



Minnesota Women of Today
2024-2025 Fall State CIP
Parliamentarian
“Parli Tips with Bob and Me”

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Greetings to all Parliamentarians and Chapter Presidents!

I would like to express my appreciation to the chapters and district directors who have submitted their bylaws and policies, and those who invited me to attend their reviews. I had the opportunity to participate in the bylaw and policy reviews for Districts 6, 7, and 9, and the Champlin chapter. The repositories for District and Chapter Bylaws and Policies are now in place. Additionally, I am grateful to the local chapter Parliamentarians for completing my fast start.

If your chapter has yet to conduct a bylaw and policy review during Tri 1, please consider arranging one for Tri 2 or 3. I would love to be involved, whether in person or through Zoom. Please do not hesitate to contact me for any help or advice!

~Jeny Ohr



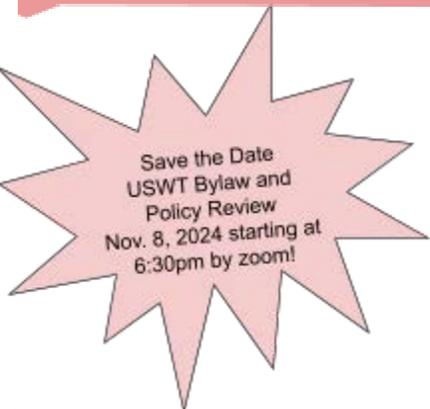
District 6



Champlin Chapter

<i>2nd Tri Calendar</i>	
Oct 8	MNWT Bylaw and Policy Review
Oct 23	2nd Tri Webinar
Nov 8	USWT Bylaw and Policy Review
<i>*Please consult the MNWT official calendar at www.mnwt.org, under Events to ensure that other key dates are not missed.</i>	

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MNWT Bylaw and Policy Review

All members are welcome to attend the MNWT Bylaw and Policy review on Oct. 8th starting at 6:30 pm by Zoom. If you are interested in attending let me know and I will get you the Zoom link!

Parli Tip:

When announcing the next piece of business at your meeting state, "The next item of business is...." Not "The next order of business."

2nd Trimester Parli Challenge for Chapters

- Hold a Chapter Bylaw and Policy Review during Tri 2 either invite me or let me know.
- Send me your Bylaws and Policies to Review.
- Have a chapter member attend the MNWT Bylaw and Policy Review. *Any chapter that does any of these challenges will be entered to win a gift card at Winter State.*

2nd Trimester Success Points

Hold a by-law study committee meeting and submit to State Parliamentarian. 50 pts **ONE TIME ONLY**

"See the MNWT President's MNJOTS Chapter Packet (CIP) for this trimesters Bonus SUCCESS Point information."

2nd Trimester Parli Challenge for District Directors

For every chapter in your district that submits their chapter's bylaws and policies during Tri 2, you will be entered to win a gift card drawing at Winter State!

Chapter Bylaw Checklist

- State the name of the organization. (Chapter name)
- State the mailing address and email address. (official mnwt.org address)
- Include the creed/mission statement Or your chapter's purpose.
- Membership:
 - Minnesota Women of Today - member of Minnesota Women of Today regarding dues, support of projects whenever possible and compliance with their Bylaws and Policies.
 - United States Women of Today - member of the United States Women of Today regarding dues, support of projects whenever possible, and compliance with their Bylaws and Policies when not in conflict with Minnesota Women of Today.
 - District - member of District (your district) regarding dues, support projects whenever possible, and compliance with their Bylaws and Policies when not in conflict with Minnesota Women of Today.
 - Member in good standing - 18 years and older, have paid their dues during their anniversary trimester.
- Fiscal Year and Dues:
 - Fiscal Year – the fiscal year is from June 1 to May 31.
 - Dues - Information about annual dues (\$45 to MNWT, \$5 to USWT, and if any additional goes to your chapter).
 - Process when a person doesn't pay their dues.
 - example: A member who doesn't pay their dues will lose voting privilege and must relinquish all properties belonging to the chapter.
 - Process when a member transfers to your chapter.
- Finance:
 - Bank information - where you bank at, types of bank accounts.
 - Authorized signers – who is to sign checks (usually President and Treasurer) and two (2) signatures are required on all checks.
 - Disbursement authorizations - describe that the Board of Directors shall have authority to authorize disbursement of (your chapter choose how much) or less; all disbursements in excess over (the amount your chapter picks) shall be made only upon authorization of the general membership.
 - Budget Committee - describe its purpose and who should be on it; usually President, Treasurer, Past President and Past Treasurer).
 - Proposed budget - at which meeting it should be presented and approved by a quorum of the membership.
 - Auditing - state how of an audit is required and any requirements.
 - Liability insurance – state to obtain through the Minnesota Women of Today with remittance made annually at the request of the state organization.
- Officers and Duties:
 - Each officer's duties are detailed. (President, Programming Vice President, Membership Vice President, Secretary, Treasurer, State Delegate, Past President, and Parliamentarian).
 - Your chapter can decide if the past president will be the Parliamentarian or if the Parliamentarian will be a separate voted-on position.
- Board of Directors:
 - The Board shall be composed of the officers of this Corporation.
 - Meet monthly or at any time deemed necessary by the President or a majority of the members of the Board.

- The Board of Directors shall be authorized to act on all matters relative to the policies of the Corporation, its welfare and membership, and may direct activities for the general good of the Corporation.
- A majority of the Board of Directors shall constitute a quorum at the Board of Director's meeting.
- General membership can overrule any decision of the Board of Directors by majority vote.
- Section with provision for removing someone from office if they are not performing the assigned duties.
- The process to fill a vacancy is provided.

- Election of Officers:
 - Nominating committee - what its purpose is, members of committee, and when it is formed.
 - Timeline for nominations to be held and published before voting.
 - Process for nominations - a fair way to nominate and elect officers and board members – is it impartial, and are nominations from the floor accepted.
 - Timeline and process for voting.

- Meetings and Quorum:
 - State when business meetings are held during the year.
 - State the quorum requirements for conducting business - usually $\frac{1}{3}$ membership in good standing, may also have a requirement for a member of Board of Directors to be present.
 - State what majority vote is required to pass a motion.
 - Define any provisions for special meetings and who may call them.
 - Include a clause to cancel or reschedule a meeting – at the end of the clause put a statement telling how members are notified of the rescheduled meeting.

- Authority:
 - The name of parliamentary authority - Robert's Rules of Order. Newly Revised shall govern this Corporation except when in conflict with Bylaws.
 - The Minnesota Women of Today Bylaws and Policies shall have the final authority over (your chapter name).

- Bylaw Amendment:
 - State how to amend bylaws – what quorum is required and any advance notice required.
 - Example: These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the members present provided the amendment has been submitted in writing and read to the membership at a regular meeting at least thirty (30) days before voting.

- Dissolution of Chapter:
 - Detail the process required to dissolve the chapter.
 - Notice you must give your members and Minnesota Women of Today before voting to close the chapter.
 - Number of votes required to close the chapter and allocation of the chapter's funds if the chapter closes.
 - Example: $\frac{2}{3}$ of the general membership must be present at the special meeting to vote on dissolving the chapter. Any remaining assets, after the payment of existing debts to Minnesota Women of Today, may be given to (your chapter decides).
 - Dissolution will not be final until proper papers have been completed and received by the Minnesota Women of Today Chapter Service center and District Director.