



BBIA's Professional Women in Building (PWB) Rules of Procedure

Revised Copy Drafted for the BBIA Board of Directors Review October 10, 2025.

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RULES OF PROCEDURE

MISSION & VISION

Mission

Build a foundation that breaks down barriers to entry for women in the building industry and facilitate a solid support system of education, mentoring, and networking opportunities.

Vision

Drive initiatives which empower a more inclusive builders' workforce for women in the Florida Panhandle.

"EMPOWERING WOMEN ACROSS OUR LOCAL BUILDING INDUSTRY COMMUNITY"

ARTICLE I | OBJECTIVES & PURPOSE

The Professional Women in Building Council of the Bay Building Industries Association, hereafter known as the PWB, is organized as a council within the Bay Building Industries Association (BBIA) in accordance with the National Association of Home Builders (NAHB) and shall be subject to the rules thereof.

PWB is dedicated to maintaining a high level of professionalism and to increase advocacy for women in the building industry. The following objectives shall apply:

1. Foster relationships among women in the industry.
2. Train women to be leaders in the building industry.
3. Advocate for women in the building industry.
4. Recognize and reward women professionals in our local building industry.
5. Develop the next generation of women in the building industry.

ARTICLE II | MEMBERSHIP

The PWB of the BBIA shall be composed of fully accredited members in good standing of the BBIA and whom have a vested interest in the promotion of women in the construction industry.

Section 1: Regular/Individual Membership:

- a. Any person who is a Builder member, Associate and/or Affiliate member may join the PWB.
- b. The PWB dues for BBIA members are \$125.00 per year. (\$50.00 goes towards National Association of Home Builders and \$75.00 goes towards Professional Women in Building)

Section 2: Applications

Applications for membership in this organization shall be made to the BBIA Membership department and processed in the following manner:

- a. Candidate shall submit his/her application in a form supplied by this organization containing an agreement to abide by the Rules of Procedure of BBIA PWB.
- b. PWB applicants who are currently BBIA Builder, Associate, and/or Affiliate Members shall be automatically approved for membership.

Section 3: Suspensions

Suspensions, termination, reinstatement and transfer of membership in PWB shall be accomplished as follows:

- a. Any member whose annual dues for PWB or BBIA are not paid in full in accordance with BBIA membership payment terms may be expelled.
- b. A member will automatically be reinstated when they are current on their PWB and BBIA dues.
- c. Any member of the PWB Council may cancel his or her membership at any time, but such cancellation shall not relieve the member of the obligation to pay any dues or other charges theretofore accrued and unpaid, nor shall such member be entitled to any refund of dues paid.
- d. The Officers of the PWB Council may recommend suspension or revocation of the membership of any PWB member, but such action shall be reviewed by the BBIA Board of Directors at its next meeting. No such action shall be taken under this Section unless (1) it is determined to be in the best interest of the BBIA, and (2) the member has been given thirty (30) days' notice in advance of a meeting of the BBIA Board of Directors, as applicable, at which he or she shall be afforded a reasonable opportunity to be heard. Among other reasons, a member may be expelled from the PWB for failure to comply with these Rules of Procedure.

ARTICLE III | DUES

Section 1: Dues

Dues shall be payable at the time application is made for membership and annually thereafter.

- a. As established from time to time by the BBIA PWB Council as to the local dues. Also, established from time to time by the NAHB which the PWB Council collects and remits in accordance with the requirements of the NAHB association. Any NAHB association dues increase shall be automatically passed on to the membership so to ensure the financial stability of the BBIA PWB Council.
- b. Members are instructed to make checks payable to BBIA or to go online to submit payment through payment portal on BBIA's website.
- c. Members' memberships that will become annually due, will receive an invoice from the BBIA.

ARTICLE IV | MEETINGS

Section 1: Regular Meetings

The time and place of regular meetings of the membership shall be set by the Chair. There will be a minimum of (4) regular meetings each calendar year. Meeting dates, places and times will be made known to all members in good standing.

Section 2: Annual Meeting

The annual meeting for election of officers shall be held in November of each year.

Section 3: Special Meetings

A special meeting may be called by the Council Chair, and the purpose of the special meeting shall be stated in a mailed and/or emailed announcement of the meeting to the members of the Council.

Section 4: Notice

The Council Vice Chair is responsible for seeing that an announcement is mailed and/or emailed to each Council member no less than one week prior to every meeting.

ARTICLE V | OFFICERS OF THE EXECUTIVE COMMITTEE

Section 1: Executive Committee

The Officers of the Council shall be the Council Chair, Vice Chair, Treasurer, Historian, and Secretary. These officers may have the privileges and powers given to them by decisions of the PWB Council. All officers of the council must be female and must be in good standing with the BBIA and the PWB Council.

In addition, the past Chair of PWB will be a member of the Executive Committee during a succession. In the event of a resignation, that past Chair forfeits her privilege to remain on the Executive Committee.

Section 2: Duties of Officers

- a. The **COUNCIL CHAIR** shall be the Chief Officer of the Council and shall preside at Executive Committee meetings, and General Membership Mixers. She shall be the official spokesperson of the PWB in matters of public policy. She shall appoint and shall be an ex-officio member of all committees. She shall perform all other duties usual to such office.
- b. The **VICE CHAIR** shall, in the absence of the Chair, and upon Chair's direction, perform all duties of the Chair or other such duties as directed by the Chair.
- c. The **TREASURER** shall be responsible to the organization for accounting of all monies collected and disbursed by the Council and shall render a financial statement to the executive committee monthly and general membership annually, as directed by the Chair and/or Executive Committee. The Treasurer shall prepare an annual budget for the approval of the PWB Executive Committee and for review by the BBIA Board of Directors.
- d. The **SECRETARY** shall keep a record of official proceedings of the Council and its Executive Committee. She will be responsible for the reporting of all newsworthy items

including plans, activities, etc. and writing column for BBIA Newsletter on PWB activities and programs.

- e. The **HISTORIAN** shall collect and maintain all PWB historical records. She will be responsible for all media related content for all PWB events and manage all PWB's social media.

Section 3: Succession and Elections

Serving term of Officers shall not exceed two years. In the event of the absence, disability, resignation, or death of the Chair, then the Vice Chair shall act as Chair of the Council. Should neither the Chair nor the Vice Chair be able to serve for any of the foregoing reasons, then the Treasurer shall act as Chair. The officer designated to act as Chair shall serve until the Executive Committee names from among its officers a Chair to fill out the unexpired term. In the event of a vacancy, other than in the office of the Chair, the Executive Committee shall name from among its members a successor to fill out the unexpired term.

The Executive Committee will serve as the Nominating Committee. The Nominating Committee shall meet each October to nominate PWB members in the event of a vacant position. The list of nominees shall be presented to the council for a vote. Council may nominate additional qualified candidates at the annual meeting via motion. Whenever only one nomination for an elective office is presented to the membership, election shall be by voice vote. Whenever more than one nomination for an elective office is presented, the vote shall be by secret ballot. If no candidate receives a majority on the first ballot, a second vote shall be taken upon the two leading candidates.

ARTICLE VI | RULES OF PROCEDURE

Section 1: Roberts Rules of Order

Roberts' Rules of Order shall govern the procedure at all meetings of this Council. Summary of the following steps for running a meeting:

1. Call the meeting to order.
2. Take roll call.
3. Read and approve past meeting minutes.
4. Review reports.
5. Address high-priority agenda items.
6. Deal with any unfinished business.
7. Cover new items of business.
8. Adjourn the meeting.

Section 2: Designation Programs

The Council Officers may recommend the establishment of designation programs to provide continuing education opportunities for BBIA professional women in the building industry. All designation programs established by the Council shall be approved by the BBIA Board of Directors.

Section 3: Modifications to the Rules of Procedure

All modifications to these Rules of Procedure shall be approved by the BBIA Board of Directors.

ARTICLE VII I QUORUM

Section 1:

The act of a majority of members present at any duly scheduled PWB meeting shall be the act of the membership of the Council.

Section 2:

A majority of the Executive Committee shall constitute a quorum of the transaction of business at any meeting of the committee. If less than a majority of the officers are present, those in attendance may proceed with the meeting. However, any action taken by the committee at a meeting where no quorum is present shall not be effective unless such action is later ratified in writing by all the committee members who were absent from such meeting.

ARTICLE VIII I AMENDMENTS

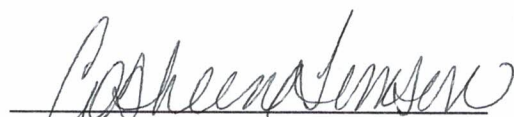
Section 1:

Proposed changes in these Rules of Procedure must be submitted in writing to the Secretary who shall forward a copy of said amendment to each member of the Executive Committee two weeks prior to a regular or special meeting.

Section 2:

Following the notification as set forth in Article VIII Section I, these Rules of Procedures may be amended by a two-thirds vote of the PWB Executive Committee and will be in accordance with the by-laws of the Bay Building Industries Association.

THESE RULES OF PROCEDURE OF THE PROFESSIONAL WOMEN IN BUILDING COUNCIL OF THE BAY BUILDING INDUSTRIES ASSOCIATION, ARE ADOPTED
this 19th day of December, 2025 to be effective the 19th day of December, 2025.



President's Signature



Secretary's Signature



President's Printed Name



Secretary's Printed Name