



FEDERALLY EMPLOYED WOMEN

MID-CONTINENT REGION

POLICY AND PROCEDURES

MANUAL

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PART ONE – GENERAL INFORMATION

INTRODUCTION

PURPOSE

This manual is being published to establish guidelines for Regional Officers, Chapters, and Committee Chairs at both the Regional and Chapter levels to follow, to let new Regional/Chapter leaders know what has been done before, what policies are now in effect, and to provide a solid base for future growth and expansion of the Region.

This manual is meant to be a tool for all members of the Region, a reference and guide for the technicalities of managing the Region and its Chapters. Keep it handy, study it, write in it, and make notes.

AUTHORITY

Authority for publication of this manual is the Mid-Continent Region Board of Directors. Changes and additions to the manual should be referred to the Chair, Policy and Long Range Planning. All recommended changes must be approved by this board before incorporation.

All policies set forth in this manual are in agreement with National and Regional Bylaws and the National Policies and Procedures Manual.

HISTORY OF THE MID-CONTINENT REGION

The Mid-Continent Region is currently composed of chapters in Kansas, Missouri, Nebraska, Illinois, and Iowa. The region was formed in 1972 with the chartering of the Heart of America Chapter. Zenobia Ellis was the first elected Regional Manager. The first Regional Training Program was held in Kansas City, Missouri, sponsored by the Heart of America Chapter. The Mid-Continent Region has developed and continued a tradition of support for Federal employees in the midwest. Its members are involved in the struggle for equality on all levels and will continue the effort as long as inequity exists for women.

The current chapters and the dates they were chartered are provided for your information.

Heart of America Chapter Kansas City, MO	July 17, 1972
Gateway Chapter 44 St. Louis, MO	February 4, 1974
Arsenal 76 Chapter St. Louis, MO	December 15, 1976
St. Louis Downtown Chapter St. Louis, MO	January 25, 1977
Mid-America Chapter Scott Air Force Base, IL	June 28, 1977
Willa Cather Chapter Omaha, NE	May 18, 1978
Carrie Chapman Catt Chapter Ames, IA	July 16, 1989
City of Fountains Chapter Kansas City, MO	July 31, 1993
Nebraska Heartland Chapter Lincoln, NE	July 23, 1999
Kansas Sunflower Chapter Topeka, KS	March 3, 2001

This information should prove useful when developing Region/Chapter anniversary or birthday celebrations.

PART TWO – PROGRAM POLICY AND PROCEDURES

Note: A list of available committee chairs and elected positions for the Region is contained in Exhibit II, Mid-Continent Region Voting Representatives for Board of Directors Meeting.

COMPLIANCE

I. REGION

A. Policy:

The Mid-Continent Region will assist the organization in carrying out the National FEW compliance policy within the region's geographical area. As a minimum, the region will:

- Assist chapters in performing compliance functions, and
- Sponsor annual training for regional FEW members on compliance issues, and
- Assist chapters, as requested, in resolving issues on compliance, referring to national FEW only cases which cannot be resolved at the regional level.

B. Procedures:

1. A Regional Compliance Committee/Official will be appointed by the Regional Manager, with approval of the Regional Board. Where no Compliance Committee Official is designated, the Regional Manager will be so-named.

2. The Compliance Committee/Official will direct the Region's compliance program as approved by the Regional Board.

3. Name and address of the Compliance Committee/Official will be forwarded to the National Vice-President for Compliance not later than August 1 of each year.

4. At a minimum, the regional Compliance Committee/Official will:
- a. Assist chapters in establishing and implementing the chapter compliance program.
 - b. Be responsible for monitoring equal opportunity for women in federal agencies on a continuing basis, assisted by all FEW members in the region.
 - c. Report to the Regional membership annually on Affirmative Employment Plans, Federal Equal Opportunity Recruitment Program (FEORP) and discrimination complaints.
 - d. Be responsible for conducting or ensuring that training is conducted on

compliance issues at the annual Regional Training Program.

e. As requested by the Regional Manager, provide guidance to chapters in resolving compliance issues by referring to the National-Vice President for Compliance only issues which cannot be resolved at the Regional level. Issues referred to National FEW will be in writing, giving explicit details of the case, analysis, action taken, and recommendations.

f. Report to the National Vice-President for Compliance, via the Regional Manager, as requested, on compliance actions.

5. The Region will develop other detailed procedures, as necessary, to carry out the Regional compliance program.

II. CHAPTERS

A. Policy: FEW chapters will assist the organization in carrying out the National FEW compliance policy at the local level. At a minimum, chapters will:

--Keep FEW members up-to-date on planning requirements and implementation thereof.

--Assist members in evaluating their agency activity plans, particularly in relation to equal opportunity for women and in making recommendations for improvement.

--Provide assistance to FEW members and federal employees.

--Develop a cadre of FEW members who may serve as consultants and provide guidance on affirmative action, FEORP and discrimination complaints.

B. Procedures:

1. A Compliance Committee will be selected by the Chapter. Where no Compliance Chair is designated, the Chapter President will be so-named.

2. The Compliance Committee will direct the Chapter's compliance program as approved by the membership.

3. The Chapter President will forward the name and address of the Compliance Committee Chair to the National-Vice President for Compliance and the Regional Manager by August 1 of each year.

4. The Compliance Committee will:

a. Keep FEW members up-to-date on planning requirements and implementation thereof.

b. Assist members in evaluating their agency/activity plans, particularly in

relation to equal opportunity for women and in making recommendations for improvement.

c. Develop guidance for/with the cadre of consultants to assist members to achieve equal opportunity and career advancement in the Federal Government and to provide support during difficult periods regarding:

- Discrimination complaints
- Personnel grievance and adverse actions
- Career development and human relations counseling

FEW members will also be responsible for offering assistance to Equal Employment Opportunity (EEO) Officers to attain a balanced work force of qualified employees who are treated in a non-discriminatory manner.

d. Respond to inquiries for advice or assistance in relation to affirmative action or discrimination complaints by requesting specific information concerning actions believed to be in non-conformance. Study the information received and provide employees with copies of statutes, Equal Employment Opportunity Commission (EEOC), the Office Personnel Management (OPM) regulations, maintained and monitored by a committee member. The committee may serve in an advisory capacity and may respond to requests for assistance. When necessary, the committee should request professional advice from Equal Employment Opportunity (EEO) personnel and/or from FEW national leadership.

e. FEW chapters will not become involved in any individual discrimination complaint, grievance, appeal, or comparable action, except to provide guidance and support. Compliance issues which cannot be resolved at the local chapter level will be referred to the FEW regional compliance officials in writing, giving explicit details of the case, analysis, action(s) taken, and recommendations.

NOTE: The National President and the National Executive Committee of FEW will ordinarily review only those problems relating to compliance which are referred by the National VP for Compliance. In all but the most critical cases, compliance matters should be resolved at the chapter or regional level.

Names of lawyers who are members of women's law groups or local bar associations who are experienced in EEO and administrative law and who may provide advice can be obtained from the FEW Legal and Education Fund (FEW LEF).

f. Report to the membership and ensure training is conducted annually on Affirmative Action Plan (AAP), FEORP and discrimination complaints.

5. Additional detailed procedures will be developed by the chapter to implement the Chapter compliance program.

DIVERSITY/CULTURAL AWARENESS

I. REGION

A. Policy: The Mid-Continent Region will adopt the national Diversity/Cultural Awareness policy within its geographic boundaries. The month of April is designated as Diversity/Cultural Awareness month.

B. Procedures:

1. The Regional Manager will:

a. Have overall responsibility for chapter implementation of diversity/cultural awareness.

b. Develop a plan for the region and a method of evaluating progress.

c. Submit quarterly reports within 15 days after the end of each calendar quarter to the National Diversity/Cultural Awareness Chair.

d. Appoint a Regional Cultural Awareness Chair. Where no Diversity/Cultural Awareness Chair is designated, the Regional Manager will be so-named.

e. Forward the name and address of the Cultural Awareness Chair to the National Diversity/Cultural Awareness Chair by August 1 of each year.

II. CHAPTERS

A. Policy: Chapters will apply the National Diversity/Cultural Awareness policy at the local level.

B. Procedures: The Chapter Presidents will have the most responsible role in promoting sisterhood in FEW through Diversity/Cultural Awareness. They must be committed to the goals and diligently pursue their achievement in the chapters. This requires their special attention to recruitment, program planning, and development of plans of action for achieving goals. They will be assisted by the Regional Managers and National Diversity/Cultural Awareness Chair with guidance and consultation as requested. We must recognize that the chapters are the core of FEW-- and the achievement of full sisterhood in FEW is directly related to the commitment and activities of Chapter Presidents and members.

LEGISLATION

I. REGION

A. Policy: FEW's legislative program will be carried out at the regional level. The region will have a legislative chairperson appointed by the Regional Manager.

B. Procedures: The procedures for carrying out FEW's legislative program at the regional level are contained in materials distributed to regional legislative chairperson by the Legislative Director.

II. CHAPTERS

A. Policy: FEW's legislative program will be carried out at the chapter level. Each chapter will have a legislative chairperson appointed by the Chapter President.

B. Procedures: The procedures for carrying out FEW's legislative program at the chapter level are contained in materials distributed to the chapter legislative chairpersons by the Legislative Director.

TRAINING

I. REGION

A. Policy: The Mid-Continent Region will sponsor at least one training program each fiscal year. The training program should enlarge upon training offered at the national level. Attempts should also be made to offer training not generally available at the chapter level. The National Vice-President for Training may be consulted for program development or identification of training resources, and for determining relevance of training to national program direction.

B. Procedures:

1. Training for chapter officers on their duties and responsibilities should be included in each program.

2. A FEW membership booth will be maintained throughout the Regional Training Program.

3. The use of National Officers as speakers or workshop leaders is encouraged. The expenses of National Officers in this capacity will be borne by the Region. Speakers should be contacted directly to negotiate.

4. The National Cultural Awareness Chair should be contacted for recommendations for minority workshop leaders and speakers.

C. Region/Chapters Hosting Semi-Annual Board Meeting: The Region also may bid to have the Semi-Annual National Board of Directors Meeting held in conjunction with the Regional Training Program. Region must submit formal written bids at least two (2) years before the year in which the program will be held. Two copies must be submitted by December 1 of the year prior to that in which the National Board of Directors will select that particular Semi-Annual training program site. No training will be scheduled while the National Executive Committee and Board of Directors Meetings are in progress. All training program participants will be notified that these are open meetings and the non-FEW members are welcome.

NOTE: Region or Chapters which are responsible for hosting the Semi-Annual National Board of Directors' meeting will receive \$200 seed money for miscellaneous expenses from the National treasury. Requests for seed money will be made in writing to the National Finance Chair. This money should be reimbursed to the National Office as soon as possible.

D. Region/Chapters Hosting National Training Program: A National Training Program (NTP) is conducted annually during the month of July. Attendance is open to all Federal, State, City, and public employees. This program is planned, coordinated, and conducted by the Region in which it is to take place, subject to the approval of the National Executive Committee. In return for hosting the program, the Region will receive 10% of the profit from the NTP, resulting from excess revenues less expenditures.

1. Location: Regions wishing to host the NTP will submit formal written bids not less than five (5) years before the year in which the program will be held. Two copies of the bid will be sent to the National Office and one copy for each Regional Manager. These copies must be submitted by May 1 of the year in which the Board of Directors will select the particular training program site; e.g., bids for 1995 must be submitted by May 1, 1990. Bids may also be submitted for subsequent years.

2. Responsibilities of the Regional Board: The Mid-Continent Regional Board will:

a. Submit bids to host the NTP not less than five (5) years before the year in question.

b. Recommend an NTP chairperson to the National President at the May Executive Meeting held two (2) years before the proposed program.

c. Submit theme choices and logos to the National Executive Committee for the NTP by October 31st of the second year preceding the program.

d. Approve committee chairs recommended by the NTP Chairperson.

e. Work with the NTP Chairperson in establishing authority and delegation lines between the Regional Board and the NTP Chairperson.

NOTE: The above is just an overview of some of the responsibilities associated with hosting the NTP. Complete guidance is provided in the National FEW Policy & Procedures Manual.

PART THREE – ACTIVITY AND GENERAL PROCEDURES

AWARDS

I. NATIONAL AWARDS

Region/Chapters are eligible to submit nominations for the following awards:

- A. Distinguished Service Award.
- B. Barbara Boardman Tenant Award.
- C. Helen R. Dudley Chapter overall Achievement Award.
- D. Federal Department/Agency Award.
- E. Private Sector Award.
- F. Chapter Special Emphasis Area Achievement Awards.

Procedures for submitting nominations for the above awards are contained in the National Policy & Procedures Manual.

II. REGION

A. Policy: The Mid-Continent Region shall present annual awards to chapters and individuals in the region in recognition of special achievements in furthering the purpose of the organization. The region shall determine the scope of its awards program, based on the size of the region, resources available, etc.

B. Procedures: Written procedures for accomplishing FEW regional awards policy will be established by the region. A regional Awards Committee will be selected to administer the regional awards program. Awards shall be presented at a designated time period.

C. Award Categories: The following individual Chapter awards are established:

1. Best Newsletter.
2. Best Programs.
3. Best Fund-raiser.
4. Best Special Project.
5. Best Membership Effort.
6. Overall Chapter Achievement.

Each chapter that wins in an individual category shall receive a small plaque that may be retained with the Chapter archives. The winner of the "Overall Chapter Achievement" award shall have their Chapter's name added to a larger "Traveling" plaque which is transferred to subsequent winners of

this award. "Overall" winners will also receive a small plaque detailing this award to be retained in their Chapter archives.

NOTE: The Chapter President presiding during the period covered by the award being presented shall accept the award for the chapter. Award criteria and pertinent deadlines will be established and disseminated to the Chapters by the Regional Awards Committee.

D. Patricia Pierstorff Award:

1. Policy: This award will be presented annually to an individual who best exemplifies the FWP and FEW's mission.

2. Method: The award recipient will receive up to \$250.00 to offset the expenses incurred by attending a FEW Mid-Continent Regional Training Program. This includes travel by auto, per diem and training expenses.

3. Funding: This award will be funded by a regional budget line item of \$250 per fiscal year. The funding will be marked as the Patricia Pierstorff Award in the regional budget.

4. Criteria and Selection Procedures:

a. The person selected must be a Mid-Continent FEW member, who works for the Federal Government as a GS-7 (or equivalent) or less and meets the following criteria:

1. Be a member for at least one year.
2. Be an active chapter member participating in meetings, program or as an officer or committee chair of a chapter or the Region.
3. Be involved in related community activities.

b. The Awards Committee will be responsible for the selection of the award recipient.

c. The committee will solicit applications in conjunction with regional awards. Application solicitation will be announced in the Regional Newsletter, by letters to Chapter Presidents and Regional Officers/Committee Chairs. The following criteria is listed:

1. Completion of Application Form. (See Exhibit VI for the form.)
2. Statement of attendance at Chapter and Regional functions.
3. Statement of how membership in FEW has influenced their career.
4. Biography limited to 300 words or less.

d. The winner of the **scholarship** will be notified by telephone in sufficient time to make travel plans to the next scheduled RTP and will be recognized at the program and luncheon. There will be no time limit on the award.

III. CHAPTERS

Awards programs are determined by individual chapters.

CREDENTIALS

I. REGION

A. Policy: A credentials official will be appointed by the Regional Manager to register members eligible to vote at Regional Board Meetings. At the discretion of the Regional Manager the same official may serve for all board meetings or a different official may be appointed for each meeting.

B. Procedures:

1. The credentials official shall be appointed not later than 24 hours prior to the Regional Board Meeting. The official may be notified by telephone.

2. The official need not be a voting board member.

3. The credential process for Regional Board Members shall be as follows:

a. In accordance with the checklist of voting members in good standing:

--Elected Officers

--Chapter Presidents

--Elected and appointed standing committee chairs

b. Proxy voting is permitted. Proxies may be submitted: 1) using the Mid Continent Region Voting Representatives for Board of Directors Meeting form, or 2) via an email to a regional member attending the meeting. The email must come from the individual's personal account and clearly indicate which position's vote is delegated to whom. All proxy designations must be delivered to the Credentials Official before or during meeting credentialing.

c. No person on the Regional Board shall be entitled to more than three votes, whether their own votes or proxy votes.

d. If a board member is determined to be ineligible, the credentials official will so advise the Regional Manager or her/his proxy.

e. The credentials official will provide eligible voting members a voting card signifying number of votes authorized.

f. Once registered, changes in proxy must be accomplished through the credentials official. The departing member will designate individual to exercise her/his vote via proxy.

g. The credentials report shall be the first item of business at the Regional Board Meeting. The initial report (See Exhibit I) and any supplemental report will be turned over to the Regional Manager for inclusion in the minutes.

h. The credentials official's decision shall be final on any problems arising concerning the eligibility to vote at a regional meeting.

II. CHAPTERS

Chapters may follow regional guidelines or determine their own method of determining voting eligibility.

FINANCE

I. REGION

A. Policy: The Regional Board controls the funds of the Region and approves the annual budget at the Spring meeting. The budget will clearly identify the intended use of each item budgeted. The following restrictions and limitations will apply to expenditure of funds authorized in the approved budget.

1. Funds determined by the approved annual budget to be required for operating expenses will be deposited in interest-bearing accounts and withdrawn as needed. Funds not required for operating expenses will be invested in high interest, low risk accounts as directed by the Board.

2. Expenses paid from the miscellaneous fund will not exceed the line item for such expenses in the approved budget.

3. Travel budgeted for Regional Officer(s) in the approved budget other than travel to National Board Meetings must be specifically authorized by two-thirds of the Regional Board Members prior to the commencement of the travel. Travel expenses of the Regional Representative will be paid to attend National Board Meetings only if she will be able to vote based on National policy regarding voting strength. . The Regional Manager and Regional Representative will attend the entire National Board meeting when funded by the Region.

4. All obligations of the Region will be paid by check. Each check will require a signature of one of the following: Regional Manager, Regional Representative, Treasurer or Finance Chair. An Expense Report (See Exhibit IV) should accompany all reimbursement requests.

5. Mileage, when paid by the Region, will be paid at 1/2 the Federal mileage reimbursement rate.

6. All bills over \$25 will be submitted within 60 days, except that all bills for a fiscal year will be submitted by July 31 following the close of the fiscal year.

B. Procedures:

1. Division of Responsibility:

a. Regional Manager -- is empowered to countersign checks; submits for approval by the Board all non-routine expenses incurred by the office that are not included in miscellaneous or budget.

b. Regional Representative -- is empowered to countersign checks.

c. Treasurer:

--Is empowered to countersign checks issued on organization accounts.

--Is empowered to sign expense vouchers.

--Is responsible for receipt and disbursement of all funds for the general account of the organization in accordance with the annual budget approved by the Board.

--Is responsible for receipt of all bills for payment from the general account.

--Is responsible for preparation and timely submission of applicable federal and state income tax returns.

2. Records: The Treasurer (or designee) is responsible for:

a. Maintaining records (checkbook and accounting ledgers) for the general account of all receipts (including a record of current dues payments) and expenditures.

b. Reconciling all bank account statements no later than the 10th working day of the following month in order to assure that all cash transactions are properly recorded.

c. The accounting fiscal year shall be July 1 through June 30 and transactions within the fiscal year shall be recorded on an accrual basis.

3. Finance Chair/Committee:

a. Receives reports of all income and expenditures from Treasurer.

b. Prepares proposed budget for forthcoming fiscal year and presents budget for approval of Board.

c. Serves in advisory capacity as resource on all financial matters.

d. The Chair of the Finance Committee serves as member ex-officio of all committees which disburse funds.

e. Reviews Treasurer's monthly statement, checking them against budget, and making any recommendations to Region pertaining to same.

f. Receives any requests for funds for purposes which are not covered by the budget and evaluate and make recommendations concerning them to the Executive committee, Board of Directors, or members.

In some chapters, the Finance Committee is also responsible for fund raising to support the budget.

4. Regional Budget:

a. Frequency: A budget of expenses for all Regional activities shall be formulated once yearly prior to the first Regional Board meeting.

b. Budget Submissions: All officers and committee chairs should construct a reasonable, conservative budget with projected expenses for the coming year.

c. Approval and Changes: The final budget shall be approved by the Board at the Spring Regional Board meeting. Changes shall be proposed and voted on during the regular Regional Board meetings.

d. The proposed budget is based on comparisons of income and disbursements with the approved budgets for the two previous years. Deficit budgets will not be adopted by the Board.

5. Audit of Treasury:

a. Frequency: The treasury shall be audited annually prior to the end of the fiscal year. The Regional Manager shall appoint an auditor at the July Regional Board Meeting.

b. Deadlines: The Treasurer shall yield the treasury records to the Auditor within two weeks following the July Regional Board meeting. The Auditor shall report the findings of the audit at the following board meeting.

c. If it is determined that funds have been removed illegally from the regional treasury, appropriate action, either civil or criminal, will be taken, to recover the funds. In addition, action will be taken to bar the member from future membership in FEW.

II. CHAPTER

Chapters are encouraged to conform to the regional procedures.

FUND-RAISING

I. REGION

A. Regional Fund-Raising: Ideas for regional fund-raising may be proposed by any member. Fund-raising projects approved and accepted by the regional board of directors shall be planned and executed by a voluntary committee.

B. NTP Fund-Raising: Based on the consent of the board, each year the region will purchase a booth at the National Training Program for the purpose of fund-raising. All chapters are invited to participate by sending or bringing items to raise funds for their chapter. Ten per cent (10%) of all profits gained by each chapter should be forwarded to the Regional Treasurer to help defray the cost of the booth.

II. CHAPTERS

Chapters should establish their own fund-raising policy/procedures in order to provide financial support for the chapter.

MEMBERSHIP

I. REGION

A. Policy: The Mid-Continent Region shall engage in activities to increase the membership of Federally Employed Women.

B. Procedures:

1. A Regional membership contest shall be conducted for the period September 1 through August 31 each year. There will be three categories of prizes for individuals who recruit new members. The individual's name must be in the 'referred by' line of the application form. First prize will be payment of \$50 toward the individual's registration fee to the Regional Training Program (or \$50 if no program is held) and payment of their FEW membership dues for one year; second prize will be payment of \$50 toward the individual's registration fee to the Regional Training Program (or \$50 if no program is held); third prize will be payment of the individual's FEW membership dues for one year. National lifetime members will receive in cash the amount of yearly National dues and chapter dues for one year. Chapter lifetime winners will receive in cash the amount of chapter dues for one year. The member joining dates indicated by the members' payment dates as recorded will be used as tie breakers. Winners will be announced at the fall Regional Training Program or shortly after contest end if no RTP is held

2. Contact the National Membership Chair and other Regional Membership Chairs to exchange information with them concerning membership drives and member retention.

3. The Membership Chair shall be a member of the national membership working committee as long as it exists.

WAIVER OF MINIMUM CHAPTER MEMBERSHIP REQUIREMENTS

Region/Chapters:

The region/chapters will continually monitor chapter membership status. At the first indication of declines in membership below the minimum requirement of fifteen (15) members, procedures will be followed as prescribed in the National Policy and Procedures Manual.

MINUTES/MINUTES APPROVAL COMMITTEE

I. REGION

A. Minutes of all Regional board meetings shall be distributed to all board members within 30 days of the board meeting.

B. Report of board members and committees should be kept as short as possible without sacrificing completeness. In most cases, they should be kept to one page; the most likely exceptions to this rule are the Regional Manager's report and the finance chair's budget reports. A lot of information can be placed on one page by reducing margins, single-spacing, adjusting font size, and eliminating other excessive white space. Attachments to the reports and other handouts may be used at the meetings but will not become a part of the minutes unless they contain information of significant importance to the Region. Two typed copies of each report shall be submitted: the original to the Secretary and a copy to the Regional Manager, unless the report contains a lot of numbers (e.g., treasurer's report, finance chair's budget report) or other significantly detailed information. In the latter case at least 36 copies should be brought to the board meeting for each board member and for other FEW members in attendance.

C. The Secretary's recording of the minutes shall include a record of what happened at the meeting, including motions, motion slips (copies two to a page immediately following the body of the minutes), the sign-in sheet of board members, the agenda, and reports of board members and committees. Ordinarily minutes do not include the discussion which took place. However, due to the limited number of meetings per year and changeover of people on the board, a limited amount of significant discussion points will be included for the sake of continuity and to prevent the Region from revisiting the same or similar issues needlessly. Copies of proxies submitted and the standing rules will not be copied but will be filed by the secretary. Proxies submitted will be noted by the credentials chair on the board member's sign-in sheet. Corrections to past minutes will be appropriately noted and portions of the old minutes with the attachments to the body of the minutes will be numbered consecutively and referenced in the body. The Secretary shall use discretion on putting two reports on the same page as long as it doesn't require a change in the order of the reports.

D. The minutes shall be copied double-sided as much as is practical – always when paying to have them copied, using discount copy centers, if possible – and if feasible, being done gratis. Copying double-sided will save the Region on postage costs; however, additional postage could be justified by not incurring additional copying costs. This determination will be made by the Secretary based on the resources available to him/her. The Secretary shall coordinate with the finance chair if necessary to ensure the Region has sufficiently budgeted for the copying and distribution of minutes.

E. A minutes approval committee consisting of three members will be established at each regional meeting.

NOMINATIONS/ELECTIONS

I. REGION

A. Policy: The Mid-Continent Region will conduct an **annual** election of officers. Three people are on the Nominating and Elections Committee at the time and by the means stated in the Regional Bylaws. The Committee shall send out forms asking for one nomination from each chapter for each Regional Office. Such nominating forms will ask for the qualifications, activities, statements, etc., of persons nominated. The Committee shall check with the National Office to determine in all candidates are members in good standing.

B. Procedures:

1. Term of Office: Officers of the region shall serve for a term of one year beginning July 1st and ending June 30th. An officer may not serve longer than two consecutive terms for the same office. Unless an elected officer resigns or is removed, they must remain in office until an election is held or a substitution is found.

2. Elected Offices: As stated in the Regional Bylaws.

3. Solicitation of Nominees:

a. Length of Time: Prior to the end of the FEW fiscal year (June 30th) the nominating committee will solicit members to run for regional office. This may be done by personal, written, or telephone contact.

b. Chapter presidents should announce the solicitation for regional office in their chapter meetings and encourage members to participate in the leadership of the region by running for office.

c. Nominees must be members in good standing, having chapter, regional, and national dues paid in full. Nominees may submit a written profile of their qualifications for inclusion in the ballot submission.

4. Nominations/Elections Committee:

a. The Committee shall consist of three members in good standing elected by the membership of the Region.

b. Ballots not clearly marked will not be counted. (Such ballots shall be retained for the official record.)

c. The committee shall be empowered with authority to resolve unusual issues that may surface during the election process.

d. Ballots shall be placed in a sealed envelope and retained by the Regional

Manager for three months, then destroyed.

5. Balloting:

a. Nominating/Elections committee will construct a ballot of nominees and mail the ballot to each chapter president, who will make enough copies for each member in good standing.

--Each ballot shall contain names of nominees and a line for a write-in candidate for each office.

--Each ballot shall state the deadline for ballot submission and the name and address of the Chairperson of the Nominating/Election Committee to which the ballot(s) is/are to be returned.

--Nominee profiles will be submitted with nominations, these profiles will be distributed to chapters along with ballots for the benefit of voting members. Profiles will be limited to one side of one page.

b. Chapter Presidents will distribute ballots at the next regular meeting prior to ballot submission deadlines. They will collect all ballots and make one mailing to the Nominating/Election Committee chair before the deadline.

c. The Nominating/Election Committee will tally the ballots. In case of a tie, a subsequent ballot will be issued containing the names of the nominees who have tied for the office.

6. Deadlines: Nomination solicitation shall be completed to allow mailing of ballots to chapters no later than March 15 to allow six (6) weeks for processing by chapters/members. Election results shall be distributed to elected candidates no later than May 1.

7. Notification:

a. The Nominating/Election Committee will announce the winners of the election first to the Regional Manager, then to each elected winner and candidates in turn by written or telephone communication no later than May 1.

b. Committee will notify the National Office of election results by their set deadline date.

c. Committee will notify the Regional Board, elected winners and candidates of election results by written communication by May 15.

II. CHAPTERS

Chapters shall complete their nominations and elections by May 30 each year so that information on new officers is available for Regional and National planning. Chapter nomination/election should be governed by the chapter bylaws.

PUBLICITY

I. NEWSLETTER: The regional publicity chair shall publish a newsletter containing news of interest to all regional members.

A. The newsletter shall be published quarterly.

B. The newsletter shall be mailed to all regional board members. A copy shall be sent to the National Office to be placed on file.

C. Chapters shall copy and distribute the Regional Newsletter to chapter members or circulate the newsletter at monthly meetings.

D. Chapters who publish newsletters should put the regional publicity chair, National Office, national VP for chapter organization, and other chapter presidents within the region on their mailing list so activities can be shared at all levels.

II. ARTICLES FOR FEW NEWS & VIEWS:

A. National FEW provides a pre-printed publicity form to aid chapters/regions in submitting articles in the News & Views. A copy of the form may be obtained from the regional publicity chair or the national public relations chair.

B. The publicity chair may select at least one article per quarter for publication in the News & Views.

III. ADVERTISING (National and Region): The publicity chair shall arrange for all advertising of the region. This will include composition and layout of advertisements, submission for publication, and arrangements for payment for advertising.

RECORDS

I. REGION

All Regional records kept by board members should be turned over to their successor in a timely manner. All current records of outgoing board members should be forwarded no later than August 31 of the next fiscal year; older records not needed to conduct current business should be turned over not later than at the fall board meeting. In the case of a resignation, all current records should be turned over to their successors: 1) within 30 days of their resignation, or 2) if there is a gap exceeding 30 days in filling the position, within 10 days after notification of who is their successor.

REGIONAL TRAINING PROGRAM

I. FREQUENCY: The Regional Training Program (RTP) shall be held yearly. Chapters shall submit a proposal to host the program.

II. REGISTRATION: Deadline for pre-registration for the RTP shall be as close as conveniently possible to the program date. Late registrations and "on-site" registrations must pay a higher registration fee.

III. PROFITS:

A. Collections: The chapter sponsoring the RTP shall have the responsibility for collecting RTP registration fees from agencies paying for employee's attendance.

B. Distribution: Profits from the RTP shall be distributed as follows. The region shall receive a minimum of 10% of profits. Beyond this amount profits shall be shared on a participation basis. Participation on the part of the region is defined as persons attending the training program from outside the commuting area of the hostess chapter (approximately 30 miles), regional persons conducting training sessions and any participation of national officers. The following distribution table will be used.

Participation level	Percentage of profits
minimum amount	10%
up to and including 10 persons	additional 8% for a total of 18%
11 to 20 persons	additional 8% for a total of 26%
21 to 40 persons	additional 8% for a total of 34%
41 to 50 persons	additional 8% for a total of 42%
51 persons and above	additional 8% for a total of 50%
maximum amount	50%

IV. SEED MONEY: If a chapter or group of chapters receives seed money from the Region to host a RTP, it will be turned to the Region no later than the board meeting held in conjunction with the RTP.

RESOLUTIONS

I. REGION

According to national By-Laws, resolutions may be made by any member, chapter or region of the organization. Resolutions to be presented by the region will be presented in writing to the Executive Board prior to a regional board meeting. The resolution will be presented by the member at the meeting for discussion. If approved it will be forwarded to the National office by the Bylaws chair. If the resolution is approved with changes, those changes will be made by the originator of the resolution before being sent to the Bylaws chair.

SCHOLARSHIP

I. REGION

A. The Region will sponsor a scholarship to attend the National Training Program (NTP).

B. This scholarship is awarded annually to a member, GS-9 or below, or the equivalent, in good standing within the Mid Continent Region demonstrating the greatest amount of participation in chapter and/or region activities. The award consists of NTP registration at TOP (tuition out of pocket) rate, airfare (at the 30-day advance rate) or ground transportation at ½ the government rate (however, ground transportation reimbursed shall not exceed coach airfare), and hotel room at half the double room occupancy rate for Tuesday – Friday nights. Flight arrangements must allow refund for cancellation or transfer to another person. Incidentals and food are the responsibility of the winner.

C. The Scholarship Application is at Exhibit VII.

D. Application Ranking:

ITEM NO.	RANKING FACTORS	POINTS
1	Elected Officer	3 points each
2	Committee Chair	2 points each
3	Committee Member	1 point each
4	On-Site volunteer	1 point each
5	Chapter representation	2 points each
6	Statement of how FEW membership influenced career	1-5 points
7	State of how attendance at the NTP impacts career	1-5 points
8	Participation in other civic organizations	1 point each

Minimum number of points required to be eligible is 10.

PART FOUR – ORGANIZATION AND RESPONSIBILITIES

MEETINGS

I. REGIONAL BOARD MEETINGS: The regional board of directors shall meet two times yearly, in July at the National Training Program, in conjunction with the Regional Training Program (RTP), and as determined by the Regional Manager. Regional officers should try to attend all regional board meetings to keep abreast of regional, national, and chapter activities.

II. BOARD OF DIRECTORS: The regional board of directors consists of elected officers, appointed chairs, and Chapter Presidents.

III. AGENDA/FORMAT: Format for the meeting shall be as follows:

- A. Call to order.
- B. Roll call/attendance/proxy verification.
- C. Approval/changes to the agenda.
- D. Reading and approval of minutes of last meeting.
- E. Officer/committee/board reports.
- F. Unfinished business.
- G. New business.
- H. Other concerns.
- I. Adjournment.

IV. REPORTS: Each member of the Regional Board shall prepare a report of their activities since the last board meeting and present it at the regional board meeting. Reports should include travel, special events, visits to other chapters, activities on the national level, or reasons for lack of activity during the period. Reports should include goals either planned or met since the last meeting. Reports are also required for members who are not in attendance.

REGIONAL REPRESENTATION

The Region will have a Regional Manager and for each five Chapters within the Region in good standing or major fraction thereof a representative. Regional Managers and Regional Representatives will be selected in accordance with election procedures set forth in the Regional By-Laws.

PART FIVE – EXHIBITS

(Exhibits are available on the following pages.)

Date: _____

**MID-CONTINENT REGION
CREDENTIALS REPORT
BOARD OF DIRECTORS MEETING**

Attached is list of names of FEW members who have been registered and/or certified to vote at the Mid-Continent Region Board of Directors Meeting.

Statistical summary of registered members is as follows:

	VOTING MEMBERS	
	Eligible to Vote	Registered
Elected Officers	_____	_____
Standing Committee Chairs	_____	_____
Chapter Presidents	_____	_____
TOTAL	_____	_____

Credentials Official

EXHIBIT I

Date: _____

**MID CONTINENT REGION VOTING REPRESENTATIVES
FOR BOARD OF DIRECTORS MEETING**

In accordance with Article V, Section 4, of the Mid-Continent Region By-Laws, the following elected officers and committee chairpersons are entitled to one vote at the Mid-Continent Regional Board of Directors Meeting to be held on _____.

	(Print Name)	(Print Name of Proxy, if any)
Regional Manager	_____	_____ Proxy
Regional Representative	_____	_____ Proxy
Secretary	_____	_____ Proxy
Treasurer	_____	_____ Proxy
By-Laws	_____	_____ Proxy
Policy and Long Range Plan.	_____	_____ Proxy
Nominations/Election	_____	_____ Proxy
I/P Regional Manager	_____	_____ Proxy
Awards	_____	_____ Proxy
Compliance	_____	_____ Proxy
Diversity	_____	_____ Proxy
Finance	_____	_____ Proxy
Historian	_____	_____ Proxy
Legislative	_____	_____ Proxy
Membership	_____	_____ Proxy
Women's Network	_____	_____ Proxy

News/Public Relations	_____	_____ Proxy
	(Print Name)	(Print Name of Proxy, if any)
Training	_____	_____ Proxy
Ways and Means	_____	_____ Proxy
Carrie Chapman Catt	_____	_____ Proxy
Heart of America	_____	_____ Proxy
Kansas Sunflower	_____	_____ Proxy
Mid-America	_____	_____ Proxy
Nebraska Heartland	_____	_____ Proxy
Willa Cather	_____	_____ Proxy

Signed:

Office/Chair

EXHIBIT II

**REGISTRATION/CERTIFIED VOTING MEMBERS/PROXIES
MID-CONTINENT REGION BOARD OF DIRECTORS MEETING**

	SIGNATURE	ELIGIBLE TO VOTE	REGISTERED
ELECTED OFFICERS:		8	_____
Regional Manager	_____	_____	
Regional Representative	_____	_____	
Secretary	_____	_____	
Treasurer	_____	_____	
By-Laws	_____	_____	
Policy & LR Plan.	_____	_____	
Nominations & Elections	_____	_____	
I/P Regional Manager	_____	_____	
STANDING COMMITTEES:		11	_____
Awards	_____	_____	
Compliance	_____	_____	
Diversity	_____	_____	
Finance	_____	_____	
Historian	_____	_____	
Legislative	_____	_____	
Membership	_____	_____	
	Subtotal	_____	_____

Women's Network _____

Newsletter/
Public Relations _____

Training _____

Ways & Means _____

CHAPTER PRESIDENTS 6 _____

Carrie Chapman Catt _____

Heart of America _____

Kansas Sunflower _____

Mid-America _____

Nebraska Heartland _____

Willa Cather _____

Subtotal Page 1 _____

Subtotal Page 2 _____

GRAND TOTAL _____

EXHIBIT III

MID-CONTINENT REGION EXPENSE REPORT

Period covered: From _____, 20__ to _____, 20__

Payable to Name: _____

Address _____

Office/committee _____

	<u>Amount</u>	<u>Date</u>	<u>Payee</u>
Long Distance Telephone	_____	_____	_____
Stationery/Supplies	_____	_____	_____
Postage	_____	_____	_____
Printing/Copying	_____	_____	_____
Airfare	_____	_____	_____
Ground Transportation	_____	_____	_____
Miscellaneous	_____	_____	_____
 TOTAL	_____	_____	_____

Purpose of Expense:

Applicable Budget Line: _____

Receipts must be attached. If not available, complete certification is required.

Signed: _____

Officer/Committee Chairperson

Finance Chair Approval:

_____ Fiscal Year Applied _____

Treasurer Notes:

Date Reimbursed: _____

Amount: _____ Check No.: _____

CERTIFICATION

I, _____, hereby certify that I have incurred the following described expense(s) conducting the activities of Federally Employed Women and that a receipt for said expense was not obtained or has been misplaced:

Amount: _____

Paid to: _____

Full description of service(s): _____

Signature

Title

**MID-CONTINENT REGION
THE PATRICIA R. PIERSTORFF AWARD**

I. PERSONAL DATA

Name _____ Date of Birth _____

Address _____

City and State _____ Zip Code _____

Telephone: (H) _____ (W) _____

Employment Title and Grade _____

Attach a copy of Leave and Earnings Statement or equivalent.

II. EDUCATION DATA

Major/Field of Study (Present/Future) _____

Summary of education to date. List name of college(s) or institution(s), dates attended and degree(s) received. **Include a copy of any transcripts.**

III. OTHER PERTINENT DATA (Attach additional sheets if necessary):

A. FEW Experience/Activities:

B. Community/Volunteer Activities:

C. Achievements or Special Honors:

Signature _____ Date _____

EXHIBIT VI

**MID CONTINENT REGION
FEDERALLY EMPLOYED WOMEN
NATIONAL TRAINING PROGRAM (NTP) SCHOLARSHIP**

This scholarship is awarded annually to a member, GS-9 or below, or the equivalent, in good standing within the Mid Continent Region demonstrating the greatest amount of participation in chapter and/or region activities. The award consists of NTP registration at TOP (tuition out of pocket) rate, airfare (at the 30-day advance rate) or ground transportation at ½ the government rate (however, ground transportation reimbursed shall not exceed coach airfare), and hotel room at half the double room occupancy rate for Tuesday – Friday nights. Flight arrangements must allow refund for cancellation or transfer to another person. Incidentals and food are the responsibility of the winner.

Please complete the application form below and return to the Mid Continent Region Scholarship Chair at the address or email address provided for the year, no later than April 7. If awarded, an announcement will be made no later than May 1.

1. Name
2. Address
3. Work Phone _____ Home Phone _____
4. List participation in chapter and region activities from August 1 last year through April 1 this year. Examples of types of activities include: elected officer, committee chair, committee member, chapter representative at local, regional, or national activities. (You need not be a chapter officer.)
5. List of specific FEW achievements not listed above.
6. List participation in other civic organizations; include specific activities from August 1 last year through April 1 this year.
7. What is the benefit to the chapter and region from your attendance at NTP?
8. How has membership in FEW influenced your career?
9. How will attendance at NTP impact your career?
10. Certification – Read the certification below, sign and date.

I certify that the information in this scholarship application is true and complete to the best of my knowledge. I understand that any false statements or willful misrepresentation will result in my disqualification from the scholarship. If I am selected to receive an NTP scholarship, I agree to attend the FEW General Membership Meeting, at least the Friday portion of the FEW National Board of Directors meeting and other NTP events. At a local or regional FEW meeting following my return, I will discuss NTP activities with FEW members.

Signature: _____ Date: _____

**MID CONTINENT REGION
 FEDERALLY EMPLOYED WOMEN
 NATIONAL TRAINING PROGRAM (NTP) SCHOLARSHIP
 APPLICATION RANKING:**

ITEM NO.	RANKING FACTORS	POINTS
1	Elected Officer	3 points each
2	Committee Chair	2 points each
3	Committee Member	1 point each
4	On-Site volunteer	1 point each
5	Chapter representation	2 points each
6	Statement of how FEW membership influenced career	1-5 points
7	State of how attendance at the NTP impacts career	1-5 points
8	Participation in other civic organizations	1 point each

Minimum number of points required to be eligible is 10.