

Proposed Amendments to the Procedure Manual 2020



The XXX BPW International Congress

Proposed Procedure Manual Amendments

No	PM REF	AMENDMENT
1	1.2.	International Board: Members of the International Board
rrr2	1.4.3.	Removing a Member of the Executive or Chairperson Standing Committee
3	2.2.1.	Meetings of the Executive
4	2.2.	The duties of the Executive
5	2.3.1.	The duties of the President
6	2.3. 2.3.2. onwards	The duties of the Individual Executive members
7	2.3.4.	The Duties of the Executive Secretary
8	2.3.6.	The Executive Finance Officer during her term. Battersea Fund
9	5.6.	Regional Meetings and Conferences
10	6.2.5.	The BPW International Fund Policy Young BPW Congress Fund
11	6.2.7.	Sponsorship Policy
12	8.3.1.	Nomination Document requirements
13	8.3.3.	Nominees
14	8.3.4.	At the General Assembly – The Nominations Committee
15	8.6.2.	Submission of Amendments to the Constitution and
16	10.1.	Standing Committee Chairpersons and Members

AMENDMENT 1.

Title of proposed amendment	1.2. International Board: Members of the International Board	
Proposed by	Bessie Hironimus	
Secinded by		
Supported by		
Financial Impact	No financial impact to the BPW International budget as every official event has its own individual budget	
CURRENT WORDING		PROPOSED WORDING
1.2. Members of the International Board Bullet point 2: <ul style="list-style-type: none"> • Past Presidents of BPW International 		1.2 Members of the International Board Bullet point 2: <ul style="list-style-type: none"> • Past Presidents of BPW International who attend and participate in an official event of BPW International shall have their registration fee waived. e.g. International Congress, Regional Conferences or any other official BPW International event such as the Leaders' Summit
RATIONALE Past International Presidents' exemption from Registration Fees The Past Presidents of BPW International have dedicated many years to the organization and therio attending BPW events contribute to the success of the meeting. Besides, their attendance typically includes their active participation. Waiving the registration fee is a small token of recognition and appreciation to their continued dedication and interest in BPW affairs.		

AMENDMENT 2.

Title of proposed amendment	1.4.3. Removing a Member of the Executive or Chairperson Standing Committees	
Proposed by	Bessie Hironimus	
Seconded by (optional)		
Supported by (optional)		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>1.4.3. Removing a member of the Executive or Chairperson of a Standing Committee The Executive may propose to the International Board that a member of the Executive or a Standing Committee Chairperson or a Trustee be removed if:</p> <ul style="list-style-type: none"> • two thirds [2/3] of the Executive agree by vote that the Executive member or Standing Committee Chairperson or Trustee should be removed. • the reasons for removal are serious or significant, for example: the Executive member or Trustee has not responded to communications from any member of the Executive and cannot be contacted <ul style="list-style-type: none"> • the Chairperson of a Standing Committee has not communicated with her Standing Committee members, and has not responded to communications from any member of the Executive or her Affiliate president for at least two (2) months and cannot be contacted • the elected member or Trustee has behaved in a way likely to damage the reputation of BPW International • the elected member or Trustee’s actions have substantial financial, organisational, legal or 	<p>1.4.3. Removing a Member of the Executive or Chairperson Standing Committee The Executive may propose to the International Board that a member of the Executive or a Standing Committee Chairperson or a Trustee be removed if:</p> <ul style="list-style-type: none"> • two thirds [2/3] of the Executive agree by vote that the Executive member or Standing Committee Chairperson or Trustee should be removed and by vote of the International Board with a simple majority of those voting • the reasons for removal are serious or significant, for example: the Executive member or Trustee has not responded to communications from any member of the Executive and cannot be contacted <ul style="list-style-type: none"> • the Chairperson of a Standing Committee has not communicated with her Standing Committee members, and has not responded to communications from any member of the Executive or her Affiliate president for at least two (2) months and cannot be contacted • the elected member or Trustee has behaved in a way likely to damage the reputation of BPW International <p>Insert new 4th sub bullet</p> <ul style="list-style-type: none"> • The elected member, following a formal request by the Executive and with advice from the Constitutional Advisory Committee regarding constitutional violation, has failed to comply with the established governance <p>Existing 4th sub bullet now 5th sub bullet and revised</p> <ul style="list-style-type: none"> • the elected member or Trustee’s actions have

<p>political implications for BPW International, justified by an analysis of the matter and a report to the International Board on the results of the investigation</p> <ul style="list-style-type: none"> • the elected member has not fulfilled the duties as listed in the Regulations and the Procedure Manual, except if the reason is related to personal illness, family illness or bereavement, war, natural disasters or catastrophic events and it is anticipated the member will be able to undertake their role at a later time • an explanation of the reason for the removal from office has been given by the Executive to the elected member or Trustee 	<p>implications of substantial harm, of a financial, organisational, legal or political nature for BPW International; this must be justified by an analysis of the matter including a report to the International Board on the results of the investigation</p> <p>Old 5th and 6th sub bullets become 6th and 7th sub bullets</p> <ul style="list-style-type: none"> • the elected member has not fulfilled the duties as listed in the Regulations and the Procedure Manual, except if the reason is related to personal illness, family illness or bereavement, war, natural disasters or catastrophic events and it is anticipated the member will be able to undertake their role at a later time • an explanation of the reason for the removal from office has been given by the Executive to the elected member or Trustee
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RATIONALE

This procedure perfects the procedure according to common practice in parliamentary la

AMENDMENT 3.

Title of proposed amendment	2.2.1 Meetings of the Executive	
Proposed by	Dawne E Williams	
Seconded by (optional)		
Supported by (optional)		
Financial Impact	As per approved budgets	
CURRENT WORDING		PROPOSED WORDING
<p>2.2.1 Meetings of the Executive The Exec1utive members meet at least once per year Year one (1) Executive meeting Year two (2) Executive meeting Year three (3) Executive meeting and pre – General Assembly meeting at the Congress venue</p> <p>The Executive Members are required to attend:</p> <ul style="list-style-type: none"> • Post -General Assembly Handover Executive meeting at the Congress venue • Post-General Assembly New Executive meeting at the Congress venue 		<p>2..2.1 Meetings of the Executive The Executive members meet at least once per year and meeting dates are determined by consensus of the Executive and scheduled at post the GA Executive meeting.</p> <ul style="list-style-type: none"> ○ Executive members have a calendar of meetings, are reminded of date and given a timed agenda at least a month in advance ○ Meetings are conducted according to agreed Standing Orders ○ The length of each annual Executive meeting should be as budgeted and to allow completion of the full agenda <p>The Executive members are required to attend:</p> <ul style="list-style-type: none"> • Annual Executive meetings • A formal Executive meeting held electronically each quarter • Post-General Assembly Handover Executive meeting at the Congress venue • Post-General Assembly New Executive meeting at the Congress venue <p>In the event that an Executive member is unable to attend the meeting due to exceptional circumstances the may provide written comments on the agenda items and/or attend the meeting electronically. Minutes of the meeting are provided to all Executive members within a month of any meeting</p>
<p>RATIONALE Provide more detail and clarity of requirements and responsibilities to ensure the Executive is able to fulfil its responsibilities and the efficient operation of its duties.</p>		

AMENDMENT 4.

Title of proposed amendment	The duties of the Executive	
Proposed by	Susan Jones	
Seconded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>2.2. The duties of the Executive</p> <p>At the start of the triennium the Executive agrees on:</p> <ul style="list-style-type: none"> • the priorities and the plan of action for the triennium in line with the theme and goals proposed by the President • Maintain a cloud based digital platform for the work and storage of the BPW International documents and official records which the Executive can securely access from various locations 	<p>2.2. The duties of the Executive</p> <p>At the start of the triennium the Executive develops:</p> <ul style="list-style-type: none"> • A three year Strategic Plan, to be completed by the Executive within 90 days of taking office and approved by the International Board in line with the theme and goals proposed by the President • The maintenance of a cloud based digital platform for the work and storage of the BPW International documents and official records which the Executive can securely access from various locations
RATIONALE		
<p>The purpose of Strategic planning is to set goals for the triennium in keeping with the overall goals of BPW International and develop a plan to achieve them.</p> <p>Strategic planning is essential for the growth and sustainability of BPWI. It is the golden thread that assures continuity and rationality.</p> <p>Implementation</p> <p>The Strategic Plan should then be implemented, monitored and evaluated annually by the Executive and reported electronically to the International Board with the final report produced, during the General Assembly in Year 3.</p>		

AMENDMENT 5

Title of proposed amendment	2.3.1. The duties of the President	
Proposed by	Dr Yasmin Darwich Darwich	
Secoded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>2.3.1. the duties of the President</p> <p>The President takes on her responsibilities at the close of the General Assembly. She</p> <p>Bullet point 8 As the immediate Past president for the first year of the following triennium, mentors and supports the next President</p>	<p>2.3.1. the duties of the President</p> <p>The President takes on her responsibilities at the close of the General Assembly. She</p> <p>Bullet point 8 As the immediate Past president for the first year of the following triennium, mentors and supports the Executive</p>
	<p>RATIONALE</p> <p>Not only the President may need the support of the Immediate Past President but the Executive members.</p>	

AMENDMENT 6

Title of proposed amendment	The duties of the individual Executive members	
Proposed by	Dr Yasmin Darwich Darwich	
Seconded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>2.3 The duties of individual Executive members (</p> <p>2.3.2 The duties of the Vice President Membership <i>(bullet point 5)</i></p> <ul style="list-style-type: none"> performs other duties as requested by the President, the Executive or the International Board <p>2.3.3 The duties of the Vice President United Nations <i>(bullet point 8)</i></p> <ul style="list-style-type: none"> performs other duties as requested by the President, the Executive or the International Board <p>2.3.4. The duties of the Executive Secretary <i>(bullet point 9)</i></p> <ul style="list-style-type: none"> other such duties as may be designated by the Executive, International Board or the President <p>2.3.6. The duties of the Executive Finance Officer <i>(bullet point 9)</i></p> <ul style="list-style-type: none"> performs other duties as requested by the President, the Executive or the International Board <p>2.3.7 The duties of the Young BPW Representative <i>(bullet point 9)</i></p> <ul style="list-style-type: none"> performs other duties as requested by the President, the Executive or the International Board <p>2.3.8. the duties of the Regional Coordinators <i>(bullet point 14)</i></p> <ul style="list-style-type: none"> performs other duties as requested by the President, the Executive or the International Board 	<p>2.3 The duties of individual Executive members</p> <p>2.3.2 The duties of the Vice President Membership <i>(bullet point 5)</i></p> <ul style="list-style-type: none"> performs other duties related to her office as requested by the President, the Executive or the International Board <p>2.3.3 The duties of the Vice President United Nations <i>(bullet point 8)</i></p> <ul style="list-style-type: none"> performs other duties related to her office as requested by the President, the Executive or the International Board <p>2.3.4. The duties of the Executive Secretary <i>(bullet point 9)</i></p> <ul style="list-style-type: none"> other such duties related to her office as may be designated by the Executive, International Board or the President <p>2.3.6. The duties of the Executive Finance Officer <i>(bullet point 9)</i></p> <ul style="list-style-type: none"> performs other duties related to her office as requested by the President, the Executive or the International Board <p>2.3.7 The duties of the Young BPW Representative <i>(bullet point 9)</i></p> <ul style="list-style-type: none"> performs other duties related to her office as requested by the President, the Executive or the International Board <p>2.3.8. the duties of the Regional Coordinators <i>(bullet point 14)</i></p> <ul style="list-style-type: none"> performs other duties related to her office as requested by the President, the Executive or the International Board
	RATIONALE	
	The Executive members are elected to perform specific duties according to their office.	

PM AMENDMENT 7

Title of proposed amendment	2.3.4. The duties of the Executive Secretary	
Proposed by	Diana Barragan	
Seconded by (optional)		
Supported by (optional)		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>2.3.4. The duties of the Executive Secretary The Executive Secretary performs the following duties:</p> <ul style="list-style-type: none"> • advises on constitutional and procedural matters with reference as and when necessary to the Constitutional Advisory Committee • prepares, in consultation with the President, and ensures the distribution of the Call to Congress documentation according to the constitutional deadlines • ensures credential compliance and the filing of relevant General Assembly documentation within the archives and on the designated digital platform • supports affiliation procedures, reviews and approves the Constitution and Regulations of new Affiliates. If major discrepancies are identified in new Affiliates Constitutions or Regulations then advice and approval is sought from the Constitutional Advisory Committee and the Executive • monitors Members Services and quality assurance 	<p>2.3.4. The duties of the Executive Secretary The Executive Secretary has the oversight of legal, governance and constitutional issues and performs the following duties:</p> <ul style="list-style-type: none"> • advises on constitutional and procedural matters with reference as and when necessary to the Constitutional Advisory Committee • is responsible for the procedure of online voting of the International Board and the executive including accreditation and validations • prepares, in consultation with the President, and ensures the distribution of the Call to Congress documentation according to the constitutional deadlines • ensures credential compliance and the filing of relevant General Assembly documentation within the archives and on the designated digital platform • supports affiliation procedures, reviews and approves the Constitution and Regulations of new Affiliates. If major discrepancies are identified in new Affiliates Constitutions or Regulations then advice and approval is sought from the Constitutional Advisory Committee and the Executive • After approval of the application documents for affiliation, the Executive Secretary requests an electronic vote for approval • monitors Members Services and quality assurance

<ul style="list-style-type: none"> • records Resolutions and their implications, receives, reviews and approves any amendments to Affiliates Constitutions and Regulations following their general assemblies • serves as an ex-officio member of the Constitution Advisory Committee and Resolutions Committee • liaises with the History and Archives Taskforces • other such duties as may be designated by the Executive, International Board or the President 	<ul style="list-style-type: none"> • records Resolutions and their implications, receives, reviews and approves any amendments to Affiliates Constitutions and Regulations following their general assemblies • serves as an ex-officio member of the Constitution Advisory Committee and Resolutions Committee • liaises with the History and Archives Taskforces • other such duties as may be designated by the Executive, International Board or the President
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<p>RATIONALE Clarify the Executive Secretary role in more detail.</p>	
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AMENDMENT 8

Title of proposed amendment	The Executive Finance Officer during her term (The Battersea Fund)	
Proposed by	Susan Jones	
Seconded by		
Supported by		
Financial Impact	Small increase in funds	
	CURRENT WORDING	PROPOSED WORDING
	<p>2.3.6 The Executive Finance Officer during her term</p> <ul style="list-style-type: none"> keeps an account of all monies received by, belonging to or owed to BPW International including ensuring that: <ul style="list-style-type: none"> the protected Battersea Fund is in a separate account and only used for a permitted or emergency expenditure with the approval of the International Board 	<p>2.3.6 The Executive Finance Officer during her term</p> <ul style="list-style-type: none"> keeps an account of all monies received by, belonging to or owed to BPW International including ensuring that: <ul style="list-style-type: none"> the protected Battersea Fund is in a separate account and only used for a permitted or emergency expenditure with the approval of the International Board the fund is invested in a low risk interest bearing account
RATIONALE		
<p>☐ As stated in Regulation 8.3 of the Constitution and Regulations “the original amount of the Battersea Fund is not used without the approval of the International Board”</p> <p>☐ The procedure manual section 6.2.5 confirms how this sum is protected and refers to it having interest which indicates that the fund should be invested – viz</p> <p>“ 6.2.5 The Battersea Fund is the proceeds of the leasehold sale of the BPW International building in the UK in 2001. The International Board agreed in 2002</p> <p>that the proceeds of the Battersea Fund must not be used for operating costs or payment of debts, but must be kept protected in reserve for a future time. <u>The interest from the Battersea Fund can be used by BPW International at the discretion of the Executive</u>, but the capital invested can only be used for a purpose agreed by a resolution of the General Assembly with expenditure subject to the agreement of the International Board.”</p> <p>That is a clear indication that the fund should be invested and this amendment is being proposed to underline the fact that the account should be earning interest. However low that interest rate might be it provides an asset that can be used while the original</p> <p>Battersea Fund is maintained at its set up value, which remains at £447,499.90 and for at least two trienniums has been invested in an everyday account attracting zero interest and incurring administration charges of £5.50 per month. This needs to be corrected.</p>		

PM AMENDMENT 9

Title of proposed amendment	5.6. Regional Meetings and Conferences	
Proposed by	Dr Yasmin Darwich Darwich	
Seconded by		
Supported by		
Financial Impact	None	
CURRENT WORDING	PROPOSED WORDING	
<p>5.6 Regional Meetings and Conferences BPW Regional, Sub-Regional and Young BPW Conferences should be held in a year when there is no International Congress. This is to give greater opportunity for BPW members to be able to attend both their regional or sub-regional conferences and the international congress without being subject to limitations, such as limited annual leave and budget constraints.</p>	<p>5.6 Regional Meetings and Conferences BPW Regional, Sub-Regional, Young BPW Conferences and New York Leaders' Summit should be held in a year when there is no International Congress. This is to give greater opportunity for BPW members to be able to attend their regional or sub-regional conferences, Young BPW Conferences, New York Leaders' Summit, and the international congress without being subject to limitations, such as limited annual leave and budget constraint</p>	
<p>RATIONALE As expressed in PM 5.6 <i>"This is to give greater opportunity for BPW members to be able to attend both their regional or sub-regional conferences and the international congress without being subject to limitations, such as limited annual leave and budget constraints."</i> And to allow the Executive to fully concentrate in the Congress organization.</p>		

PM AMENDMENT 10

Title of proposed amendment	6.2.5. BPW INTERNATIONAL FUND POLICY Young BPW Congress Fund	
Proposed by	Neelima Basnet	
Seconded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>PM 6.2.5 <u>Young BPW Congress Fund</u> The Young BPW Fund was initiated in 1985 to assist business and professional women under the age of 35 to participate in BPW International Congresses. The Fund is administered through the Financial Management Team and recipients are approved by the Executive. The Young BPW Fund receives donations from Affiliates and individuals and is supplemented by 10% of the Friends programme subscriptions.</p> <p>One Young BPW member is chosen from each region to receive financial help towards travel and/or registration expenses to the extent of the available funds.</p> <p>To ensure a fair and well-balanced use of the Fund and facilitate its administration and distribution, the following guidelines are applied:</p> <ul style="list-style-type: none"> • the Executive Finance Officer informs the available fund for grants for executive consideration/ approval • the total approved grants cannot exceed the balance of the Fund • preference is given to applications from Affiliates most in need 	<p>PM 6.2.5 <u>Young BPW Congress Fund</u> The Young BPW Fund was initiated in 1985 to assist business and professional women under the age of 35 to participate in BPW International Congresses. The Fund is administered through the Financial Management Team. Recipients are nominated by Affiliates, selected by the Young BPW Representative and approved by the Executive. The Young BPW Fund receives donations from Affiliates and individuals and is supplemented by 10% of the Friends programme subscriptions.</p> <p>One Young BPW member is chosen from each region to receive financial help towards travel and/or registration expenses to the extent of the available funds.</p> <p>Candidates for such funding must meet the following criteria:</p> <ul style="list-style-type: none"> • Nomination by their Federation, or Affiliate if no Federation, and Regional Coordinator • Submission of a comprehensive CV, plus a statement, in one of the four official languages of BPW, demonstrating their BPW engagement to date and commitment for the future <p>To ensure a fair and well-balanced use of the Fund and facilitate its administration and distribution, the following guidelines are applied:</p> <ul style="list-style-type: none"> • the Executive Finance Officer informs the available fund for grants for executive consideration/ approval • the total approved grants cannot exceed the balance of the Fund • preference is given to applications from Affiliates most in need

<ul style="list-style-type: none"> • grants are made on the basis of not more than one (1) recipient per country • consideration is only given to applicants from Affiliates whose dues for the current and the previous years have been paid in full • grants are restricted to members under the age of 35 years on the opening day of the General Assembly consideration is only given to applicants from Affiliates whose dues for the current and the previous years have been paid in full 	<ul style="list-style-type: none"> • grants are made on the basis of not more than one (1) recipient per country • consideration is only given to applicants from Affiliates whose dues for the current and the previous years have been paid in full • No prior receipt of said funding [i.e. the funding can only be received one time by a given individual] • grants are restricted to members under the age of 35 years on the opening day of the General Assembly consideration is only given to applicants from Affiliates whose dues for the current and the previous years have been paid in full
<p>RATIONALE To ensure fair and suitable selection of candidates and aid the administration and distribution of the fund.</p>	

PM AMENDMENT 11

Title of proposed amendment	6.2.7. Sponsorship Policy	
Proposed by	Dr Yasmin Darwich Darwich	
Seconded by (optional)	Diana Barragan Medina	
Supported by (optional)		
Financial Impact	None	
CURRENT WORDING	PROPOSED WORDING	
<p>6.2.10 Sponsorship policy</p> <p>BPW International and its Affiliates seek sponsorship and grants to support BPW programmes, projects, conferences and meetings.</p> <p>Affiliates seeking sponsorships from national and multinational corporations must advise the President’s office, with a copy to the relevant Regional Coordinator, in order to avoid any duplications and misunderstandings.</p>	<p>6.2.10. Sponsorship policy</p> <p>BPW International seeks sponsorship and grants to support BPW International programmes, projects, conferences and meetings. These sponsorship funds must be received through the BPW International bank.</p> <p>Affiliates seeking sponsorships from national and multinational corporations must report to the International Executive, via the relevant Regional Coordinator, all approaches made and funds received in order to avoid any duplications and misunderstandings.</p> <p>Affiliates that receive sponsorships must send the source documents of the amount received and a report of its expenditure to the International Executive, via the relevant Regional Coordinator.</p>	
RATIONALE	For accountability and transparency reasons	

PM AMENDMENT 12

Title of proposed amendment	8.3.3. Nomination Document requirements	
Proposed by	Susan Jones	
Seconded by		
Supported by		
Financial Impact	None	
CURRENT WORDING	PROPOSED WORDING	
<p>8.3.1 Nomination Document requirements:</p> <ul style="list-style-type: none"> • a completed nomination form must be signed by the Affiliate representative (preferably the president • the signed consent of the nominee to serve in the particular position for which she is being nominated on the nomination form • a written supporting statement (half (1/2) page and two hundred (200) words maximum, in English) by the nominating Affiliate endorsing the candidate, and a photograph • if the nominating Affiliate is not the Affiliate to which the candidate belongs, her nomination form must be countersigned by the President of the Affiliate with which she is registered for international rights • a written statement (one (1) page and five hundred (500) words maximum, in English) by the candidate detailing why they are standing and what they would like to achieve in the role 	<p>8.3.1 Nomination Document requirements:</p> <ul style="list-style-type: none"> • a completed nomination form must be signed by the Affiliate representative (preferably the president • Nomination forms will have detailed criteria required for each office of the Executive as listed: <ul style="list-style-type: none"> • for the position of president, 3-5 professional references (not from BPW members) endorsing her qualifications and character for the position • for the position of Executive Finance Officer, the nominee should be a qualified accountant (CPA) or a Finance Major including a practicing professional at the time of holding the role. She should also have a good working knowledge of electronic financial software management systems • the signed consent of the nominee to serve in the particular position for which she is being nominated on the nomination form (acknowledging to abide by the mission statement) • a written supporting statement (half ½ a page and 200 hundred (200) words maximum by the nominating Affiliate endorsing, and detailing the leadership and teamwork ability of the candidate, along with a photograph • if the nominating Affiliate is not the Affiliate to which the candidate belongs, her nomination form must be countersigned by the President of the Affiliate with which she is registered for international rights • a written statement (one (1) page and five hundred-(500) words maximum, in English) by the candidate detailing extensive leadership experience and why she is standing and what she would like to achieve in servicing the organization in the role for which she is being nominated 	

<ul style="list-style-type: none"> • a report of the qualifications and experience of the nominated candidate (a curriculum vitae or resume, one (1) page and five hundred (500) words maximum, in English) 	<ul style="list-style-type: none"> • a report of the qualifications and leadership experience (which are in line with the organization's mission statement) of the nominated candidate (a comprehensive curriculum vitae or resume, one-(1) page and five hundred (500) words maximum, in English)
<p>RATIONALE Adding more important detail and requirements</p>	

PM AMENDMENT 13

Title of proposed amendment	8.3.3. Nominees	
Proposed by	Susan Jones	
Seconded by		
Supported by		
Financial Impact	None	
CURRENT WORDING	PROPOSED WORDING	
<p>8.3.3 Nominees:</p> <ul style="list-style-type: none"> • must be an active and financial BPW member of a financial Affiliate • must be prepared to attend the post General Assembly International Board meeting • for Executive positions, must be prepared to stay for one (1) day after the General Assembly to attend the Executive handover meetings • for Standing Committee Chairpersons, must be prepared to stay for one (1) day after the General Assembly to attend the handover meeting with the previous Chairperson 	<p>8.3.3 Nominees:</p> <ul style="list-style-type: none"> • must be an active and financial BPW member of a financial Affiliate • must attend the post General Assembly International Board meeting • for Executive positions, must stay for one (1) day after the General Assembly to attend the Executive handover meetings • for Standing Committee Chairpersons, must stay-for one (1) day after the General Assembly to attend the handover meeting with the previous Chairperson 	
<p>RATIONALE Emphasising the requirements to ensure that nominees take up their role immediately.</p>		

PM AMENDMENT 14

Title of proposed amendment	8.3.4. At the General Assembly – The Nominations Committees	
Proposed by	Susan Jones	
Seconded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>8.3.4 At the General Assembly</p> <p>Nominations from the floor at the General Assembly are only permitted for positions where no candidate has been nominated prior to the General Assembly. Intending candidates must be prepared to serve a three (3) year term. A Nominations Committee is formed on the first day of the General Assembly.</p> <p>The Nominations Committee consists of one (1) representative from each region represented at the General Assembly, usually decided at the Regional meeting and announced at the pre-General Assembly International Board Meeting.</p> <p>During the first day of the General Assembly the Nominating Committee meets at the call of the President and elects its own chairperson. The Executive Secretary must provide the Committee with the nominations received for each of the candidates.</p> <p>The Nominations Committee Chairperson will report to the General Assembly on the day before the election, and will read the list of nominees for each Executive and Standing Committee position.</p> <p>If there are any positions for which there are no candidates, the Nominations Committee Chairperson calls for nominations from the floor.</p> <p>Affiliates who nominate a candidate from the floor must within two (2) hours produce the full documentation required of the nominee to the Nominations Committee Chairperson.</p>	<p>8.3.4 At the General Assembly</p> <p>Nominations from the floor at the General Assembly are only permitted for positions where no candidate has been nominated prior to the General Assembly. Intending candidates must be prepared to serve a three (3) year term.</p> <p>A Nominations Committee is formed on the first day of the General Assembly which consists of one (1) representative from each region represented at the General Assembly, usually decided at the Regional meeting and announced at the pre-General Assembly International Board Meeting</p> <p>During the first day of the General Assembly the Nominating Committee meets at the call of the President and elects its own chairperson. The Executive Secretary must provide the Committee with the nominations received for each of the candidates as verified and published in advance of the General Assembly.</p> <p>If there are any positions for which there are no candidates, the Nominations Committee Chairperson calls for nominations from the floor.</p> <p>Affiliates who nominate a candidate from the floor must within two (2) hours produce the full documentation required of the nominee to the Nominations Committee Chairperson.</p>

<p>The Nominations Committee checks the documentation for compliance and decides whether a nomination is acceptable and meets all the criteria. If there are nominations from the floor, the Nominations Committee Chairperson announces these nominations at the end of the day.</p>	<p>The Nominations Committee checks the documentation for compliance and decides whether a nomination is acceptable and meets all the criteria. If there are nominations from the floor, the Nominations Committee Chairperson announces these nominations at the end of the day.</p> <p>The Nominations Committee Chairperson will report to the General Assembly on the day before the election, and will read the list of all nominees for each Executive and Standing Committee position.</p> <p>Insert new paragraph Each candidate for the Executive is required to present herself in a speech to the General Assembly (on the day before the elections) outlining her experiences, including leadership and teamwork and why she should be elected for the role.</p>
<p>RATIONALE</p> <p>Basic editing by reordering the text to fully clarify the action required and specifying how the Executive nominees can present themselves to the General Assembly.</p>	

AMENDMENT 15

Title of proposed amendment	Submission of amendments to the Constitution and Regulations	
Proposed by	Dr Yasmin Darwich Darwich	
Seconded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>8.6.2. Submission of amendments to the Constitution and Regulations Forms for the submission of amendments to the BPW International Constitution and Regulations are provided with the Call to Congress document package. Each proposed amendment to the Constitution and Regulations must be completed on the appropriate form, be received at the BPW International official address at least six (6) months prior to the first day of the General Assembly at which they are to be presented.</p> <p>Forms must be submitted either by electronic means or mailed in an envelope postmarked before midnight according to GMT on the due date. Each form must include:</p> <ul style="list-style-type: none"> • the exact changes proposed to the Constitution and Regulations the reason or reasons why the amendment is required • justification and evidence for the amendment • what the amendment will achieve if adopted • a proposal or proposals for how the amendment should be implemented • an estimate of the financial implications for BPW International of implementing the amendment <p>The BPW International budget should be revisited and reviewed at the General Assembly if an amendment with funding implications is passed subsequent to the approval of the budget by the General Assembly.</p>	<p>8.6.2. Submission of amendments to the Constitution and Regulations delete and Procedure Manual Forms for the submission of amendments to the BPW International Constitution and Regulations and Procedure Manual are provided with the Call to Congress document package. Each proposed amendment to the Constitution and Regulations or Procedure Manual must be completed on the appropriate form, be received at the BPW International official address at least six (6) months prior to the first day of the General Assembly at which they are to be presented.</p> <p>Forms must be submitted either by electronic means or mailed in an envelope postmarked before midnight according to GMT on the due date. Each form must include:</p> <ul style="list-style-type: none"> • the exact changes proposed to the Constitution and Regulations or Procedure Manual • the reason or reasons why the amendment is required • justification and evidence for the amendment • what the amendment will achieve if adopted • a proposal or proposals for how the amendment should be implemented • an estimate of the financial implications for BPW International of implementing the amendment <p>The BPW International budget should be revisited and reviewed at the General Assembly if an amendment with funding implications is passed subsequent to the approval of the budget by the General Assembly.</p>

<p>A proposed amendment to the Constitution and Regulations cannot be accepted if the same or substantially similar amendment was submitted but not passed at the previous General Assembly.</p> <p>A proposed amendment to the Constitution and Regulations can be accepted if received in draft form by the Constitutional Advisory Committee Chairperson by the six (6) month deadline. The Constitutional Advisory Committee will advise the proposer and seconder to finalise the amendment by the four (4) month deadline</p> <p>Resolutions that require changes to BPW International’s operational or internal procedures passed by the General Assembly are incorporated into the Procedure Manual after each Congress</p>	<p>A proposed amendment to the Constitution and Regulations cannot be accepted if the same or substantially similar amendment was submitted but not passed at the previous General Assembly.</p> <p>A proposed amendment to the Constitution and Regulations and Procedure Manual can be accepted if received in draft form by the Constitutional Advisory Committee Chairperson by the six (6) month deadline. The Constitutional Advisory Committee will advise the proposer and seconder to finalise the amendment by the four (4) month deadline.</p> <p>NEW CLAUSE Amendments to the Procedure Manual are submitted for the agenda of the Pre- General Assembly International Board meeting. The approved amendments and those resulting from approved Constitution and Regulation changes at the General Assembly are incorporated into Procedure Manual and ratified at the Post General Assembly International Board meeting.</p> <p>Resolutions that require changes to BPW International’s operational or internal procedures passed by the General Assembly are incorporated as necessary into the Constitution and Regulations or Procedure Manual after each General Assembly.</p>
<p>Rationale</p> <p>International Board Members are entitled to submit amendments to the Procedure Manual</p>	

AMENDMENT 16

Title of proposed amendment	10.1. Standing Committee Chairpersons and Members	
Proposed by	Neelima Basnet	
Secoded by		
Supported by		
Financial Impact	None	
	CURRENT WORDING	PROPOSED WORDING
	<p>10.1. Standing Committee Chairpersons and Members</p> <p>Each Standing Committee Chairperson shall, in consultation with members of her Committee, submit an action plan of proposed activities to the President’s Office within two (2) months after her election for approval by the Executive and shall submit written reports of the work to the General Assembly at Congress.</p> <p>Each Standing Committee Chairperson shall submit an estimate of expenditures to the Executive</p>	<p>10.1. Standing Committee Chairpersons and Members ALL NEW TEXT except for word in red in current wording</p> <p>Committee members, 1 from each of the 5 regions (in addition to the Chairperson) are to be selected by the elected Standing Committee chairperson in collaboration with Regional Coordinators, approved by the Executive and appointed by the President.</p> <p>Candidates for committee must submit a full CV, which demonstrates both professional qualifications and BPW engagement, as well as an Action Plan for her region.</p> <p>Committee members are appointed for a triennium or remainder thereof and are mandated to attend 3 -4 online meetings per year at the discretion of the Chair.</p> <p>The Chairperson in consultation with members of her committee shall submit their inclusive Action plan to the Executive within two (2) months after her election.</p> <p>Written reports of the committee’s work shall be submitted to the General Assembly at the end of the triennium.</p> <p>Should a member be unable to fulfil her duties or to complete the 3-year term, the chair may seek her removal from the committee in line with the recognized procedure and arrange a replacement, in collaboration with the applicable Regional Coordinator, approved by the Executive and appointed by the President.</p> <p>Each Standing Committee Chairperson shall submit an estimate of expenditures to the Executive Officer for</p>

<p>Officer for approval when requested to do so by the Executive Finance Officer</p> <p>Within thirty(30) days of the expiration of her term, each Standing Committee Chairperson with the exception of the Executive Finance Office and the two Vice Presidents must deliver the files belonging to her office for transition purposes and posting on the designated digital platform</p>	<p>approval when requested to do so by the Executive Finance Officer.</p> <p>Committee to provide an annual report to the Executive, detailing not only the accomplishments but also its needs and suggestions.</p> <p>Each Standing Committee Chairperson with the exception of the Executive Finance Officer must deliver the files belonging to her office for transition purposes and posting on the designated digital platform</p>
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RATIONALE

Defining the make up an role of the Standing Committees to provide transparency and overall professionalism