

BUSINESS & PROFESSIONAL WOMEN OF NEVADA COUNTY (BPW-NC)

STANDING RULES

All references in these Standing Rules to "she" or "her" should be read to include the masculine as well as the feminine gender.

RULE 1. MEMBERSHIP

- A. Upon receipt of dues, a member is considered to be in good standing. New members will be formally welcomed and introduced at the next meeting they attend. Each new member will be given, mailed, or emailed a copy of relevant Club information within 30 days of joining. (See Membership Committee duties, Rule 4.B.3.)
- B. Club dues are \$25.00 per year for all active members. Dues are payable as of July 1 of each year.
- C. Student Members
 - 1. To be eligible for student membership, an individual must be enrolled in a college or university, or other accredited educational institution above the high school level, for a minimum of six (6) semester units or the equivalent number of hours.
 - 2. Club dues for student members are one-half the current Club dues.

RULE 2. POLICIES

- A. BPW-NC has a Legislative Platform, which may be periodically updated by vote of the members. The current Legislative Platform is attached as Appendix I.
- B. National BPW Foundation. BPW-NC is a licensee of the national Business & Professional Women's Foundation, under a signed License Agreement, renewable annually. This partnership allows members of BPW-NC full use of the Foundation's website www.bpwfoundation.org and resources.
- C. The BPW-NC Education Fund is a separate 501(c)(3) corporation, the Board members of which must be members of BPW-NC. Its principal activity is the administration of the Scholarship program and related activities. See Appendix V.
- D. The President, Treasurer and Finance Committee Chair of BPW-NC are the authorized signatories for all bank accounts and certificates of deposit maintained by the Club. If needed, additional signatories may be designated by vote of the Board of Directors.
- E. The Club will maintain a balance of no less than \$2,500 in its checking account at all times. This amount may be lower if a separate account is established for the purpose of earning interest, as long as total funds do not fall below \$2,500. If the Club's total funds cannot be maintained at this level, the Board will adopt a plan to replenish the account to at least that level in a timely manner through fund-raising, dues assessment, program fees, or other appropriate means.

- F. Members shall follow the email and communication guidelines adopted February 2011, or as later amended, attached as Appendix II.
- G. The Club Membership Roster is for the use of Club members only, and is not to be shared with outside organizations. The Executive Committee or Board may approve one-time use by a partner organization if it is determined to be in the best interests of the Club.
- H. Any articles that are included in *Our Slant* may be reprinted or used digitally with correct citing of the author and source.
- I. BPW-NC will reduce the impact of its meetings and activities on the environment by reusing and recycling as much as possible, encouraging car-pooling when feasible, not purchasing or serving individual bottled water at special events, and similar activities.
- J. Meetings and activities sponsored by BPW-NC will be held as much as possible in facilities that allow for access by the disabled.
- K. Standing Rules may be changed at any general membership meeting by vote of the members. No prior notification is required. Appendices to these Standing Rules may be amended as necessary by the Board of Directors or Executive Committee, without the need to amend the Standing Rules. The date of adoption or amendment shall be shown on appendices.

RULE 3. DUTIES OF OFFICERS

A. GENERAL

1. The duties of the officers shall be such as are implied by their respective titles and as specified in the Bylaws. The officers shall read and be thoroughly familiar with the Club's Bylaws and Standing Rules.
2. Each officer shall keep accurate records, to be transferred to her successor upon expiration of the term of office.

B. PRESIDENT

Serves as agent for service for the Club for up to two years, in coordination with the biennial filing of the Statement of Information for corporations required by the California Secretary of State. This statement may be amended annually to change agents if desired.

C. VICE PRESIDENT

1. It is anticipated, but not required, that the Vice President will move into the office of President in the term following the current term for which she was elected.
2. Shall be responsible for selecting the outgoing President's gift, in consultation with the Executive Committee. (See Club budget for allowable expense.)
4. Shall work with the President to select standing and special committee chairs to serve during the current term. -

.D. SECRETARY

1. Takes minutes at Executive Committee and Board of Directors meetings, and presents actions/recommendations made at those meetings to the Club at Membership Meetings for ratification, as required; sends approved Board of Directors meeting minutes to all members.
2. Takes minutes at Membership Meetings and provides copies to members by email.
3. Maintains Club records, minutes, and significant correspondence for the present year, and five (5) years past, including reports of officers and committee chairs (older records are given to the Historian for safekeeping);
4. Retains a permanent file of Club Bylaws, Standing Rules, and amendments
5. Has motion slips available for use at all meetings.
6. Files the biennial Statement of Information forms for the Club corporation with the California Secretary of State's office no earlier than March 1 and no later than August 30 in every odd-numbered year, and amended Statements, if any, in a timely manner.

E. TREASURER

1. Promptly deposits all income (including dues, dinner, and fund-raising income) in the Club's checking account, and promptly pays all bills for items included in the current approved budget. Consults with Finance Committee chair on any questionable items.
2. Keeps a record of the names and addresses of all members, and their dues status. Promptly provides new and updated member information to the current keeper of the Club Roster and to the Membership Committee for follow-up.
3. Annually files electronically IRS Form 990-N and California Form FTB 199N, after the close of the Club's fiscal year and no later than November 15, and any other Federal and State tax reports required for an incorporated, nonprofit organization.
4. Prepares and distributes monthly Treasurer's reports (to include all financial accounts held by the Club) to the Board and the Finance and Fiscal Review Chairs. Ensures the September, December, March and June reports are emailed to all members after review by the Board,.
5. Maintains Club treasurer records for the present year and five (5) years past.
6. Members are reimbursed for expenditures on behalf of the Club in accordance with the approved Club budget. Mileage for officers and committee members to attend required events out of the area is reimbursed at the rate of \$0.50 per mile if so provided in the approved budget.

F. PARLIAMENTARIAN

1. Serves at all meetings of the Club, Board of Directors, and Executive Committee, acting without vote.
2. Is available as an advisor on protocol and parliamentary questions to all officers, committees, and members of the Club.

RULE 4. DUTIES OF COMMITTEE CHAIRS

A. GENERAL

1. Procedural Records. Each committee chair should maintain a Procedures Manual, which should be updated annually before being passed on to the successor chair. Records of important events and activities occurring during the year, including plans, budgets, and schedules for special activities, should also be maintained in a file or notebook, as convenient, and passed on to the

- successor chair as a guide for the following year.
2. Reports. All committee chairs should prepare interim reports if requested, and submit a final written report to the Club President, Club Secretary, and Board of Directors by June 1st of each year. One copy of the annual report should be placed in the committee files. The annual report documents activities for the year and serves as a reference and guide for future chairs. It should include information on ongoing activities and on past and projected expenses, if any, to serve as a guide for future chairs and budgets. (See Appendix IV for Report Guidelines.)
 3. Anticipated committee expenditures should be provided to the Finance Committee for consideration when the annual Club budget is developed.

B. STANDING COMMITTEES

1. ADVOCACY AND COMMUNITY PARTNERSHIPS
 - a. The role of the Advocacy Committee is to keep members informed on BPW-NC platform-related issues and actions, with written reports and updates for the newsletter, website and Facebook, and oral reports at business meetings as appropriate.
 - b. This committee may have three co-chairs, one for National issues and legislation, one for State issues and legislation, and one for local issues and community partnerships.
2. FINANCE COMMITTEE.
 - a. The Finance Committee consists of a chair appointed by the President, the Treasurer, and one (1) member appointed by the Board of Directors.
 - b. The Finance Committee Chair shall call a budget meeting as early as convenient after appointment. Probable and necessary officer and committee expenditures should be anticipated and included in the budget, which shall be presented to the outgoing Board of Directors for review and comment at its final June meeting, then presented to the incoming Board for approval at its first meeting in July. (See Appendix III for a list of items normally included in the budget.) If two-year budgets are in place, the Finance Committee will present a review to date and any recommendations for change to the Board for approval no later than June midway through the two-year budget cycle.
 - c. The Finance Committee shall offer advice and (if possible) assistance in major Club fund-raising projects, and approve the budget for same.
 - d. The Finance Committee shall study unbudgeted expense requests in excess of \$100, and make a recommendation to the Board of Directors for action.
 - e. The budget may be amended by the Board of Directors during the year as necessary to include unforeseen expenditures or to adjust for less than anticipated income.
3. MEMBERSHIP COMMITTEE
 - a. The Membership Committee Chair(s) will welcome new members and provide each with a New Member packet (welcome letter, Featured Member form, Social Media guidelines, Club Membership Roster, Bylaws, Standing Rules and Committee descriptions), and will alert the President so she can formally introduce the new member(s) at the following business meeting.
 - b. The Chair(s) will alert other committee chairs of new members' committee interests, as indicated on their applications.

- c. New member applications and membership supplies will be maintained by this committee.
4. PROGRAM COMMITTEE
 - a. The Program committee should present an annual program outline to the Board of Directors no later than August of each year for approval. The committee takes into consideration the Club President's plans and theme for the year; the members' wishes; the Club's legislative platform; and local issues and opportunities.
 - b. The committee is responsible for implementing programs and arranging for speakers.
 - c. The chair provides program information to the Public Relations chair, Newsletter editor, Web Manager and Dinner Liaison chair by their requested deadlines.
 - d. If requested, the Program Committee works with the Education Fund in the presentation of their scholarship program in August of each year.
 - e. The Program Chair and Dinner Liaison Chair shall coordinate as needed on meeting arrangements.
 5. PUBLIC RELATIONS COMMITTEE
 - a. The responsibilities of the Public Relations Committee include creation and production of printed Club materials (such as a membership brochure) and publicity for print, broadcast, and electronic media (web site and Facebook page), and the Club newsletter.
 - b. Information about upcoming programs is provided by the Program Chair to this committee by the deadline specified so that it can be published in *Our Slant*, and on the Club website and Facebook pages. A written release goes to local publications and media in advance of the program.
- C. SPECIAL COMMITTEES - Special committees appointed by the President may include but are not limited to the following:
1. BYLAWS. Reviews and advises on proposed revisions to the Bylaws and Standing Rules, considering needs and actions of the Club. Brings proposed revisions to Board of Directors and membership for discussion and approval.
 2. DINNER LIAISON
 - a. The Dinner Liaison Chair is responsible for meeting logistics and reservations.
 - b. Members who make a paid reservation but then notify the Treasurer by telephone or email of cancellation prior to the reservation deadline may have their payment refunded, less any applicable PayPal fees. No refunds will be given for cancellation after the reservation deadline.
 - c. Members and guests who attend the program without having dinner shall pay \$5.00 to help defray meeting costs. Coffee and tea will be available for them.
 - d. The Dinner Liaison Chair will have a Guest Log available for sign-in by guests and will forward guest information to the President and to the member who distributes *Our Slant*. The President will follow up with thank-you calls to the guests.
 3. FISCAL REVIEW COMMITTEE
 - a. The Fiscal Review Chair is appointed by the President in July, and ratified by the Board of Directors, to serve throughout the year.
 - b. The Fiscal Review Committee shall review the Treasurer's books

- immediately at the close of her term of office following the June installation meeting, and at such other times during the year as requested by the President or the Finance Chair.
- c. The Fiscal Review Committee shall also review the books and records of any special accounts maintained by the Club annually and when requested.
4. FOUNDATION LIAISON
Maintains contact with the national BPW Foundation to ensure that BPW-NC meets the terms of our License Agreement. Provides new BPW-NC members with information for member sign-ups on the Foundation website. Informs Board and membership on Foundation activities as appropriate.
 5. HISTORIAN. Takes charge of all non-current and historical Club records, memorabilia, and reference material. Makes an annual recommendation to the Board regarding proposed disposal of old records.
 6. NATIONAL BUSINESS WOMEN'S WEEK. Arranges for recognition and promotion of *National Business Women's Week*, normally the 3rd week of October.
 7. NOMINATIONS (Board Development Committee)
 - a. This committee surveys members' skills and desire to serve; develops a slate of one or more candidates for each elective office; and reports such at the April Board and membership meetings; encourages members to take part in committee activities; and may recommend members for specific committee assignments.
 - b. This committee may also plan and implement programs and activities to develop leadership potential of the members.
 8. WAYS AND MEANS
 - a. The Ways and Means Committee works with the Board of Directors and the Finance Committee in developing the annual program and budgets. The Ways and Means Committee assists in determining whether the proposed programs are financially feasible, and structures its program to raise the needed funds.
 - b. For major fundraising projects which require a commitment of resources the committee develops budgets which are reviewed for feasibility by the Finance Chair and approved by the Executive Committee.
 9. WOMAN OF THE YEAR. This is an optional annual award given by the Club to honor one or more women ((members of the community and not BPW members) as Women of the Year during National Business Women's Week, the third week of October. Nominations are sought by this committee for names of local women whose service is noteworthy in business, the professions, education, the arts, community service, political leadership, or philanthropy. Factors to be considered are outstanding achievements in career; outstanding efforts on behalf of women's issues; and community service. Based on these factors, the winning candidates are selected by the committee for recognition.
 10. BPW WOMAN OF ACHIEVEMENT. This is an optional annual award given to a BPW member based on her service to BPW-NC, by participation as an officer, chair, or committee member; her outstanding efforts on behalf of BPW issues; achievement in career; assistance to other women in their careers; and community service. A summary of each nominee's achievements is provided by

the committee to the Board of Directors and the winner is chosen by consensus.

RULE 5. BOARD OF DIRECTORS

- A. The Board of Directors consists of the Officers; the Standing Committee Chairs or their Co-chairs or alternates; and the President or Co-President of the BPW-NC Education Fund. Each Standing Committee has one vote at Board of Directors meetings.
- B. The Board of Directors shall hold a minimum of two (2) meetings during the year, as specified in the Bylaws.
- C. The Board of Directors has the responsibility to approve and amend the Club budget, as provided in Rule 4.B.2.b.
- D. All Special Committee Chairs are welcome and encouraged to attend Board of Directors meetings, but shall not be counted in quorum requirements nor participate in voting.
- E. All Club members are welcome and encouraged to attend Board of Directors meetings.

RULE 6. EXECUTIVE COMMITTEE

The Executive Committee consists of the elected officers and the Parliamentarian, who shall serve without vote. It shall meet on call of the President as necessary to conduct business between meetings of the Board of Directors. Meetings and votes may be conducted by electronic means, email, or telephone, if necessary, as long as all EC members are notified and a quorum participates.

RULE 7. MEETING POLICIES, CONDUCT, AND AGENDAS

A. CLUB MEMBERSHIP MEETINGS

- 1. The Club will pay the cost of dinner for invited speakers, and mileage at \$.25 per mile if requested.
- 2. Members are encouraged to wear name tags at all Club membership meetings, and to greet and welcome guests.
- 3. Normally scheduled Club activities are as follows:
 - July – Membership Dues are due July 1 of each year; Start of new term of office; annual budget to be reviewed, revised as needed, and approved by Board of Directors
 - August – Annual Dolores “Dee” Eldridge Scholarship Award Program; Board of Directors adopts Annual Program outline
 - September –
 - October –Recognition of
National Business Women’s Week
 - November –
 - December – Holiday Party and Auction
 - January –
 - February –
 - March –
 - April – The Nominating Committee reports a slate of nominees; begin development and review of annual budget(s) by Board of Directors
 - May – Election of officers
 - June – Installation of officers; review of year’s accomplishments;

RULE 8. BPW-NC NEWSLETTER, *OUR SLANT*

- A. *OUR SLANT*, the Club's email newsletter, is published monthly. Deadline for submissions is the Saturday following the monthly Membership Meeting, or as specified by the editor.
- B. EDITORIAL POLICY. *OUR SLANT* is a newsletter, not a magazine. Articles should be kept short for readability, since our newsletter is sent to members electronically, and most members will choose to read it on their computers. Longer articles may be up to one page in length (600 words). However, the editorial committee reserves the right and responsibility to cut or edit any articles submitted for relevance and appropriateness of content and for space restrictions. Articles should be relevant to BPW interests and women's issues in general. Articles that do not meet these criteria or that solely promote one's business will not be used.
- C. *OUR SLANT* is sent by email to all members in good standing, to others who may have requested it, and to guests for three months by a designated member of the Newsletter Committee.
- D. Members may have a small space ad, as determined by the Newsletter editor, published in *OUR SLANT* one time at no cost.
- E. Advertising rates are determined by the Newsletter Editor with informal approval by the Board. The Newsletter Editor shall keep a record of ad payments and time frames, and remit payments to the Treasurer.

RULE 9. OTHER

- A. EQUIPMENT
 - 1. The Club's meeting equipment shall be the responsibility of the President and shall not be loaned or rented. The President may request the Secretary or another member to store and transport the equipment as needed.
 - 2. The Secretary shall maintain a record of Club property and storage locations.
- B. CONTRIBUTIONS
 - 1. Upon the death of a member or a person in a member's immediate family, the Club will send a check in the amount of \$10.00 to the BPW-NC Education Fund, in memory of the deceased, unless there is a special request by the family for a recognized charity. The immediate family of a member includes the spouse, registered domestic partner, children, grandchildren, sibling, mother, or father. The Treasurer attends to this immediately, and no action is needed by the local organization.
 - 2. Other than the above situation, BPW-NC does not contribute to any outside fundraising requests unless they have been included in the budget. When such requests are received, the Secretary will reply with a letter explaining our policy.
- C. MEMBER RELATIONS

In lieu of the traditional Sunshine Committee, all members are encouraged to look out for the well-being of other members, with congratulations, sympathy, get-well wishes, birthday greetings, etc. conveyed between and amongst members as needed and appropriate, and should alert the President and other members when there is a need for action or for sharing information, with appropriate consideration

for members' privacy and sensitivities.

END OF STANDING RULES

Revised Rules Approved by Board of Directors January 6, 2016

Approved by vote of members March 16, 2016

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List of Appendices to Standing Rules

Appendix I. BPW-NC Legislative Platform, adopted October 2010

Appendix II. Member Communication Guidelines

Appendix III. Budget Items

Appendix IV. Report Guidelines

Appendix V. BPW-NC Education Fund and Scholarship Joint Committee

BPW-NC Standing Rules

Appendix I. LEGISLATIVE PLATFORM

Business & Professional Women of Nevada County Legislative Platform

GUIDING PRINCIPLES

The mission of Business & Professional Women of Nevada County (BPW-NC) is to support and promote equity for women in all aspects of their lives. One of its primary objectives is to advocate on National, State, and Local legislative issues of importance to working women.

BPW-NC's bedrock principle guiding its advocacy efforts is: "Every woman has the right to equal opportunity."

LEGISLATIVE PLATFORM

Consistent with its guiding principles, BPW-NC supports legislation, public funding and public policies that further women's equal legal status, fair treatment, equal opportunity, and access to all options in health care, within our society, in the workplace, within educational institutions and in our communities and homes. Further, it opposes legislation, public funding and public policies that would impinge on women's reproductive rights and supports those that recognize and promote women's right to be free from the threat of violence.

ADVOCACY PRIORITIES ARE TO:

- Support legislation promoting pay equity for women.
- Support legislation promoting family-friendly leave policies in the workplace.
- Support implementation of federal healthcare reform that is equitable for women and ensures funding and access to reproductive healthcare and family planning services.
- Support laws aimed at eliminating sexual harassment and violence against women.
- Oppose state budget cutbacks that limit access to reproductive healthcare and family planning services.
- Oppose state budget cutbacks that limit access to childcare subsidies for working women.
- Support the work and continued existence of and funding for the California Commission on the Status of Women.
- Support local school policies and practices that promote comprehensive, medically accurate, unbiased and age-appropriate sex education.

Emphasis on the Advocacy Priorities listed above and on other emerging issues will fluctuate from time to time based on current events and circumstances.

**Appendix I Revised and approved by BPW-NC Board on January 8, 2013
Adopted by BPW-NC Membership on February 20, 2013**

BPW-NC Standing Rules
Appendix II



Business and Professional Women of Nevada County
Member Communication Guidelines

including use of Email, Facebook and the Membership Roster

February 2011

Overview: Business and Professional Women of Nevada County (BPW-NC or “club”) encourages you, our members, to engage with each other through the use of email, our Facebook page, and other interactive media. These guidelines have been created so that all members’ time, privacy and workplace productivity will be supported and preserved, while providing opportunities for you to share news about community events that are likely to be of interest to other members, your personal business initiatives, etc. There is also a guideline for any public message you may convey which references BPW-NC, club events, etc.

The membership roster is for internal use only and may not be shared with outside organizations. If you choose to maintain a members’ email “group list,” or otherwise send emails to club members, please follow these guidelines:

- o When the email is about club business, put “BPW” in the subject line.
- o When the email is NOT about club business but the subject matter is pertinent to BPW-NC’s mission, goals and objectives (primarily equity for women and other women’s issues), it’s OK to use the salutation “Dear BPW members” or similar in the body of the email.
- o When the email subject is not related to BPW, it’s best not to reference BPW anywhere in the message. Your business promotional messages should not exceed one per month, and are most appropriate when they contain “news,” such as an invitation to an opening, invitation to get your email newsletter, new product or service announcement, or similar. BRIEF messages, ideally with 1-3 sentences per paragraph, preserve members’ time while giving them a chance to easily scan your message.
- o If you receive a club notice that someone is no longer a BPW-NC member, you must immediately remove that person from your club email list.

Facebook postings on the BPW-NC page should typically be about club events or local, regional and national events and issues that pertain to our mission and objectives. Any personal “business news” announcements should not exceed one per month (see guidelines above).

In general, the use of “REPLY ALL” to BPW-related email messages is **STRONGLY DISCOURAGED**. Not everyone needs to see responses such as, “Great idea!” or “I’ll be there” or similar. Some of our members receive 50+ emails per day and it’s a burden for them to get unnecessary messages. If in doubt, Reply to the sender only and ask her to forward it to anyone else who might need to know.

Do not send any group emails of these types: chain letters, cute photos, jokes, solicitations for money or email “clicks” on behalf of an individual or organization, virus warnings, scam warnings, etc. If you receive something you believe would be genuinely valuable for members to see, forward it to a club officer for an OK. (If it’s a virus warning, before you forward it, check it out on Snopes.com or do a Google search. Many of these are hoaxes.)

Only board members are authorized to make public statements on behalf of our club. If you are posting general information to help promote the club or its events (thank you!), it’s important that the wording be consistent with BPW-NC’s official messaging. See our website for wording examples (www.bpwnevadacounty.org). If in doubt, contact an officer before posting. If you are posting a personal opinion on a website, blog or any other page and want to mention BPW-NC, it is imperative that you clearly state that your opinions are your own and not the Club’s.

BPW-NC Standing Rules

APPENDIX III. BUDGET ITEMS

August 2, 2011

The following items are typically included in the Club Budget.

- Officers' expenses
- Installation expenses, incoming President
- Gift for outgoing President
- Planned Conference and outside meeting expense
- Committee expenses
- Newsletter printing and postage
- Office Expense --Post Office box, postage, stationery, biennial Statement of Information required by the Secretary of State; required State and Federal tax filing fees (if any).
- Club Meeting expenses - speaker dinners, awards and certificates, program printing
- Membership – Recruitment expenses, brochures, booth fees.
- BPW Woman of Achievement and/or Women of the Year – Awards, gifts, programs, etc.
- Donation to Nevada County Citizens for Choice
- Memorial Fund
- BPW Foundation annual license fee
- Website fees
- Expenses for legislative advocacy

APPENDIX IV. REPORT GUIDELINES

August 2, 2011

- A. Reports are a means of knowing what accomplishments the Club is making, and become a permanent record of progress for the Club's files. By June 10 of each year, each Committee Chair should:
 - 1. prepare a written report;
 - 2. give one copy to the Club President;
 - 3. retain one copy for a permanent record in the Committee's files.
- B. The President uses these reports to prepare a consolidated report of the year's activities for Club records and for reporting to the membership, either at the June Membership Meeting or in *Our Slant*. The report may be published on the Club website. A copy of the report is also given to the Club Historian.
- C. Progress reports, if prepared, should contain:
 - 1. A brief description of projects/programs.
 - 2. A chronological summary of accomplishments to date.
 - 3. A description of the remaining jobs to be done, including the "how," and any problems which need solution.
- D. Annual reports should contain:
 - 1. A brief outline of goals set at the beginning of the year
 - 2. A descriptive summary of accomplishments under the year's plan.
 - 3. Suggestions and recommendations for next year, including budget information.

BPW-NC Standing Rules

APPENDIX V. BPW-NC Education Fund

The **BPW-NC EDUCATION FUND** (“Ed Fund”) is an independent charitable non-profit California public benefit corporation with IRS 501(c)(3) tax-exempt status. It was incorporated in 2007 to administer the BPW-NC Scholarship Program and related community service activities as designated by the BPW-NC Board. (The Ed Fund’s actual corporate name is the Northern Mines Business & Professional Women Education Fund. It began operating under the Fictitious Business Name of “BPW-NC Education Fund” around the time the general membership organization started operating as Business & Professional Women of Nevada County.)

The purpose of establishing the separate Ed Fund corporation was to provide a charitable tax deduction for donors to the Scholarship Program and/or other related activities, and to ensure eligibility for grants and other funding available only to entities with 501(c)(3) tax-exempt status. (BPW-NC itself has been a 501(c)(4) corporation because of its political/legislative activity.) Although it is a separate legal entity for this fiscal/tax reason, the Ed Fund functions as if it were a Standing Committee of BPW-NC, i.e. it has no “reason for being” on its own.

The Ed Fund has a Board with a President or Co-Presidents, a Vice-President, a Treasurer and a Secretary and up to four more members. Its areas of BPW-NC activity include but are not limited to:

- a. The DOLORES “DEE” ELDRIDGE SCHOLARSHIP, awarded annually or biannually (depending on the number of applicants) to currently-matriculated college/vocational training re-entry women over age 25 who are residents of western Nevada County and who seek to improve their marketability in the workplace.
- b. The MENTORING PROGRAM, which trains and supports BPW-NC volunteer mentors who are paired one-on-one with local women entering or re-entering the workforce. Mentors provide resume preparation assistance; interviewing and goal-setting skills; and job retention coaching to their partners, who are referred to the program by One Stop, Hospitality House, DVSAC, CORR and Women of Worth and other appropriate community groups.

The “Good Dollar, Bad Dollar” monthly meeting donations and the Holiday Auction (December) are both fund-raisers for the Ed Fund. Monies will be collected by an Ed Fund member and deposited directly to an Ed Fund bank account.

Activities and responsibilities of the Ed Fund include but are not limited to:

- Promotes availability of the scholarships to the community; solicits and interviews applicants.
- Decides how much can be awarded in any given funding cycle without taxing the general membership’s ability to donate and/or fund-raise.
- Chooses the winning applicants and award amounts based on funds available.
- Solicits donations from the Community and the BPW-NC membership through mail requests; pursues other non-BPWNC funding sources as appropriate.
- In conjunction with the BPW-NC Board, works to ensure that club members understand the nature and importance of the Scholarship Program so that they will support it appropriately.
- Coordinates the award program for the August BPW-NC Club meeting.
- Seeks BPW-NC Board approval for other club-related fund-raisers not specified here.