AGENDA

At the second business meeting, the duly elected President presides. The business of this meeting shall consist of:

1. Minutes of the previous meeting.
2. Report of the Bylaws Committee. A copy of the bylaws should be provided for everyone at meeting.
3. Report of the Nominating Committee or nominations from the floor if necessary.
4. Election of officers if not done at first meeting.
5. Collection of dues for additional members.
6. Selection of Charter Night date (at least six weeks in advance) *suggested
7. Selection of individuals to serve on the Charter Night Committee
8. Signing of the Charter List of all who have paid dues.
9. Setting of a date when all that is required for the formal establishment of the club will be sent to the State Recruitment and Retention Chair.

If there are not the minimum number required to establish a club (5), another meeting date and place should be set. Ask those present to bring others so that the new Club can be formalized. The business mentioned in the preceding sections should be then taken up at the third meeting.

CHARTER NIGHT PLANS

The President of the sponsoring club and president of the new club should appoint a Charter Night Committee.

The Charter Night Committee then is responsible for:

1. Determining the type of celebration (breakfast, lunch, dinner or reception)
2. Selecting the facility. Be sure it meets the needs of the program – there should be a microphone, lectern, American Flag, small table and any else required / wished.
3. Setting the reservation price to cover food, programs, flowers, candles, table décor, invitations and postage.
4. Selecting and mailing the invitations. Have reservations prepaid by a set deadline.

Be sure to invite:

- a. Community representatives such as the mayor, chamber of commerce, press, and president of other organizations
 - b. State BPW officers and committee chairs
 - c. Past State BPW/NC Presidents
 - d. BPW/NC club organizations within the area
 - e. Charter members
 - f. Any other interested individuals
-
5. Design and printing of programs
 6. Arranging for an individual to handle reservations on the night of the event
 7. Arrange for decorations as needed
 8. Planning and arranging for entertainment (optional)
 9. Planning the reception if after a meal (optional)

The President of the sponsoring club is the presiding officer at the Charter Ceremony. Close contact should be maintained the Charter Night Committee.

Other responsibilities include:

1. Contacting the state president to verify they will be available to present the charter on the date selected.
2. Planning the agenda.
3. Determining the specific individuals to initiate the new members and install the officers. State officers should be utilized.
4. Verifying with selected individuals, their participation. Be sure to indicate whether the initiation or installation ceremony to be used will be provided or whether they will choose their own ceremony.
5. Obtaining any items needed to use in the installation and initiation ceremonies. Have 3x5 cards prepared with the officer's responses.
6. Contacting the other BPW/NC clubs within the state to determine whether they will be presenting a "gift" to the new club. Such gifts could include a gavel, guest book, scrapbook set of flags, Robert's Rules of Order, etc.
7. Contacting the state president to determine if the state federation will be presenting anything (consider maybe a monetary contribution to the new club's treasury.)
8. Forwarding a copy of the agenda with complete instructions to program participants at least one week prior to the event.
9. Arriving at least 30 minutes in advance of Charter Night to ensure that everything proceeds smoothly.

CHARTER NIGHT AGENDA

1. Welcome
2. Pledge of Allegiance
3. Collect
4. Introduction of guests / dignitaries / BPW officers
5. Dinner (meal)
6. Entertainment (optional)
7. Introduction of Everyone Present

(Recognize other BPW presidents and members. Have charter members introduce themselves and their guests.)

8. State President's Remarks
9. Initiation of New Members
10. Installation of Officers
11. Charter Presentation
12. Gavel Presentation
13. Closing Remarks
14. Emblem Benediction
15. Reception Honoring new Club (optional)

(copy to all in attendance)

IT DOESN'T END THERE

So, you now have at least five (5) charter members and a new BPW club. Congratulations!

But what happens now?

Close contact needs to be maintained with the elected officers to ensure that:

1. The required documents are sent to the State Recruiting and Retention Chair:
 - a. Membership Application for a new Club
 - b. Charter Members Form
 - c. Dues Remittance Summary
 - d. Member Information (all member categories)
 - e. Club Officer and Committee Chair Roster
 - f. Check payable to the State Federation for dues
 - g. Club bylaws
2. Individuals who attended the previous meetings are contacted and asked to join.
3. Charter night plans are finalized. All charter members should be encouraged to participate.

Assistance with the programming should be offered:

1. Suggest the use of State BPW/NC officers and chairs who can educate the members more fully on the programs and objectives. Past State Presidents are also a good source of speakers on BPW/NC topics.
2. Provide information on the Federation's focus.
3. Furnish lists of resources available.
4. Help develop a member program survey to determine the type of programs the members want.
5. Encourage the Club to use a variety of program formats such as speakers, panels, round table discussions, etc.

Advise the Club on budgeting and the duties of the Finance Committee.

Encourage the officers and members to immediately become involved in the state federation activities.

Additional details to consider:

To set up your club bank account, you will need

- An EIN (from the Internal Revenue Service)
- Official document recognizing club officers
(Minutes from meeting establishing club and officers)
- Two signatory (Recommend Treasurer and President)

Once your initial Charter event has been completed – and your club is accepted as a member of the BPW/NC state organization, apply for your Articles of Incorporation through the Secretary of State.