California Federation of Women's Clubs

(Member of the General Federation of Women's Clubs International)

MEMBERSHIP HANDBOOK

Revised 2021

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FOREWORD

Your California Federation of Women's Clubs Membership Team is pleased to present this updated Membership Handbook to assist you in promoting an active membership program.

As a fifth revision, this handbook is a multi-team effort, and is designed to provide clubs with valuable information for retaining and recruiting members; rebuilding clubs and some membership organizational strategy.

The information presented herein is taken from various sources including the original manual, suggestions from the Membership Team, and adaptations from membership publications.

Suggested supplemental references for your information:

- CFWC Federation at a Glance,
- The GFWC Membership Advancement Guide
- For Federation history, please read Reaching Out, a Story of the General Federation of Women's Clubs by Mary Jean Houde.

Subscribe to CFWC "Quick Bytes" email newsletter and view the CFWC Website www.cfwc.org for California Federation updates. Members can also subscribe to GFWC email newsletter "News and Notes" at the GFWC website www.gfwc.org to receive the most current Federation tips, information, and to order materials.

Everything in this handbook has been prepared for you to copy and distribute, nothing is copyrighted.

Thank you to the previous Membership Teams for their vision and doing the groundwork and expansion of this Handbook.

Revised 2021,
Publications & Updates Co-Chairs Chris Herzog and Toni Lima

HISTORY OF THE GENERAL FEDERATION OF WOMEN'S CLUBS

The General Federation of Women's Clubs (GFWC), the world's largest and oldest nonpartisan, nondenominational volunteer service organization of women which celebrated its Centennial during 1990 and 1991, marking a century of volunteer service in large and small communities all over the United States and the world.

The General Federation traces its roots back to Jane Cunningham Croley, an accomplished New York newspaper woman who wrote under the pen name of "Jennie June". In 1868, she and other newspaper women were indignant to be denied admittance to a banquet honoring Charles Dickens at the all-male New York Press Club, simply because they were women. Horace Greeley, editor of the New York Tribune, did his best to see that the women were welcomed although the offer was that the women might sit behind a curtain or out of sight. Jennie June declined the "conditional invitation" replying that "the ladies had not been treated as gentlemen".

Undaunted, she organized a club for women that would provide opportunities for women to become acquainted, to work and learn together, and to reach out to "larger aims". This club was called Sorosis, a Greek word meaning "an aggregation; a sweet flavor of many fruits". Although its founders originally thought they were starting a new movement, they became aware over the years of the existence of other women's clubs that had formed independently to meet the needs of women in the new and growing country.

The Sorosis Club would be responsible for formation of the largest organization of women volunteers in the world.

To celebrate its 21st anniversary, in March of 1889, Sorosis hosted a "Conference to Form a Permanent Federation of Clubs" at the Madison Square Theatre in New York City. Nearly 100 women were present representing clubs from 19 states, from California to Massachusetts. Ninety-four independent clubs had been invited to attend and delegates from 46 of those clubs were present, as well as representatives of 15 additional clubs. Many clubs from around the country sent letters and messages, including telegrams and floral tributes. Club representatives arrived in New York City by rail from across great distances. Among those present was Julia Ward Howe, author of the poem "The Battle Hymn of the Republic".

On March 20th, a committee was formed to prepare a basis for the formation of independent clubs into an international organization. It was charged with the responsibility to draft a constitution and present a plan of organization for ratification the following year. Ella Dietz Clymer, who was selected to chair this committee, stated: "We look for unity, but unity in diversity; we hope that you will enrich us by your varied experiences, and let us pledge ourselves to work for a common cause, the cause of united womanhood throughout the world." It was a dream and a goal.

In 1890 the dream became a reality at a ratification convention held April 23, 24, and 25th at the Scottish Rite Hall in New York City. It was the first meeting of the new organization that would be known as the General Federation of Women's Clubs. That meaningful and timeless phrase, "Unity in Diversity" would become an enduring motto for our organization. At this convention, 63 delegates from 17 states attended. On Thursday, April 24, 1890, the constitution written and

presented by Mrs. Clymer's committee was adopted by the convention after discussion and amendments. Officially, the organization would be known as the General Federation of Women's Clubs (GFWC). Its object would be "to bring into communication with each other the various women's clubs through the world, in order that they may compare methods of work and become mutually helpful".

The first president was Charlotte Emerson Brown, and the first treasurer was Phoebe Apperson Hearst, wife of George Hearst and a delegate from the Century Club of San Francisco.

The General Federation of Women's Clubs now numbers nearly 80,000 members in 3,200 clubs across the United States, with additional members in 20 countries.

HISTORY OF THE CALIFORNIA FEDERATION OF WOMEN'S CLUBS

The first woman's club in California was the Ebell Club, founded in Oakland in 1876. The 1893 Columbia Exposition in Chicago added impetus to the California movement as three California women. Mrs. Caroline Severance, Mrs. Sarah B. Cooper, and Mrs. Kate Tupper Galvin were delegates. Mrs. J.W. Orr of San Francisco, who also attended, returned determined to give California women the opportunity for group development.

One of the direct results of the suffrage campaign was the founding in 1897 of the California Club as a civic club in San Francisco. Its charter membership closed with 500 members and it became the largest club to enter the Federation with a national, state and city legislative program.

In 1897 a number of clubs in the San Joaquin Valley united under the name of San Joaquin Valley Federation. In 1898 San Diego formed a County Federation.

In 1899, Mrs. Charles Henrotin, past president of the General Federation of Women's Clubs and the primary organizer of state federations within the General Federation, visited California to present the subject. California women were ready. A meeting of California women's clubs was held in the Ebell Club House, 724 Broadway, Los Angeles. On January 17, 1900, the California Federation of Women's Clubs was formed with forty clubs representing nearly 6,000 women. Mrs. Clara Burdett was elected president. The California Federation of Women's Clubs was admitted to the General Federation of Women's Clubs in May 1900.

The first great problem faced concerned the size of the state and its scattered population. Only the Southern Pacific and Santa Fe railways furnished transportation; there were no coast routes, no highway system and no good roads. "The horse was the only motive power in 1900." "When Eureka wished to participate in a convention they had to actually "put to sea".

JUNIOR MEMBERSHIP

(Although the California Federation of Women's Clubs no longer has a separate Junior Section, they are an important part of our history.)

In 1913, Mrs. Helen Cheny Kimberly formed a girl's club, known as the Kimberly Juniors, today known as the Junior Women of the Contemporary Club of Redlands. This club became the basis of our Junior membership. In 1916 Mrs. Kimberly wrote the Junior Pledge which was adopted at the GFWC Convention in 1930 as the National Junior Pledge.

In 1922, Juniors were adopted nationwide. In 1926, a Chairman for Junior Membership became part of the CFWC Executive Board. In 1927, Juniors were chartered by GFWC and it became evident that an age limit must be set if "the purpose for which the Juniors were organized was to bring young life and members into the clubs". By 1935, the Junior membership had risen to 4,000 young women in 27 clubs. An excerpt from the State Junior Minutes of 1936 reads: "It shall be the policy of the Junior groups to have an age limit of 16 to 30 years." Now, of course, there is no age limit.

In 1935, some of the first recorded projects of the Juniors were a ramp for a crippled children's swimming pool, purchase of a National Seeing-Eye Dog and establishment of a Federal day nursery center. One club of 14 members daily supplied milk and other necessities to 14 children.

In 1938 the Juniors organized into District Federations and the Junior State President, Miss Eleanor Wilson of San Diego, was the first Junior member of a Senior Board. In 1941 Juniors hosted the Junior Council of GFWC in San Francisco. In 1943 the Juniors purchased two station wagons to be used as ambulances. The first Junior Coordinator's Manual was printed in 1968. Also, in 1968, a General-Junior Membership Development Committee was formed.

Junior woman's clubs hold active membership status and currently participate in GFWC Community Service Programs and special projects in Domestic Violence Awareness and Prevention; and the Junior's Special Project: Advocates for Children. On the national level, GFWC Junior Woman's Clubs are represented by a GFWC Director of Junior Clubs, a nationally elected officer who serves as a member of the GFWC Executive Committee and who presides over all Junior functions at GFWC meetings.

JUNIORETTES

The GFWC Juniorette membership category was introduced during the 1966-68 administration of GFWC President Carolyn Pearce (Florida).

Juniorette Clubs, whose members might be called Juniorettes, are composed of young women in junior or senior high school with an age range from 12 to18 years. Juniorettes may have voting privileges at the GFWC Annual International Convention, are eligible for awards, and have reporting responsibilities, just like Woman's Clubs and Junior Woman's Clubs. They pay dues and will receive the same information as the other General and Junior clubs.

Juniorette clubs are sponsored by a Woman's Club, Junior Woman's Club, or their districts or State Federations. It is recommended that a Juniorette club not be organized unless there is a regular GFWC advisor from a Woman's Club or Junior Woman's Club assigned to it. For further guidelines on organizing a GFWC Juniorette club, please refer to the GFWC Juniorette Handbook.

Most clubs are seeking ways to retain their present membership, attract new members, or form a new 'club. A juniorette club could fill this need. It takes only one enthusiastic club member with "WANT TO" in order to get the ball rolling for a Juniorette Club. The advisor functions solely as her title indicates: to ADVISE. Choosing, planning, implementing, and reporting are the responsibilities of the Juniorettes.

Many young people are seeking participation in wider activities that are provided through church and school youth groups. Any teenager between the ages of 12 and eighteen who is interested in being active and has a desire to do something tangible for the improvement of their community is eligible. A minimum of ten members is required to form a Juniorette Club.

Projects for Juniorettes should provide youth with the opportunity to:

- Contribute to a meaningful community life, realizing that family, church, and schoolwork have first priority for time commitment.
- Become aware of community problems and how they could be met.
- Learn the pleasures and rewards of working with each other and adults.
- Help acquire the skills of planned, organizational activities.
- Develop leadership ability.
- Learn the fundamentals of GFWC so that when they reach Junior membership age, they are well trained and able to undertake tasks efficiently.

EMBLEMS

CALIFORNIA FEDERATION OF WOMEN'S CLUBS



The emblem of the California Federation of Women's Clubs was designed in 1903 by Miss Bernice Scoville. The emblem is the insignia of a common cause and creates a spirit of cooperation among those who wear it.

The TORCH represents the educational work of the Federation and invites all to knowledge of the principles of American citizenship.

The WINGS pointing upward are symbolic of the higher thoughts and aspirations, which are the aim of all.

The encircling BAND with clasp symbolically joins the membership and typifies the unbroken chain of strength and loyalty–not only to the clubs, but also to the state.

The California Federation of Women's Clubs motto: "STRENGTH UNITED IS STRONGER", suggested by Annie Little Barry, was chosen in convention in 1902. It reminds us that in unity there is strength, and through the united efforts of the clubwomen of California, it is possible to accomplish many things for the benefit of the people of the state.

GENERAL FEDERATION OF WOMEN'S CLUBS

The General Federation of Women's Clubs had not been underway long when the question arose as to what distinguishing emblem its members should wear. A committee formed in 1892 chose a design that incorporated a rising sun as the symbol. By 1893 the pin was in circulation. It was blue and silver with a background of terra cotta.



By 1920 the administration was dissatisfied with the "rising sun" symbol, declaring "that the sun had risen, and the time had come for a new emblem to represent the more mature organization."

The current emblem of the General Federation of Women's Clubs was adopted in 1920. The emblem depicts a circular BAND signifying eternity. The CRUSADER'S SHIELD in the center on a black field signifies enlightenment: "women emerging from the shadows of ignorance". The enameled colors–red, white, and blue–are the colors of the United States of America: Red implies courage, white equals purity, and blue stands for constancy.

The motto, "Unity in Diversity", describes a united band of women struggling eternally for the causes in which they believe.

GFWC LOGO The logo was designed during the 1982–1984 administration. It incorporates the emblem and a large letter "V" for Volunteer. It was adopted as the official logo at the 1983 international convention.

FEDERATION FLOWER: The Red Rose Officially adopted at the Council Meeting in Milwaukee, Wisconsin, May, 1940. It was selected from suggestions sent in by various clubs.

FEDERATION COLOR: Blue, signifying constancy A May 9, 1893 report stated that Charlotte Emerson Brown and Jennie June Croly had chosen that color.

GFWC FLAG: Is blue with an embroidered GFWC emblem in color in the center. The flag was unfurled for the first time at the Golden Jubilee celebration in Atlantic City, New Jersey, on May 19, 1941.

OFFICIAL GFWC SONG: America, the Beautiful, by Katherine Lee Bates In 1922 "America, the Beautiful" was chosen because it "is a song of dignity and beauty, easily sung, and reflecting the true spirit of America and the ideals of this Federation."

GFWC MOTTO: Unity in Diversity. Ella Dietz Clymer speaking to the delegates at the first Federation conference in 1889 said "We look for unity, but unity in diversity. We hope you will enrich us by your varied experiences". While there is considerable diversity in age, interest, and experience of members, all are united by a dedication to community improvement through volunteer service. Adopted as the official motto in 1957, "Unity in Diversity" set the tone for the flexibility that has enabled GFWC to grow and adapt to the changing lifestyles and concerns of women throughout more than a century of volunteer work.

GFWC TAG LINE:



WHY BELONG TO THE GENERAL FEDERATION OF WOMEN'S CLUBS?

Members have been known on occasion to question why their club needs to be a part of a Federation when the club functions so well on its own. Let's take a look at the question, "Why belong to Federation?"

The GENERAL FEDERATION OF WOMEN'S CLUBS is the largest organization of volunteer women in the world, boasting over 80,000 members worldwide. It is the network of support that exists to help YOU and YOUR CLUB to better serve YOUR COMMUNITY.

Virtually every profession has a national and state organization behind it to look after and protect its interests. GFWC and CFWC are here for the benefit of you and your service club. Using the GFWC and CFWC logo or prefixing your club's name with General Federation of Women's Clubs, identifies you with this prestigious organization.

The General Federation of Women's Clubs UNITES THE BEST AND THE BRIGHTEST of today's volunteers into a formidable group providing many advantages to its members, such as:

- SERVICE AND ACTION– that benefit individual members, home, community, state, nation, and the world.
- BROADER CONTACTS AND VIEWPOINTS– the exchange of projects and ideas at the district, state and national/international level provides a wealth of information to its members.
- DIVERSIFIED INTERESTS– Community Service Programs and Affiliates are offered in: Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness. Also, there is Leadership advancement, Legislation and Public Policy advocacy, and preservation of the Women's History and Resource Center. Additionally, the GFWC signature project "Domestic Violence and Sexual Assault Awareness and Prevention; and the Juniors' special Project: Advocates for Children. Truly, something to satisfy every member.
- A VENUE FOR WORTHWHILE SERVICE– every member contributes their individual efforts. The combined forces of members at the club, district, state and international levels demonstrates "strength in unity" and provides the forum to "make a difference" where it counts.
- OPPORTUNITIES FOR STIMULATION AND GROWTH– special programs, club projects and personal contact are open to all to provide the basis for developing valuable interpersonal and leadership skills, which can easily be translated to the job market.
- OPPORTUNITY TO MOLD PUBLIC OPINION– our united efforts provide a greater impact on important issues than individual voices would be able to provide on their own.
- LEADERSHIP TRAINING– stimulating experience of working through a club for community and state, as well as cooperating in national and international activities develops individual initiative and self–confidence.

- FRIENDSHIP AND UNDERSTANDING– Members from all parts of the United States and 20 countries of the world experience the meeting and exchanging of ideas through the CFWC and GFWC International Conventions.
- LEGISLATIVE ACTION PROGRAMS– including Legislative Alerts to assist clubs and members in working for laws and programs to benefit their local communities, state and nation.
- COMPLETE ADMINISTRATION PROGRAMS– along with printed materials for guidance and directions, especially developed for members

WHAT GFWC/CFWC MEMBERSHIP MEANS FOR YOU AND YOUR CLUB:

FEDERATION can sometimes seem a little overwhelming, with all those talented people sharing so many outstanding ideas. The key to understanding Federation is to realize that the Federation requires very little from the clubs. It does provide a wide variety of opportunities for involvement, but it is the responsibility of each club's membership to choose areas that interest them and the level of participation that meets their needs.

Making the most of your Federation experiences brings you and your club:

- A network of support and encouragement from members with mutual interests and concerns.
- The resources and opportunities, not to mention inspiration, that otherwise would not be available, to help you better function within your community.
- Freedom to be yourself and develop personal and leadership skills. Many credit their Federation experiences with developing skills that, when included on a job resume, have opened the door to new jobs.
- Fun, fellowship and most important of all: lasting friendships based on mutual respect and shared experiences.

However actively you and your club choose to participate, do take a moment to celebrate the proud history of accomplishments and service to the community offered by our Federation.

MEMBERSHIP DEVELOPMENT

Members are the most important part of any organization. Without them, your club would not exist. Your meeting place would be empty and silent. Your leaders would stand alone without followers.

Members make an organization. If they are irresponsible, incompetent, unethical, they can break it.

Today's life-styles allow little of the old-time leisure we once knew and competition for people's time and talents has never been as intense as it is today. Members are now recruited to join clubs that once were open only to the select few.

There are two kinds of members: existing and new. Each has a definite place in the organizational structure. Each has a particular contribution to make and each requires special handling.

Change is the natural order of things. Organizations/clubs/members that realize this and alter their courses and adapt to new conditions will profit and progress. Those that refuse to accept the realities of changing conditions and to take appropriate action will stagnate, and eventually whither and disappear.

Why lose members to other community groups when those very same activities could be incorporated into your GFWC club and be a part of your club programming, such as bridge, garden, or gourmet sections.

The California and General Federation of Women's Clubs have a long and proud history. When we offer membership into our organization to anyone, let us do so with pride. Our members should understand it is an honor to be a Federated club member. The purpose of this section is to assist clubs and districts in establishing a complete program for promoting membership in our Federation and recruiting new members for our clubs.

WHY?

When is a club not a club? When it has no purpose. Clubs must constantly work at rebuilding their clubs in order to survive; this must be done while clubs are active and vibrant in order to keep attracting active and vibrant members.

HOW?

Basically, your program should consist of:

1. A Membership TEAM
2. Established GOALS
3. A year-round PROGRAM
4. Active MEMBERS committed and dedicated to full-time membership promotion

Important points to remember and implement:

1. Promote the Federation's projects extensively through use of the Procedure Book and Bulletins. Today's members are interested in "doing" and we must provide timely projects.
2. Promote the Federation to all your members through District Meetings and Workshops, Area Conferences and State Convention.

3. Leadership and Membership are forever intertwined. It is incumbent upon the leaders of clubs and districts to constantly motivate members to be actively involved in membership promotion.
4. Keep your club before the public through wise use of newspaper, radio, social media and television publicity. Newsprint is limited, but often a letter to the editor will make your point. Contact radio and television stations for assistance with free public service announcements. Utilize email, e-newsletters, develop a club website, get involved in social media, encourage members to go to your pages. Like them and share them.
5. Be optimistic. It is just as easy to think of how you CAN do something as to think of why you CAN'T do it.

FIVE BASIC KEYS TO MEMBERSHIP DEVELOPMENT

1. Orientation: Describe the Federation organization- not just history, but structure and activities
    a. General Federation
    b. CFWC/Areas/Districts
    c. Clubs
2. Meaningful initiations
    a. Vary the introductions- make each person special
    b. Make initiations meaningful
    c. Have an enthusiastic member or District or State Officer conduct the initiation
3. Active committee assignments
    a. Place the new member on a committee
    b. We lose what we don't use. A busy member is an active member.
4. Make each member feel welcome and wanted
    a. Introduce yourself
    b. Invite her into your group
    c. Share some highlights of Federation
    d. and. Say: "thank you" and/or "well done"
5. Leadership by Executive Committee/Board
    a. Make sure all decisions are made in the best interest of the club and community and are plans for the future.
    b. Consider a good president, secretary, and treasurer as the most valuable people in your club- they help guide the club.
    c. Review your club operations, particularly if you are losing members for lack of attendance and/or non-payment of dues.
    d. Build and maintain a good public image. The reputation of a Federated woman's club is mirrored by the reputation of its members.
    e. Assign someone to check up on absentees. Send notes "we miss you" or phone.

MEMBERSHIP PROMOTION

Membership promotion is an ongoing function throughout the club year.

1. Set realistic goals and devise a plan of action to achieve your goals.

2. Before beginning the campaign, RECRUIT YOU FIRST!! Motivation begins and ends with you. Be prepared to answer questions and give specific information about your club and Federation, both history and goals. Be prepared to give concrete examples of accomplishments. BE ENTHUSIASTIC! BE POSITIVE! Are you a positive example of the organization?

3. Look at each person you meet as a potential club member. Invite them to your next club meeting, event or project. Invite guests to bring friends as no one wants to come to their first meeting alone.

4. Follow up these invitations by offering transportation to the meeting or event.

5. If someone is interested, be sure to continue to share information, including District and CFWC, with them. The initial contact is not always the closing sale.

6. Prepare a membership folder for each prospective member to take home and review before making a decision.
    - These folders might include the following:
        a) Club, CFWC, GFWC profiles
        b) Club membership handbook
        c) Club bylaws
        d) Information on club projects
        e) Membership application

7. If your club is having a specific membership function, such as a coffee or tea:
    a) Make your membership tea a major community event.
    b) Plan the function at a time that will accommodate your target group, i.e.: an evening function for those who work.
    c) Offer dual membership to graduating Juniors.
    d) Well-publicize the meeting with newspaper articles and flyers in various locations in the community.
    e) Keep the meeting as informal as possible.
    f) Present information that tells what our organization is about, what your club, CFWC and GFWC have accomplished, what your club hopes to accomplish and how our organization would fit the needs of these potential members.
    g) Have a display of Federation material, publications, yearbooks.
    h) Encourage questions from those in attendance, determine their interests and preference of committees.

i) Follow up with phone call and an invitation to a regular meeting or another membership function.

8. Keep a list of all prospects, calling or writing to let them know what is happening with the organization and that your club is still interested in their participation with your club.

9. Ensure that all new members are welcome and integrated into the group.

10. Contact each new member after two months and conduct a follow-up "interview" to see how they are integrating into the club, how they have been involved and what expectations they have had which have not yet been met. This will help you refocus the goals of your membership promotion. Remember, the State Area Membership Vice Presidents and the CFWC Second Vice President are always available to assist clubs and districts in their membership activities.

THE CLUB MEMBERSHIP CHAIRMAN

1. Form a committee to assist in membership promotion activities. Committee members should have a cross-section of interests, be Federation oriented, enthusiastic and willing to try innovative methods of recruiting new members.
2. Keep your club membership file up-to-date at all times. Retain past lists of members who are no longer active. Periodically re-contact them as they may wish to join again.
3. Ensure your club has a profile or "fact sheet" which is current. Place it in various locations, such as the Chamber of Commerce, library and real estate offices. Frequently check to re-supply.
4. Establish procedures for new members from initial contact through integration into club activities.
5. Maintain contacts with potential members. Outdated lists should never be discarded but brought up-to-date by noting who has moved or who may be interested at a later date.
6. Encourage all club members to become involved in membership. Encourage them to bring potential members to ALL club activities. Encourage them to welcome all potential members who attend meetings. Mix the seating to encourage meeting new members.
7. Introduce new members, giving some background information.
8. Extend courtesies, such as hand-written invitations to events, notes appreciating attendance and phone calls to prospective and potential members.
9. Ensure that all publicity relating to your club includes an invitation to join with name and phone number or email of contact person.
10. Prepare and conduct at least two orientation sessions each year at a "New Member" function. Invite established members to participate.
11. Notify district and state officials when members move so a new club may contact this member and welcome them.

12. Maintain a file of materials on membership for use in promotion. Keep a supply of information on GFWC and CFWC to distribute to new members.
13. Each member should carry club, CFWC and GFWC profiles and club business cards. Make these available at all club functions.
14. Be familiar with your club bylaws, especially as they relate to membership. Try to keep them as uncomplicated as possible.
15. Maintain an active file or program book, including all reports, to pass on to your successor.
16. Hand a membership application to each guest at each meeting; get it back before they leave.

THE DISTRICT MEMBERSHIP CHAIRMAN

1. Establish a membership committee with representative cross-sections of interest and geographical locations. They need to be Federation oriented, enthusiastic and willing to try innovative methods of recruiting new members. Committee members should be available to assist clubs. They should be actively looking for new areas in which to organize Federated clubs and independent clubs to join our Federation.
2. Maintain a current list of active Federated clubs in your district, including contact person, preferably the membership chairman in each club.
3. Maintain a supply of the following materials on membership for clubs: sample club profile, GFWC and CFWC profiles, orientation information and Federation history and accomplishments.
4. Contact each club to determine what materials they need and assist in securing this information for them. Extend any needed assistance to clubs. Stay aware and in contact with any clubs having problems that could lead to de-Federation.
5. Be aware of district and State bylaws relating to organizing or de-Federating a club.
6. Check areas lacking a Federated club in a community. Compile a list of possible contacts in each community that could help in organizing a Federated club.
7. Compile a list of names and addresses of clubs were once Federated and contact these clubs periodically, in person, and attempt to re-Federate.
8. Compile a list of names and addresses or organizations not federated that might be amenable to joining Federation.
9. Encourage existing clubs to sponsor new clubs in nearby communities.
10. Encourage clubs to organize an evening section or sponsor a new club to accommodate those still in the workforce.
11. Educate all club membership chairmen on recruitment, orientation, recognition and retention.
12. Maintain an active file or program book, including all reports, to pass on to your successor.

MEMBERSHIP RECRUITMENT

Who is eligible to join? What attracts members to your meeting and holds them in membership? Where do you find new members? The simple answer is everywhere!

- First, if all your friends are not members of your clubs, why aren't they? You will enjoy your friendship more when working together on common goals.
- Second, remember that everyone you meet is a prospective member of your club. Try to avoid the common mistake of pre-deciding if others would want to join; ask them and let them make their own decisions. You are looking for those who will support the objective and purpose of your club.

Sources:

New and current members' friends and relatives

Newcomers' Clubs	Welcome Wagon
Church groups	Working Associates
Senior Citizen Centers	Relatives
Neighbors	Business associates
Voter registration lists	Junior Alumnae members
Graduating Juniors	Friends of local business/political/medical/leaders

EVERY PERSON YOU MEET!

Additional sources:

- Make a list of leaders of other organizations from newspaper articles; invite them to a Reciprocity Meeting.
- School graduation lists
- Newspaper articles of community members
- Homeowners Association lists or other organizations

Recruiting Tips

- Make it the "in" thing to belong to a Federated Woman's Club.
- Personally contact prospective members; it is vitally important.
- Provide transportation to initial meetings to help prospective/new members feel comfortable.
- SELL prospective members on your club but be careful to not oversell or pressure them.
- Look at every new person you meet as a prospective member.
- Re-contact friends you asked before; maybe the time is right for them now.
- Use the GFWC Transfer Forms to transfer members.

- Involve all new members in brainstorming sessions- utilize their varied experiences
- To keep your club before the community use email, social media, and if available: newspapers and television
- Invite other active clubs to participate in your events.
- Have open meetings so people in the community can see your club in action.
- Take every new member to district meetings, where bylaws permit.

THIRTY-POINT MEMBERSHIP PLAN

The how-to's of membership recruitment are truly simple, use this Thirty-Point Membership Plan as a step-by-step guide to "make it happen"

1. Develop a plan with goals for the entire year.
2. The club membership campaign should be its major project.
3. Appoint a Membership Committee to plan the club's entire membership project.
4. Market Federation projects, rather than "Federation".
5. Hold several membership functions.
6. Have friends recruit former members.
7. Take prospective members to meetings- don't expect them to come alone.
8. Assign mentors- new members should never sit alone!
9. Feed them! It works wonders!
10. Read your local newspaper and recruit the leadership of other organizations.
11. Enclose or attach a special form or addressed post card in your monthly newsletter requesting members submit names and addresses of prospective members.
12. Make personal contact with the new members from last year and ask for their referrals. New members are likely to open up new circles of prospective members for you to contact.
13. Staff a membership table at all meetings and have applications and club/Federation information available.
14. Have a guest book at every meeting and function, and have every guest sign in with name, address, phone number and email. Follow up immediately with a "thank you for coming" letter and an invitation to join.
15. Celebrate your club and Federation accomplishments but talk about your present and upcoming activities- provide members with something to WANT to do.
16. Create a Club/Federation profile including an APPLICATION or NEW MEMBER PROFILE. Tell about your club's history, past accomplishments and upcoming projects.
17. Personally hand an application/profile to EVERY GUEST at every meeting and get these applications back before they leave the meeting.
18. Make it easy for prospective members to join. Are your dues too high? Are your requirements too rigid? Does your membership application look like a mortgage application? What do they get for an initiation fee? You never VOTE on accepting members!
19. ASSIGN POST MEETING HOSTESSES to greet guests after the meeting is over, to tell them how pleased they are this person came to the meeting and that they hope they will join- let each prospective member know you want them!
20. Stress membership at every meeting and include a membership application as part of every newsletter.
21. Constantly remind your members to THINK membership, to view every friend, acquaintance and contact as a prospective member.
22. Encourage members to brings guests to every meeting or special event. A social event is often the easiest one for a member to invite a guest. Members of the Membership

Committee should welcome each guest. MAKE THEM FEEL YOU'RE GLAD THEY'RE THERE!

23. Give the gift of membership to a friend.
24. If your club staffs a booth at a fair, festival, garage or bake sale, have club and federation profiles available for your customers.
25. Analyze newspaper publicity and social media sites to see what appeals to YOU and use it. Conclude every article with a sentence about your major projects and who to contact for membership information.
26. Give a one-year free membership to the member who sponsors the most new members.
27. Give EVERYBODY a job- immediately. The way to build an efficient group is to find out what talents various members possess, then make sure they have the chance to use them. INVOLVE new members immediately!
28. Establish a New Member Section, with an experienced member as coordinator have this section hold one special project each year. Explain what the New Members responsibility are.
29. Establish a Sponsoring Members Section – give special benefits for the club year – such as preferential seating.
30. And take EVERY new member to the next District meeting. Get them Federated early before we have to deal with anti-Federation feelings later.

RECRUITING THE WORKING MEMBER

YOUR CLUB AND THE WORKING MEMBER:

One of the most often heard reasons for the club's loss of membership is "the member is going to work". It is true that the majority of prospective members are in the work force, but that should present a challenge to the clubs instead of an excuse for not being able to gain members.

QUESTION – Where do you find working members?

ANSWER – Everywhere you go! You find them in the library, post office, and stores everywhere. Talk with them about their interests and concerns and what your club is doing about this problem.

- Adopt a project to address local needs. Hold a brainstorming meeting and plan your program. NOW you have something to offer the working member- a specific action your club is taking to fill a need in their community.
- Form an evening section with the whole club meeting occasionally in the evening. Your club probably already has a dinner or fundraiser in the evening or on Saturday, so that would not be such a big change.
- Meet for Saturday brunch.
- Talk about your project with the working prospective members you encounter- the grocery checker, salesclerk, nurse, beauty operator, teacher, next door neighbor or the person next to you in line at the post office.
- Working members, particularly parents, have very limited free time, but they will squeeze in a little time for a project that will benefit their children or community. If your club can give them something worth their time, you can win their support.

- Organize a luncheon session at a large business in your area. These employees can meet on their lunch hour and occasionally with your club on Saturday or in the evening. Invite them to your club events. Your members may want to meet with them at noon or breakfast, also.
- The working member can add much value to your club, such as their business and organizational skills as well as a different point of view and perspective that will enrich your meetings.
- Some corporations such as banks, telephone and insurance companies encourage their employees to take part in community affairs and may be willing to help sponsor such clubs if approached.
- Those who are self-employed are always looking for publicity and a means by which to promote their product.
- Working members can bring a variety of skills and in-kind services to your club. Make your members aware of these, such as photocopying, discounts on supplies through vendors, attendance at motivational and leadership development seminars and sharing information with club members. They are excellent for fundraising projects as they have a captive audience.

WHAT WORKING MEMBERS LOOK FOR IN A CLUB:

1. Visibility
2. Efficient business meetings
3. Optional meeting times
4. Recognition
5. Friendship
6. Self-development programs
7. Projects to benefit family/community at large
8. Flexible membership requirements
9. Dues that include services
10. Choice of projects
11. Documentation of volunteer service
12. Opportunity for leadership
13. Weekend conventions
14. Hands-on volunteering opportunities at various times
15. Opportunity to network

EVENING SECTIONS

PURPOSE: To provide evening meetings for those who find it inconvenient to attend daytime meetings or women who work or parents of small children

GOALS:

1. to provide meetings and activities for congenial members
2. to be of service to the club and community
3. to strengthen and continue Federation ties and goals

TYPES:

1. Social
2. Support philanthropic and community projects through the general club
3. Study groups
4. Conduct crafts classes
5. Listen to speakers on community problems
6. Travel
7. Books

The majority of sections conduct the above type of programming AND have their own committees for active work on civic projects, benefits and philanthropic programs and club improvements.

FOUNDERS:

- Those who are unable to attend daytime meetings (graduated Juniors and their friends)
- Career members who find this type of work stimulating

HOW TO ORGANIZE:

1. President or interested member can invite others to an evening get-together (NOT MEETING!) Target those who might like to join your club but are unable to attend daytime meetings.
2. Acquaint them with your club and its activities and projects.
3. Explain that your club has decided to expand and form an Evening Section and they have been recommended as members.
4. Nothing has to be approved by District or CFWC as this is a part of your club.

CONSTITUTION AND BYLAWS:

1. Usually those of the General Club to which all sections belong
2. Functions of the Evening Section should be contained in the General Club bylaws/standing rules.

OFFICERS:

1. Have authority only for the section
2. Number depends on size and need of section

MEMBERSHIP:

1. Applications are submitted according to the rules of the General Club.

DUES:

2. Those of the General Club
3. Some sections retain a portion for section operating expenses
4. Some sections stipulate a portion of all fund raisers to be retained by the section for their expenses

MEETINGS:

1. Once or twice a month
2. Dinner at 7:30 p.m. followed by refreshments

3. As a section, open to all members of the Club
4. Active members are those who attend regularly
5. Allowed to meet free in clubhouses

VOTING:

1. Elections, financial and business matters pertaining to the General Club are handled at regular meetings of the General Club.
2. Evening Section members are entitled to vote if in attendance at General Meeting.
3. Evening Section elections and voting should be participated in by active Evening Section members only.

NAME:

1. Some sections prefer using identifying names rather than just "evening section"

KEYS TO SUCCESS:

2. Don't think of yourself as a special club. YOU are a working unit of and a vital part of the General Club! You may operate on a different procedure than other club sections, but you are still a section.
3. Keep the lines of communication open with a representative on the Executive Board of the General Club.

RETENTION OF MEMBERS

HOW DO YOU RETAIN MEMBERS?

Your club members who renew their membership from one year to the next are the bedrock of your group. They provide the continuity, experience and stability you need to achieve your goals.

But clubs must keep renewing members' interest and give them something of value, i.e. good programs, varied fund raisers (that necessary part of club life!), well-run meetings that take care of the business of the club in an efficient manner, a choice of worthwhile projects for the members to take part in, and a circle of friends.

1. Get variety into your monthly meetings and social events. A little thought and preparation will add spice and interest to your club calendar.
   - Try speaker's bureaus for varied programs, such as local colleges, radio and television stations, philanthropic organizations to which your club contributes, historical societies, garden clubs, youth support groups, literary or friends of the library clubs, mountain rescue or other specialized organizations.
   - District and State Chairs and Officers are always available to share their program areas or their field of expertise; this is a wonderful way to build interest in CFWC Community Service programs and projects or to get help with club problems.
   - Schedule a high school and college choral or other musical groups; instructors are eager for students to have opportunities to perform.

- Drama groups. Arrange to attend a play at the school. Hold a fundraiser (perhaps to benefit the drama group) by purchasing tickets at group rate and reselling at regular or benefit price.
- Schedule trips to art galleries, missions, and historical sites with docent-led tours.
- Don't be afraid to try something new.

2. Have well-organized and efficiently run business meetings.
   - Good operating knowledge of parliamentary procedure will go a long way to insure the business of the club is handled properly and with dispatch. Remember the members have the right and obligation to take an active role in the operation of the club; this prerogative does not lie solely with the Executive Board.
   - Inform members of all club matters; good communications prevents misunderstandings; informed members create interest.
   - The time your members give is precious- don't squander it in endless business meetings.
   - Be well organization
   - Provide an agenda for everyone to follow

3. Utilize the skills of ALL your members.
   - Ask members to list their skills and interests on the membership application, new member profile, or interest card.
   - Use a member or lose a member. It is essential that new members have something to do immediately.
   - Create a special project for new members only. Members enjoy making a contribution as they get acquainted.
   - Keep members involved by giving them a project that merits their efforts and time.
   - Ask a member to give just a small amount of time to one particular project; their contribution, however limited, is very important.
   - Ask a member to take on a task that "only they can do", one where their experience truly counts.
   - Members have too many demands on their time to waste their energy and time. They need the feeling of valid contribution.
   - The variety of Federation projects ensures no club should have problems selecting a suitable one that gives feelings of relevancy and accomplishment.
   - Clubs must give members work that brings a sense of pride in their club and themselves and the satisfying knowledge they are contributing to their community.
   - There is a job for everyone if you use a little imagination. Get away from the habit of always having the same people chair the same committees and projects.
   - Homebound members can contribute in ways we might not usually consider, in addition to being excellent telephone or reservations committee members. Perhaps one can make flyers, programs, place cards or send those needed birthday and get- well cards. Crafts? Needlework? Typing? Even if they cannot come to the club meetings easily,

their skills can be used in a myriad of ways, ways that will bring the member satisfaction and benefit the club.

- Often a member who has drifted away can be wooed back by the president calling and asking her to come to the next meeting to do some specific small task, such as lead the Collect, lead the Pledge of Allegiance, give a report on a book or trip. Perhaps a special invitation to honor all member's birthdays for the month. The point is: they will usually respond to a personal invitation or request and that may be just what is needed to get them active again. One of the important things a club can give its members is friendship; friendship for everyone, not just the "inner circle".

4. Provide thorough orientation for all members so they understand the Federation
    - Encourage members to attend District and CFWC meetings to acquaint them with all phases of club work.
    - Be sure members understand the club's history, its purpose, philosophy, ideals, structure and methods.
    - Use the orientation guide in this Handbook.
    - Make sure that ALL members receive this orientation periodically, established as well as new.
    - Have a good supply of current Federation publications on display available for purchase.
    - Establish a lending library of Federation materials.
    - Encourage members to attend District, State, General and Junior Federation meetings and conventions.
    - Keep members informed of GFWC, CFWC, District and club news.
    - Assist delegates with expenses of District, CFWC and GFWC meetings and conventions whenever possible.
    - Sponsor periodic Leadership Training Workshops for officers and chairmen.
    - Encourage visits between clubs and districts.

5. Give lots of TLC or TNT (Tender Loving Care or Today Not Tomorrow)
    - Establish a TLC, Sunshine Committee, or whatever your club wishes to call it.
    - Follow up on absentee members, using your reservation list to keep track of attendance. Tell your absent member you missed her. Send her a postcard.
    - Develop a missing person's committee to stay in touch with those that do not attend.
    - Make sure every member is greeted at every meeting.
    - Give every member a sense of belonging and of being needed.
    - Regular members who failed to renew their membership should be contacted to let them know they are missed and determine why they have made this decision. Then consider what changes might be in order to avoid losing additional members for the same or similar reasons.
    - Give more credit to members who recruit.
    - Provide special nametags for members to know who the new members are so they may greet them.

- Hold a special "New Member" project; place a current member on the committee for advice.
- Arrange carpools.
- Make each person feel a part of the group.

The importance of the individual member cannot be overstated. For the maintenance and expansion of membership, the most important ingredient of all is the individual member. Think back to when you joined. Most of us joined because of one person. They were a friend who invited us to a meeting. It was interesting. We met other members. The purposes of the club and the Federation were explained. We were intrigued with programs planned for the rest of the year. They made us aware of club service and how we could help. They cared and said it with a smile!

WHY DO VOLUNTEERS REMAIN COMMITTED?

1. They feel appreciated and can see their presence does make a difference. They recognize the opportunity for personal growth and an opportunity for advancement.
2. They feel capable of handling tasks offered and know that the public will recognize their efforts.
3. They know that they are a part of the club's decision-making process and enjoy a sense of belonging and team spirit.
4. Their basic psychological needs are met as individuals and their group needs seem significant and meaningful.

INVOLVING NEW MEMBERS

Once someone has joined your club, it is imperative that each of us make them feel welcome and they are involved in the organization's activities as soon as possible, taking advantage of their special area of interest.

Some clubs ask their members to indicate the annual committee assignment they would like, matching the talent and interest of the individual member to the club's program of work. A member who is working in an area of interest will be much more active. When the committee preference has been noted, however, it is ESSENTIAL that the new member is ACTUALLY AND QUICKLY involved in allied duties, or the initial effort to gain them as a member has been wasted. Eighty percent of success is showing up!

MEMBERSHIP OBLIGATIONS

A good member, a good club, a good district does not just happen. It takes the full cooperation and participation of its membership. Be willing to serve and give a helping hand when called upon. This is the challenge and obligation of membership.

A GOOD MEMBER:

1. Is flexible, willing to bend and change
2. Pays dues promptly for it takes money to run a good organization
3. Serves on committees as requested and needed
4. Attends meetings regularly
5. Arrives on time for meetings and remains until adjournment
6. Develops overall knowledge of customs and policies

7. Knows the organization
8. Knows Bylaws and Standing Rules
9. In speaking, is brief, courteous and accurate
10. Assists new members
11. Develops the art of listening
12. Accepts assignments whenever able– completes work as promptly and as well as possible
13. Performs the jobs that they accept
14. Is loyal to the organization at all times
15. Shares in decision making and lives with the result even if in the minority
16. Speaks as an individual, but never for the club as a whole, unless properly authorized
17. Participates in and supports club projects
18. Never uses their membership to endorse political nominees or to accomplish personal gain
19. Does not speak for or defend action of club UNLESS they are an OFFICIAL representative of club
20. Prepares to assume responsibilities
21. Subscribes to the California Clubwoman and other publications

The way to build an efficient group is to find out what talents the various individuals possess, then make sure they have the chance to use them.

CLUB OBLIGATIONS

Your club should:

1. Honor the ideals and policies of the Federation
2. Be aware of its responsibilities as a Federated club
3. Participate in Federation work for the betterment of the community and members
4. Adopt and follow bylaws and parliamentary procedure
5. Elect competent leaders. Provide leadership workshops
6. Provide an opportunity for you to meet and work with others, to participate and serve
7. Provide an atmosphere for you to have happy, meaningful experiences
8. Be a place to enlarge your circle of friends
9. Be interested in your welfare as an individual member
10. Permit you to experience personal growth
11. Display warmth and friendship to old, new, or prospective members and guests
12. Encourage participation by all members
13. Investigate and discuss all programs before giving club sponsorship
14. Provide a well-rounded variety of programs to enlarge your horizons
15. Conduct regular Federation ceremonies like initiations and installations
16. Let you learn new ideas, develop and use talents
17. Provide any necessary materials and training for you to accomplish your responsibilities
18. Orient and involve new members
19. Be a catalyst in the community through projects to benefit others
20. Be alert to its image and protect the club's good name in the community

21. Evaluate all activities through membership opinion polls
22. Tell with pride of its work and accomplishments through reports
23. Inform members of Federation relationships, goals, projects, meetings and available assistance, both people and publications
24. Work for the good of all; avoid the formation of cliques
25. Appreciate YOU as a member and the service you give

HOW TO ORGANIZE, REINSTATE OR FEDERATE A NEW CLUB

HOW TO ORGANIZE A NEW CLUB

One enthusiastic club member is all that is needed to act as a catalyst to create interest in forming a new club. They may invite two or three ladies to meet in their home, over lunch at a restaurant or any convenient location. Ask each of these members to bring a friend. There is nothing wrong with starting small and growing carefully. Only ten members are required by the California Federation of Women's Clubs. The District President, Membership Chair, Parliamentarian and the CFWC Second Vice President and Area Membership Vice President are all willing and anxious to assist you. It is wise to have at least two of these officers involved from the very beginning to get your prospective club off to a successful start. Contact the Area Vice President to receive a New Club Membership Application.

FIRST MEETING:

1. Call together those approached initially, any others that may have expressed an interest and District and/or State officers who are to serve in an advisory capacity.
2. Choose a temporary chairman and secretary. Accurate and comprehensive record keeping is vital from the beginning to avoid later misunderstandings.
3. Explain the reason for the meeting, suggest objectives. If all agree, a club should be formed by a motion expressing that desire.
4. You may wish to ask the District or State advisor to present the story of Federation, its structure, object and programs. Ask them to answer any questions concerning membership responsibilities and opportunities.
5. Adopt a motion authorizing the chair to appoint a bylaws committee.
6. Appoint the bylaws committee and discuss in an informal manner the desired bylaws provisions. Have the bylaws committee contact the CFWC Parliamentarian regarding procedure and approval.
7. Determine the time and location of the next meeting. Adjourn.

SECOND MEETING (Temporary officers will serve until election of officers.)

1. Chairman will call meeting to order.
2. Read and approve minutes of first meeting.
3. Report of bylaws committee with any amendments desired, by majority vote.
4. Adopt bylaws by majority vote.
5. Elect officers in accordance with the adopted bylaws. (The elected officers will begin to serve at this point.)

6. Recess to allow those present to sign a permanent record sheet and for payment of dues as provided in the bylaws.
7. Determine final date for signing those who will be designated as "Charter Members"
8. Discuss the club program and possible projects to be undertaken.
9. It is helpful to give the new president a list of special talents and interests of the members for help in the appointment of committees.
10. Committees may be appointed at this meeting or delayed until a later meeting.
11. Adopt a motion to become a Federated club.
12. Assign responsibilities for preparation of application to California Federation of Women's Clubs for membership.
13. Adjourn the meeting.

"Those who try to do something and fail are definitely better than those who try to do nothing and succeed."

IMPORTANT POINTS TO REMEMBER:

1. After the club is formed, members should be allowed to sign a permanent record sheet. Persons thus signing are "Charter Members" It is advisable to allow all who desire to sign up before a specified date so that they may be designated as "Charter Members". This will have considerable significance in later years. CFWC New Club Membership Application also requires this information.
2. The District and State officers should be involved in each step of the organization and in the continued support of a new club. Clubs often disband shortly after formation due to lack of guidance.

HOW TO FEDERATE A CLUB

The first step toward federating a club is to contact the president of the CFWC District in which the club is located. A New Club Membership Application is secured from the Area Vice President. The District President will contact the Area Membership Vice President, the District Parliamentarian and District Membership Chairman. If possible, at least two of these officers should attend a meeting of the club to give whatever information is needed and to answer questions.

The District and CFWC Parliamentarians must approve the club bylaws, checking to determine that they do not conflict with objectives and policies of the California and General Federation of Women's Clubs and that they conform to the requirements for membership. GFWC bylaws specify that the club "show that the organization requires no partisan or political test for membership, that it is not a secret society and that it does not tolerate, either by practice or teaching, any violation of state or national laws."

Information pertaining to the club, its application for membership in the CFWC, together with the per capita dues for CFWC and GFWC are given to the Area Vice President who presents the application to the next State Board Meeting for approval. Notification of action is sent to the club and district presidents by the CFWC Second Vice President.

When a club is placed on Federation rolls, the club will receive a packet of materials from CFWC and GFWC and will be placed on their mailing lists.

The Charter, issued by CFWC and signed by the CFWC President, is presented at the next State Convention. A packet of materials and publications, called the New Club Kit, is also presented to the club for guidance and information. The CFWC Charter must be carefully preserved, for should a club dissolve, the Charter must be returned.

REINSTATEMENT & DISSOLUTION

REINSTATING CLUBS AND MEMBERS:

Clubs will occasionally resign from Federation or may have been dropped for non-payment of dues. The District should keep a record of such clubs with key members and work to have them rejoin Federation. Leadership of one year may cause a club to resign, but there may be key members who do not agree with that decision. Work with these members to get the club back into Federation.

A CLUB WISHING TO REJOIN SHOULD:

1. Work with the District President and Area Membership Vice President.
2. Submit an application for membership signed by the club president and recording secretary along with a copy of the club bylaws, a check for District, CFWC and CFWC dues and a separate check for the required re-instatement fee. These documents should be sent to the District Membership Chairman.
3. The District Membership Chairman will forward the bylaws to the District Parliamentarian for review and approval. Upon approval of the bylaws, the application should be presented to the District Executive Board for approval.
4. Upon approval by the District, the District Membership Chairman will send the application for membership, the check for CFWC and GFWC dues and the re-instatement check along with the approved bylaws to the Area Membership Vice President.
5. A copy of the bylaws and a copy of the membership application shall be sent to the CFWC Parliamentarian for review and approval.
6. When the bylaws have been approved, the Area Membership Vice President will present the application, check and bylaws to the State Executive Board who will accept the club to membership by majority vote.
7. The CFWC Second Vice President shall notify the District and Club presidents in writing following Executive Board approval.
8. The CFWC recording secretary will send the application to CFWC Headquarters office for permanent file.
9. CFWC Treasurer will send one-half of the re-instatement fee to the district in which the club is located.
10. CFWC President issues a Charter to the Club and authorizes a new club membership kit to be mailed from the Headquarters office. For a club dropped for non-payment of dues,

the same procedure will apply, except the last sentence of Article III, Section 6, CFWC bylaws also applies.

DISSOLUTION:
If a club finds itself in difficulty for lack of membership, finances, leadership or other reasons which might lead to dissolution, no steps should be taken until a conference has been held with the District President and Membership Chairman, advised by the CFWC Second Vice President and Area Membership Vice President, and the District and CFWC bylaws have been reviewed. When Federation leadership is advised of a problem, sometimes they are able to save the situation.

If a club is to dissolve, is incorporated and has funds, there are required steps to be taken to meet Internal Revenue Laws. CFWC leadership can be of assistance in meeting these requirements.

ORIENTATION

Of the many definitions of the word "orientation", the one that suits the purpose of the General Federation of Women's Club is: "Direction or attention or emphasis toward a particular goal". An Orientation should discuss objects and goals of Federation and the programs and financial considerations used to accomplish them, plus the basic responsibility of the individual member.

Keeping this in mind, let's consider the WHO, WHAT, WHERE, WHEN and HOW. WHY an Orientation Meeting? When a new member feels welcome, informed and needed, they will be more likely to be inspired into becoming an involved member. Having been given a basic orientation, they should be able to accept their responsibilities, participate, ask questions, enter into activities and become a volunteer in community service.

THE ORIENTATION MEETING– WHO, WHERE and WHEN?:
The Membership Chair and her committee should organize this very special event that will inform and inspire the prospective and new club members and reinforce the dedication of the established member. The location of the meeting is of less importance– whether clubhouse, a home, tea or local restaurant– as long as the necessary information can be given in a congenial and friendly atmosphere.

Either fall or spring works well for the meeting but please consider having TWO orientations a year covering different phases of club life. After joining in the fall the new member may well have some questions by the time spring orientation is held and may be on their way to becoming more involved. Orientations may also be given on an individual basis by the Membership Chair.

WHAT information should be emphasized? and HOW?
The Club President, besides welcoming the potential member, can tell the Club purpose, time, place and date of club meetings and perhaps a short history of the club. The Dean of Chairs can discuss the club, CFWC and GFWC programs in general and especially the ones supported by the club. The Financial Officers can cover the budget and the Fundraising Chair can talk about the various projects being held to meet the budget and the member's obligations in this area. The Membership Chair can tell of some of the accomplishments of the club. This can make the prospective, new and long–time members feel welcome and convince them that through their

interest and effort in the club, they can add to these accomplishments. Use the CFWC Membership Orientation Flip Chart or Power Point presentation. The Section Chair may discuss the sections and give a personal invitation to attend. The Parliamentarian can talk about the bylaws inasmuch as they affect the responsibilities of the club member. If two meetings are held each year, it might be possible to go a little further in depth but pace the meeting to leave time for questions. Involving many chairs and officers gives the new member a look at the solidarity of the club. All officers should be invited to attend whether or not they participate in the program.

ORIENTATION "KITS":

The printed word should be used to reinforce the material covered in the Orientation. Suggestions are listed below:

GENERAL FEDERATION OF WOMENS CLUBS:

1. Profile
2. List of available materials
3. Copy of organization chart
4. GFWC Clubwoman magazine with subscription information

CALIFORNIA FEDERATION OF WOMENS CLUBS:

1. Fact sheet
2. Federation at a Glance
3. Membership Handbook
4. California Clubwoman, with subscription information
5. List of CFWC available materials

DISTRICT:

1. Fact sheet
2. Bulletin/newsletter
3. List of officers, meetings, projects

CLUB:

1. Fact sheet
2. Club history
3. Club newsletter
4. Work under way in Federation contests
5. Club policies
6. Responsibilities of membership
7. Parliamentary procedure sheet

ORIENTATION PROGRAM GUIDE:

Orientation of a new member has a great deal to do with how the member gets involved in the activities of the club. If they feel welcome and needed, they will make it their business to find out how to go about fulfilling their responsibilities and obligations. Orientation should be simple and straightforward. Orient only to one level of Federation at a time. Prepare an orientation packet to include: letter of welcome, membership card with the member's name spelled correctly, list of

members including address, telephone number, email and current office, and latest issue of the club newsletter.

Ten Things to Remember

1. The value of time
2. The success of perseverance
3. The pleasure of working
4. The dignity of simplicity
5. The worth of character
6. The power of kindness
7. The obligation of duty
8. The wisdom of economy
9. The influence of example
10. The virtue of patience

CLUB LEVEL INFORMATION (allow approximately 15 minutes):

1. History: State the purpose of your club and explain how and when it was organized. If a charter member is present, you may want to have them stand and be recognized.
2. General Information: Explain how often your club meets, where and when. State the amount of dues paid per year. You may want to refer members to the club yearbook to find the budget.
3. Introduction of Officers and Chairmen: Have them briefly state their duties.
4. Program Area, Projects and Social Events. Present your service projects and your social functions.
5. Club Members Requirements and Responsibilities. Briefly explain the bylaws and policies and where they can be found.
6. Parliamentary Authority Roberts Rules of Order, Newly Revised, current edition
7. ″Tools of the Trade″: Display your club yearbook, club newsletter or scrapbook and other relevant materials.
8. Questions

DISTRICT LEVEL INFORMATION (Allow approximately 5 minutes):

1. General Information: Relate the number of districts in your state and which district you are in. Explain dues.
2. Explain District Leadership
3. Meetings
4. Explain District projects, if applicable
5. ″Tools of the Trade″ Display and briefly describe any district directories, workbooks and newsletters and other relevant materials.
6. Questions

STATE LEVEL INFORMATION (Allow approximately 10 minutes):

1. History
2. General Information Explain state leadership Explain dues Explain state meetings, conventions and workshops
3. State Leadership
4. Program Areas, Projects, Special Events Present any applicable service projects
5. Bylaws and Resolutions: Explain the delegate selection process and responsibilities as a delegate. Briefly explain bylaws and resolutions procedures
6. Parliamentary Authority
7. ″Tools of the Trade″ Display and briefly describe state procedure book, profiles, state publications or other relevant materials.
8. Questions

GFWC LEVEL INFORMATION (Allow approximately 10 minutes):

1. History: GFWC Profile, Capsule History of GFWC
2. General Information: Explain dues to GFWC Explain region meetings and the International Conventions. Explain the delegate process and responsibilities as a delegate. Explain the GFWC logo and emblem
3. GFWC Leadership: Explain the leadership structure: Explain the Officers and Board of Directors (includes the official state representatives, the State President and Junior Director)
4. Programs and Projects
5. Bylaws and Resolutions: Describe how they are enacted.
6. Parliamentary Authority
7. ″Tools of the Trade″ GFWC Administration Guide, mention that each president receives this at the beginning of each administration, GFWC Clubwoman magazine. All club presidents receive this free of charge to share. All members are encouraged to subscribe. List of Available Materials. This can be found in the Administration Section of the Administration Guide. GFWC Profiles and other relevant materials.
8. Questions

CLOSING: Make sure you have answered all questions.
If you are using this presentation as a new member orientation, you may want to close by presenting all new members with their membership cards, yearbooks, pins or other relevant materials.

You may want to close your session with an appropriate statement. An example is provided below. ″You have accepted membership in a group that has a tradition of service to its members, its community and the world, and has a program to challenge your capabilities. We know you are willing to assume certain responsibilities as a member of our club, and we also know that both you and our club will benefit from your membership. In club work, as you give, so you shall receive. Everyone has something to give their club. Somewhere, sometime, someone is touched by what you do. We are individual personalities with talents all our own to share.″

RESOURCES

POEMS/SAYINGS/ETC:

A VOLUNTEER'S PRAYER

I thank Thee, Lord, as a volunteer
For the chance to serve again this year,
To give of myself in some small way
To those not blessed as I each day.

My thanks for health of mind and soul
To aid me ever toward my goal,
For eyes to see the good in all
A hand to extend before a fall.

For legs to go where the need is great,
Learning to love, forgetting to hate,
For ears to hear and heart to care,
When someone's cross is hard to bear.

A smile to show my affection true,
With energy plenty, the task to do,'
And all I ask, dear Lord, if I may
Is to serve You better, day by day.

Author unknown

DO YOU JUST BELONG?

Are you an active member,
The kind who would assist,
Or are you just contented
That your name is on the list?

Do you attend the meetings
And mingle with the crowd?
Or do you stay at home and
Cry both long and loud?

Do you take an active part
To help the cause along?
Or are you satisfied to be
The kind to "just belong"?

Do you try to be among those
Who help the local group…
Or leave the job for others
And just not give a hoot?

There's quite a program scheduled;
That means success, if done
And it can be accomplished
With the help of everyone.

So attend each club meeting
And help with hand and heart.
Don't be just a member
But take an active part.

Think this over, member …
Is this right or wrong/?
Are you an active member,
Or do you "just belong"

A PLEA FROM A NEW MEMBER

I see you at the meetings, but you never say hello: You are busy all the time with others you already know.

I sit among the members, still I am a lonely gal; The new ones sit there with me while you quickly pass us by.

But, gosh, you have asked me in, and talk of fellowship; You could just step across the room, but you've never made the trip.

Why can't you nod and say hello or stop and shake my hand; Then go and join your friends, now that I'd understand.

I'll be at your next meeting, too, on that you can depend. So, won't you introduce yourself?

I want to be your friend.

INITATIONS AND SKITS

SUGGESTED CEREMONY FOR INITIATION OF NEW MEMBERS:

Use of candles, name badges, simple corsages or single flowers, as tokens, is effective in this ceremony. One large candle representing the club is needed on a table beside the President and a smaller one for each initiate.

Remarks of the President:
Introduce officers and chairmen of the club individually; commend their work. Brief job description from each may be given as each is introduced. This is good orientation for new members.

President to the Initiates:
May I ask the new members to be initiated to come forward, accompanied by their sponsors, to receive a candle from your Membership Chair and form a semi-circle around this large candle. (Each sponsor will stand beside her candidate. President lights center candle.)

President:
This symbolizes the light of the GFWC/CFWC _____ (name of club). Will each sponsor introduce her initiate and assist her in lighting her candle of membership, after which the sponsor may be seated. (The Membership Chair may also assist. When all initiates stand before the President with candles lighted, she proceeds.) Membership in the CFWC/GFWC _____ (club) will benefit both you and the club if you strive to promote its civic, cultural, educational and social aims. You hold a share of the guiding light which exemplifies service, leadership and friendship in this organization.

Will each of you please repeat after me:
I, (state your name), promise to do my utmost to promote the programs and objectives of the CFWC/GFWC (club) by being helpful and sincere, to pay my dues and to uphold its bylaws at all times.

All Together: Repeat the Collect for Clubwoman.

President: "You are welcomed as full-fledged members of GFWC/CFWC _____ (club) May your light lead others into even brighter paths of happy membership. Welcome to our club.

INITIATION CEREMONY FOR NEW MEMBERS:

To be conducted by the membership chairman or other designated officer.

Introduce each new member to the group, asking each to step to the platform or front of the room as their name is announced. You may wish to include brief personal data of interest to the membership (you can extract this from their membership application or interest form). Have everything written down. Rehearse the entire procedure in advance of the meeting to make sure arrangements and timing are well organized.

When all members have been presented, read the official welcoming statement to them: "We, the officers and members of _____(club) welcome you to active membership. We charge you to be acceptable members, for _____(club) will be known in part for what you do.

We charge you to be responsible. You will be only as effective as you are knowledgeable. Learn what_____(club) stands for, how it works, what it accomplishes. Strive to be an enthusiastic, active member.

We charge you to be encouraged. Only as you are helped by other members will you feel total welcome and friendship here. Let us know of your special needs. Let us know when you have problems._____(club) is a friendly club, anxious to fill your particular needs, as well as to utilize your special talents."

Now, addressing the members, say: "Will all the members please rise and join in official welcome to these new members. As president/membership chair of _____(club) I charge the entire membership to make a special effort to welcome each of these new members who have joined with us today. Let us each strive to create a place for these new members within (club) helping them find a meaningful relationship with our members and a satisfying personal experience."

Officers and membership chair then shake hands with each new member. This is a good time to hand each new member his membership packet. If your club gives membership pins, these are usually presented to new members at this time.

(Sperry and Hutchinson Co. Guide for Membership Chairmen)

BIRTHDAY SONG

(To the tune of "If You're Happy and You Know It")

It's your birthday and we know it– Happy day.
It's your birthday and we know it– Happy day.
It's your birthday and we know it though your body doesn't show it.
It's your birthday and we know it– Happy day.

Forget your work and hit the stores– it's your day.
Forget your work and hit the stores– it's your day.
Forget your work and hit the stores let your family do the chores
Forget your work and hit the stores– it's your day.

Plant a little sunshine everywhere you go.
Plant a little sunshine everywhere you go.
A smile is like the sun, it brings joy to everyone
So plant a little sunshine everywhere you go. (Ebell Club of Canyon Hills)

CFWC MEMBERSHIP ORIENTATION SKIT:

CAST: Membership Chairman, New Member #1, New Member #2, New Member #3, New Member #4

SET UP: A large square or rectangle table with a chair for each member of cast. Stage is bare. New members enter from side of stage.

NM #1: There's no one here yet. Are we early?

NM #2: A little bit, but I think we're at the wrong place.

NM # 3: This can't be the room where we're supposed to meet. The invitation plainly stated a ROUND TABLE meeting, and the only table here is SQUARE.

NM #4: Well, maybe they couldn't find a round one; sometimes you have to make do with what you have.

MEMBERSHIP CHAIRMAN ENTERS. General greetings, invites all to sit down

M/C: I guess we're all here. Will the meeting please come to order. I want to welcome our new members to our first new member orientation.

NM #1: Yes, I can hardly wait. When will the speaker get here?

NM #2: I just love cultural exchange programs. What part of the orient does our speaker come from?

NM #3: I hope it's Japan. I went there on vacation two years ago.

NM#4: I just love SUSHI

M/C: I'm afraid there's a little misunderstanding. Orientation has nothing to do with the Orient. Our meeting is to acquaint you with our club projects, purposes and function. At our last meeting, our Parliamentarian, went over some of the bylaws and standing rules; that is something all new members should be familiar with. So do any of you have any questions about the club bylaws?

NM #1: Well, I don't understand why our club even has bylaws. When I go shopping and I see something I want, if the price is right, I buy it. What do laws have to do with buying anything?

NM #2: At the last meeting my feet got awfully tired. Can't we have sitting rules instead of standing rules? I had to soak my feet for more than an hour when I got home.

NM #3: Me, too.

NM #4: Well, one thing I got tired of at the last meeting was hearing about _____'s husband, ROBERT. All she talked about was ROBERT'S RULE this and ROBERT'S RULE that. Why doesn't he join another club and keep out of our business!

M/C: I can see we have some explaining to do. First of all, bylaws are the legal laws by which our club operates, in accordance with our State, District and Federation policies. Standing rules are an added part of our bylaws, which set specific general, financial and social policies for our club. And Robert is not _____'s husband, he is the author of a book of parliamentary procedures and laws from which we structure our club bylaws. All of these are guidelines for meeting protocol.

NM #2: Yes, I've wondered about that. But who is Proto and when is they going to call?

NM #3: I've been in the club over a month and I haven't heard a word from them.

NM #4: Is Proto the one in charge of hospitality?

M/C: No, in fact, they are not a person at all. Protocol is the word we use to describe the proper way to act at a meeting how to ask a question how to state a motion.

NM #1: Oh, motion. That's one thing I noticed about Opal when she was greeting everyone at the door last meeting.

NM #4: Yes, I wondered if she had HULA lessons.

M/C: I don't think so. When we talk about a motion, we're talking about something to which all of the club members must consent. Our club cannot undertake any project or spend any money without the consent of the membership. So, all of these things are put in the form of a motion, and the members vote "yes" or "no" on the motion. Does everyone understand?

MEMBERS NOD

M/C: Now one thing we should discuss is our club itinerary, the things our club does during the year. Each year, the Generals sponsor a money tree,

NM #2: Generals how exciting! Will they be wearing their uniforms?

NM #3: That sounds like discrimination to me. The Navy should be represented, too. My husband is a retired Navy officer, and I think Admirals should be invited too.

NM #4: I just love uniforms!

M/C*:* Ladies, we're not talking about the military, Generals is the term applied to our club members in the General Federation. In our federation we also have Juniors.

NM #1: I really don't think we should support a group like that. I thought women's clubs were open to all women, and there are only a few in our community who would qualify for membership in the Juniors.

NM #3: You're right. There's Mrs. John Anderson, Jr., and Mrs. Anderson Williams, Jr

NM #4: And Sarah who lives up the street···what's her name? Something Jones, Jr. It doesn't seem like we'd be able to promote a very large membership.

M/C*:* No, no. You see, there are two divisions within our federation. The junior club was originally developed as a training program for General membership and was composed of younger members. Now they have no age requirement and have clubs just like the Generals. There is also a duel membership where one can belong to both Juniors and Generals as the same time. Now to get back to our itinerary, our District is having an officer's training day on

NM #1: That's wonderful. I've always believed we should support our police force.

NM #2: Will we be training the police, or will they be training us?

NM #3: Do we get to wear uniforms?

N M #4: I just love uniforms

M/C: The officers I'm referring to are the officers in our club. The President, Vice President, Secretary, Treasurer, etc. The presiding officer is the one in charge of the meeting, usually the President. Our District sets aside a special day each year to train them in their duties and responsibilities. Our Executive Committee meets the first Tuesday in each month.

NM #1: My husband won't be able to come to the first one; he'll be out of town.

NM #3: Can my husband come? He's not really an executive, but he's the company's top salesman; wouldn't that be almost the same?

M/C: When we talk about the Executive Committee, we mean the officers of the club that serve on the board.

NM#1: If you're bored, why do you go to the meeting?

NM #4: wasn't bored at the last meeting, except for talking about her husband ROBERT'S RULES.

NM #2: I still think he should join a man's club

M/C*:* Not B-O-R-E-D meetings it's B-O-A-R-D meetings. Each month we meet…our Board or Executive Committee. They are the same in our club but a little different in the districts. The District Boards are usually the District Executive Committee, District Chairmen and District Club Presidents. They meet each month to get information from each other. Then the club Presidents take the information back to their club members and chairmen. That's how we keep the lines of communication going within our federation.

NM # 1: Speaking of the chair-man, ours hasn't been doing a very good job at the meetings I've been to, I had to get my own chair at the last meeting.

NM #2: And the month before that, one leg on my chair was wobbly!

NM #3: And I wonder if the Chair-man could provide cushions too. Those chairs get awfully hard sitting on them for a couple of hours.

NM #4: Maybe she could find some of those orthopedic ones ... I have a bad back, you know.

M/C: A chairman isn't one to furnish chairs. A chairman is a member who is in charge of each club project. For instance if she is Public Affairs Special Projects Chairman, she leads members in the renewal of the Pledge of Allegiance at each general meeting and keeps us aware of various patriotic holidays, as well as being the liaison between the veteran's hospital and the club. Perhaps you would like to attend one of chairman's workshops.

NM #1: Good ... a workshop. My husband has a workshop in the garage, and he made the most beautiful table last year. Will we learn how to do things like that?

NM #2: Maybe we should have an automobile workshop. I think all women should know how to take care of a car.

M/C: It's not quite that kind of workshop. This is just like the officer's training day we talked about, except it's for the chairmen. The workshop is to teach chairmen their duties and responsibilities. Do things seem a bit clearer now? Now in addition to the various meetings and business sessions, we also have many social functions ... bridge, golf, theater and other projects which are ways and means.

NM #3: Weigh. Huh? I'm not setting one foot on the scale until I've lost some pounds. When is the first weigh? Maybe I'll have time to go on a diet.

NM #4: But there's no one in our club who is mean, at least that I know of, unless it's _____ husband, ROBERT, but I think it's just because he's so fussy about his rules.

M/C: Our ways and means projects have nothing to do with weight or meanness. It's just a term to describe the way or the means by which we raise money for our treasury. Now, in the spring, we hold our annual Membership Tea.

NM #2: That's something I wanted to ask about. At our last meeting Maria was talking about a mini-tea. That's a cute name for it, but I really think we should go all out and have a maxi-tea.

NM #4: Yes, we certainly don't want to be cheap about it, and you know the old saying "The more the merrier"

M/C: Maria wasn't talking about teas, She was talking about AMENITIES. These are little social graces we observe in our club. Amenities basically mean courtesies. One thing we are going to do this year is to initiate a resolution to present to our district.

NM #1: I have a good one; I made it last New Year's. I resolved not to eat candy anymore, and except for the after-dinner mints at Jean's party last week, I've done pretty well.

NM #3: What were you eating at Marge's Kaffee Klatch yesterday?

NM #1 They were Hershey/Peanut/Coconut bars, and they don't' count; they're considered cookies, not candies.

M/C: That's not exactly the kind of resolution our club would initiate. A resolution is a proposition offered to or adopted by an assembly. And there are several new projects we want to take sponsorship.

NM #4: A sponsor–ship … oh, an ocean cruise. Where does the ship go? Hawaii or the Caribbean?

NM #2: I'd love to go on one of those 3D–day cruises. Are the rates cheaper on the sponsor–ship lines?

NM #3: I've near heard of that line. Maybe we should look into the Princess Cruises; I hear they're real nice.

M/C: What a minute, ladies. Sponsorship is a term we use to describe our endorsing, promoting and sponsoring a project. It has nothing to do with ocean travel.

NM's OH (DISAPPOINTED)

M/C: Well, our time is just about up. Do any of you have any other questions or suggestions regarding our club or federation activities?

NM #3: Yes, I have an idea that might cut down on our meeting time. I notice you always ask the secretary to read the minutes, but you don't tell her how many minutes. Maybe if you asked her to read the seconds, it would cut down on time.

M/C: Minutes, are not a time standard, but the written record of our club business at each meeting. We record what is done, not what is said, and it becomes a permanent history and legal record of our club activities.

NM #1: I have suggestions, and questions, too, I guess. Why do we have to know about the NEW AND UNFINISHED BUSINESS. It seems to me if we just announced who the new businesses are we already know the ones not finished.

M/C: The new and unfinished business we refer to are not merchants in town but new and unfinished business of the club activities and projects. It is a very important part of our agenda.

NM #2: That's something I'm in favor of… An age ender. I noticed a new wrinkle and another tiny crows–foot right here see.

M/C*:* Our meeting agenda won't take away wrinkles; it is the order in which we conduct our business meeting, taking each item in turn; it saves confusion and time to be able to read which part of the meeting follows the next.

NM #3: At the meeting last week someone said something about house–rules. One I think should be included is "no animals allows." Our dogs stay outside all the time, and I'm allergic to cats.

NM #1: One of the rules at our house is the children have to wipe their feet before they come in the house. Would that be a good one?

NM #2: I like the one that says something about nobody in the kitchen but the cook; my mother-in-law is always telling me how to cook.

NM #4: Well, I think everybody should be in on this; after all, if we have to follow these rules at our house, then they should be something we can all live with. I'm not going to make OUR cat stay outside just because _____ is allergic.

M/C*:* Ladies, please. House rules have nothing to do with the house you live in. They are the rules for which the club functions other than our bylaws or standing rules. For example, you must have your luncheon reservations in at a certain date before the meeting. Also, other chairmen may have certain rules pertaining to their chairmanship. I can see that meetings like this are very important for new members. Would you like to have a rap session sometime soon?

NM #2: Oh, I'd love one, but can we have it in December? If we're going to be wrapping presents, it might as well be Christmas presents.

NM #3: _____would be better for me. We have three birthdays in _____and we go all out for birthday presents.

M/C: A rap session is talking together or a question and answer session like we had today.

NM #1: Oh yes, I see. We've learned a lot today.

NM #2: Me, too, but could we have a wrapping session in December? I'm always up to midnight on Christmas Eve getting my presents wrapped.

M/C: We'll see what we can do. Thank you for coming. The meeting is adjourned.

ALL NEW MEMBERS CONTINUE TO SIT… LOOKING AT *M/C* EXPECTANTLY.

M/C*:* That means the meeting is over.

ALL NM's: Oh, yes, thank you, Goodbye

NM #4: After all we've said about _____'s husband, ROBERT, maybe he served in the military. I'd love to see a picture of him in his uniform. *I just love uniforms.*

M/C: Well, I've learned a lot today. Sometimes we take things for granted because we are familiar with them, but they aren't always obvious to everyone else. I wonder how many of our members know everything we are talking about and if they don't know, if they are afraid to ask.

We need to quit taking our members for granted. From now on, make sure our members are knowledgeable. At the next "square table", package wrapping" "Culture" meeting, make an open invitation to any member who wants to come to an orientation meeting.

CFWC MEMBERSHIP SKIT
"FEDERATION HOPE"

Just around the corner from Chicago Hope

Setting: The Federated Hope Hospital ER The Staff:

One doctor (over-stated costume including rubber gloves)
One Nurse (all white)
One Paramedic (more foreman influenced costume)
One Patient (over done club identification, raffle tickets, Clutching gavel, etc.)
One Candy Striper (hospital volunteer)

Enter paramedic: helping patient

Patient: Moaning, groaning, really loud

Nurse: What seems to be the problem?

Paramedic: We got a white female between the age of 45 and 105. Picked her up at the clubhouse on the Upper East Side. She was just attending the regular meeting and she began to hold her head and scream- I can't do this anymore".

Nurse: Doctor wanted in ER

Doctor enters: What seems to be the problem

Paramedic: We got a white female between the age of 45 and 105. Picked her up at the clubhouse on the Upper East Side. She was just attending the regular meeting and she began to hold her head and scream- I CAN'T DO THIS ANYMORE.

Enter Candy Striper: Anyone need a book?

Doctor: Can't do what anymore?

Paramedic: I don't know. Maybe she doesn't want to sell any more of those raffle tickets wrapped around her neck. My driver bought $5 worth. She just keeps saying the same thing over and over. I can't do this anymore.

Candy Striper: Oh, I will buy some raffle tickets.

Nurse: Me too,

Patient: I can't do this anymore, I can't do this anymore, (moan, groan, sigh)

Paramedic: See? He points to the women

Doctor: Nurse, what are her vitals?

Nurse: I'll check (give her some kind of rhythm test, do a quick little tap dance.) Now, can you do that lady?

Patient: thrashes arms all around while moaning

Paramedic: Poor reflexes doc. Let's try this lady. (Paramedic kneels in front of woman so that the audience can also see what she is doing– makes faces at patient). Bad vision. And I think varicose veins and a possible hair piece.

Patient: I can't do this anymore

Doctor: Nurse, I think we'd better get a cat scan.

Nurse: OK doctor, I'll take care of it. While patient moaning. Doctor does pulse checks in feet or whatever is funny– Nurse returns.

Nurse: Holding large stuffed cat.

Doctor: (speaking to patient) Now, you must keep absolutely still. Any movement will cancel the scan. Do you understand? To the Paramedic: You better help keep her still.

Patient: nods head

Doctor: We're ready nurse.

Nurse: holds large stuffed cat overhead and with head of cat facing the patient walks completely around her chair. (May have to do over for some reason– patient may need to be blindfolded, etc.)

Doctor: Ah–ha just as I expected. Either her brain is warped, or she is suffering from a broken heart. Can you hear me?

Patient: Yes, Yes, Yes

Doctor: So, you are a club member?

Patient: I'm President (she shouts) Again and Again (voice softer) again, again, again

Doctor: Are you tired of being the president?

Patient: Yes, Yes, Yes,

Doctor: Would you like to be first vice president– dean?

Patient: I can't do that anymore.

Doctor: Why not?

Patient: I've been dean (shout) again, again, again, and again

Doctor: What seems to be your problem?

Patient: No new members, Trouble keeping our established members, I'm tired .can you hear me? I'm tired, tired, tired, Can you help me?

Doctor: (with nurse and paramedic) Mmmmmmmmmm. Yes, I Think I can. You are very lucky my shift doesn't end for fifteen minutes. I have just enough time for a quick transplant. Nurse, give the patient a shot of something.

Nurse: gives her a small shot glass

Patient: still shouting I can't do it anymore, anymore.

Doctor: Give her some more, nurse, lots more.

Doctor: to Nurse and Paramedic: OK we will need to give her hope so we will give her a heart transplant, a new stomach for the lunches, and anything else we can think of. (Crew goes to work with hammer, Tools, etc.) New big red heart is pinned on patient's chest. Patient wakes up shows off new federation heart.

Patient: I still don't think I can do it anymore.

Candy Striper: Maybe I can help. I have always wanted to be President, but no one ever asked me. If you would be willing to work with me perhaps we could share the presidency.

Doctor: Nurse, perhaps in your spare time you could join this club? Then they would have a new member.

Nurse: Well----perhaps

Paramedic: Oh, just got another call from a club on the lower east side. Better hurry and see what the problem is?

Doctor: Just another day at Federation Hope. Just have to keep those members, get them involved and look for new members.

SAMPLES MEMBERSHIP COMMITTEE AGENDA

1. Define the problem of membership loss
2. What are the statistics of the loss?
3. Determine why your club is losing members and what can be done about it
4. BRAINSTORM! Make a list of suggestions to gain members. Write down EVERY suggestion; don't dismiss anything at this point.
5. Analyze each suggestion for ADVANTAGES, DISADVANTAGES, and PRACTICALITY.
6. Determine which proposals to recommend and adopt; summarize input and evaluate.
7. Create a procedure book of the detailed plans to make the solutions work.

8. Determine your plan of action, rank in order in importance what steps will be taken.
   First step:
   Second step:
   Third step:

9. Reach a consensus on not only WHAT is going to be done, but WHO IS RESPONSIBLE FOR DOING IT – AND BY WHEN!

10. PUT YOUR PLAN INTO ACTION, Evaluate your plan and make corrections to your procedure book for future planning.

SUGGESTED YEAR ROUND MEMBERSHIP PROGRAM:

GFWC/CFWC membership is for all seasons:

SUMMER– Recruiting
FALL– Orientation
WINTER– Retention
SPRING– Recognition!

July:

Talk with previous chairman
Review information from district and CFWC reports and Convention
Meet with membership committee map out membership campaign plan for year
Discuss proposed plan with President and Executive Board

August:

Contact all members for their list of prospective members
Write invitations
Make plans for membership function contact all workers for assistance
Contact District. State Officers, and Chairmen for assistance
Create detailed agenda/contact each person to tell what is expected of them
Hold membership function in August or September

September:

Hold membership function
Keep detailed notes for reports
Attend all district meetings and training seminars
Publish new member information in newsletter
Have new members indicate committee choicest notify appropriate committee chairmen.

October, November, December:

Continue active membership recruitment at each meeting

January:

Write membership report, making sure statistics are correct
Make sure report is submitted on time to District!

Evaluate progress of club membership campaign

February:

Start plans for second membership function of the year as per July and August
If tea held in Summer, hold brunch in Spring
Have a "heart" and promote Federation!

March:

Hold second membership function
Say YES to the Nominating Committee

April:

Attend District convention to receive your club's membership award!
Celebrate National Volunteer Week
Observe Federation Day, April 24th, with a special club observance
Assist with individualized dues billing

May:

Attend CFWC convention to receive your club's award!
Attend Membership Workshop at CFWC Convention
Encourage 100% club member retention
Make sure your membership records are current and accurate

June:

Update your Membership Chairman's Procedure Book and deliver to your successor, including all reports and lists of current members as well as those who have not yet paid their dues
Meet with your successor for a training session
Thank committee and club members for their help!

MEMBERSHIP PUBLIC RELATIONS TIPS:

PUBLICITY RELEASE:

Membership diversity is the name of the game for the General Federation of Women's Clubs, which will have a membership and orientation dessert next Wednesday [date] at 7:30 p.m. Federation members hope to attract prospective members from a wide range of [community]. Interested persons are encouraged to attend and find out what Federated clubs do for community service.

To respond and learn the location, or for more information, call [2–3 names and phone numbers].

The General Federation of Women's Club is the oldest and largest volunteer women's organization in the world. Members include business owners, teachers, elected officials, homemakers, corporate executives, retirees and active volunteers.

Although there is considerable diversity in the ages, interests and experience of GFWC members, all are united by a dedication to community improvement through volunteer service.

PUBLICITY FOR MEMBERSHIP MEETING The [the location.] _____Club will hold a special membership orientation meeting for those in ____ area at 7:30 p.m., [date] The organization is a part of the General Federation of Women's Clubs and the California Federation. A major goal of the organization is to provide community service in the local area.

The club meets once a month on the third Monday at 7:30 p.m. in the [location]. Current membership is composed of members from [communities].

The next regular meeting is [date].

Plan to attend the Membership Orientation Dessert on [date] to find out what this club does for community service in this area.

If you would like to obtain more information on the club are asked to call [first name and phone numbers of 2-3 members].

FOLLOW-UP LETTER TO PROSPECTS:

Dear [name],

I enjoyed talking with you last week about the Club.

As promised, enclosed is a copy of our newsletter, a roster of our members and prospective members [your name is on the latter] and a map showing the location of our members and prospective members. Also enclosed is a club and national profile which will give you a little more insight into what we are all about. As you can see, we are a very diverse service organization and there is an area of interest for everyone. I think you would enjoy our members and the organization. We meet once a month, [date and time] at [location]. Generally, our meetings are over before 10:00 p.m. Many of us carpool. Some members can only give two or three hours a month, others much more. Whatever time you can give and whatever your talents, we would enjoy having you as a member.

Our main purpose is community service with some socializing thrown in. [tell of upcoming events]. You [and your spouse] [and a friend] are invited. Please feel free to invite a neighbor or friend to join you. Let me know if you want to attend. This is a great time to visit our organization. We have initiated [number] of new members in the last two months and have several more who will probably join this month, so you will not be the only "new kid on the block"

See you on [date]

P.S. I'll call and let you know who will pick you up

COLLECT FOR CLUBWOMAN

Keep us, 0 God, from pettiness;
let us be large in thought, in word, in deed.
Let us be done with fault–finding and leave off self–seeking.
May we put away all pretense and meet each other face to face, without self–pity and without prejudice.

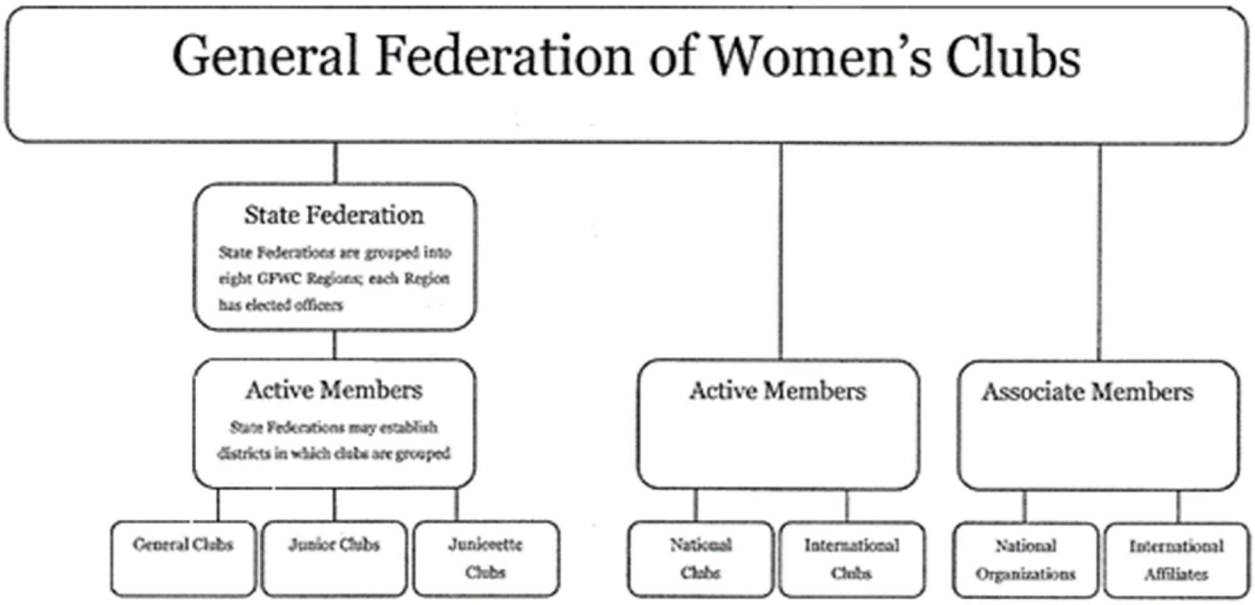
May we never be hasty in judgment and always generous.
Let us take time for all things,
make us to grow calm, serene, gentle.
Teach us to put into action our better impulses,
straightforward and unafraid.

Grant that we may realize it is the little things that create differences, that in the big things of life we are at one.

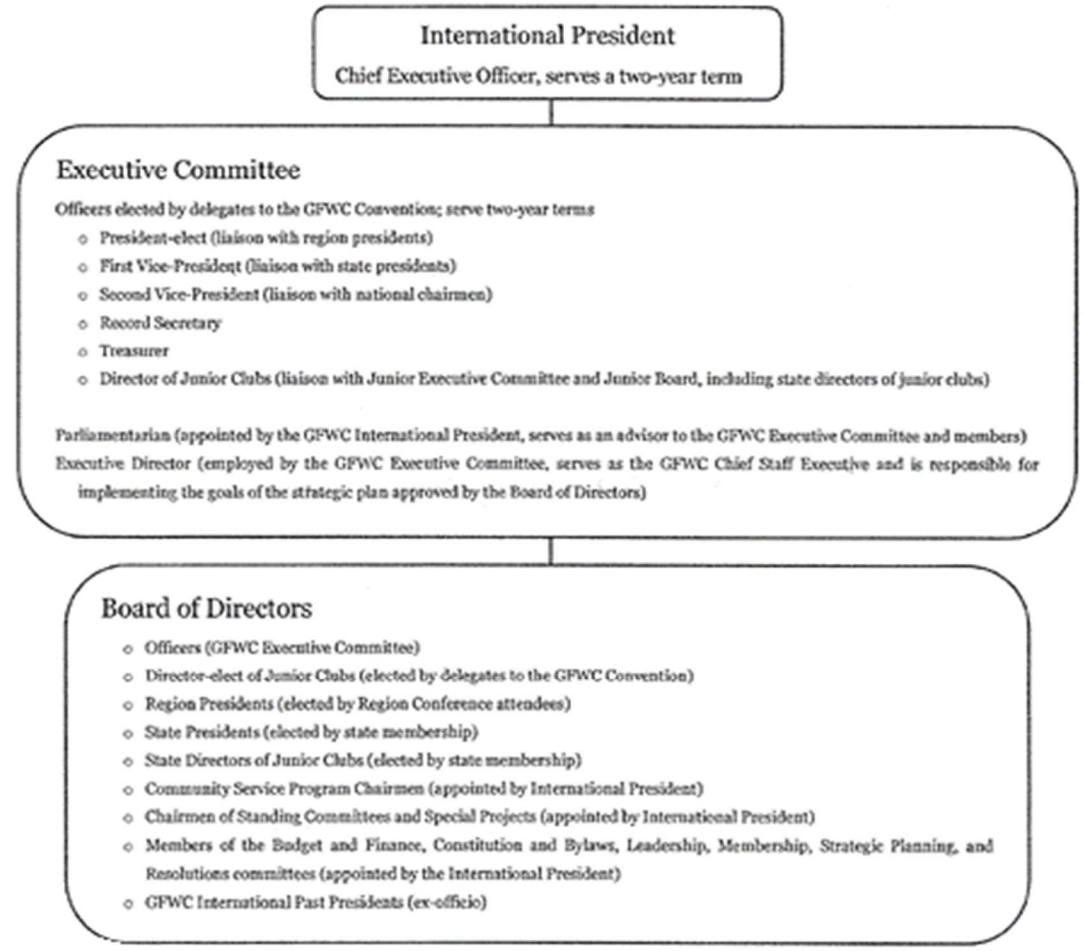
And may we strive to touch and to know the great,
common human heart of us all.

And, 0 Lord God,
let us forget
not to be kind!

GFWC MEMBERSHIP STRUCTURE



GFWC GOVERNANCE STRUCTURE



Recognizing and Addressing the Needs of CFWC Members

Written & Compiled by
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October 2016 Publication

It is the hope of each of us serving on the CFWC Membership Team that you utilize this publication at all levels of Federation. This Area Handbook is for all members in CFWC, written in short chapters, we each hope you can explore the many ways to use these topics for a program, handout or Newsletter item. You may even choose another way to make it work for you. We are 9,890 plus members strong in the GFWC California Federation of Women's Clubs. We are always on the lookout for something to apply to become stronger, to attract more members, and to keep our current membership interested. Always remember that there are so many ways to tackle a project, to introduce new projects and to enthuse members towards the goal of a project.

We need to begin anew sometimes and take a look at the word "change" and embrace it's meaning. We offer a few new ideas and truths here, nothing more, nothing less. We can't run from change, it is inevitable. So, I say run towards change, give it a hug, and make it your friend, or it just may knock you down. As GFWC members we are part of something bigger than ourselves, we are part of a global community that has committed to volunteerism. Through that choice the General Federation of Women's Clubs can hold its many diverse heads high knowing that we are indeed "in the big things of life at One".

RETENTION

Membership Recruitment and Retaining is a Constant:

Membership is an Action Word in Federation and we need to be mindful of that at all times. As Membership Officers, it is our duty to play particular focus to 3 things while in the position:

1. Members
2. Retaining
3. Attracting

It is very easy to deal with 1 of these items at a time, but how do we juggle all 3 at the same time? Well, it takes practice and it is not as simple as you may think. Notice the items listed in the order I have placed them above: #1, #2, and #3. This is on purpose; I have found in my limited experience of 20 plus years as a member that if you pay attention to your Members and their needs, that you retain more of them as a whole. When we retain our Members, they are most likely to invite their friends to join our group.

So you see this is one-long-action flowing one to another and making your job a bit more simplified so you can focus on the details. Here is another way to make it simple:

A Actually make an effort to get to know every club and district Member. Start small by learning the names of those that regularly attend meetings. Remember the small things: names, hobbies, club and title.

C Call Members and Call on Members. Email is great, but highly dis-personal. Send a card, call members on the phone, utilize Members at meetings to help them feel included.

T Touch don't Teach. We are a bold version and do not need to be told much. When we educate our Members, we cannot lecture and touch can help with that. To make someone feel wonderful, that is a magic touch.

I "I cannot do this alone", now you say it. Membership is a Team effort and there is no "I" in "Team". Once we shed the need to be in charge and trust the Chain of Command and our Fellow-Members, you can get more done.

O One Member can make a difference! We all know that as a fact, however we rarely celebrate it. Remember it takes one Member to begin a flow of positive or negative. You choose the reaction.

N Not to brag, but the GFWC is a pretty big deal and CFWC is as well! We have over 10,100 Federation Members in California, 18 Districts, 229 Clubs and 14 Affiliate clubs.

Each of us can make a difference if we remember to take a positive action with each Member we meet; get out into the Assembly and make new friends!
Pam Ament, 2016

NEW MEMBERS

We need to always remember that we have members in our clubs already.

Oh Happy Day, your club just installed a new club member! What next?? Did you make a big deal over the new member's club installation? Give the new member a Federation member pin, a notebook detailing who we are, what we do, and why are we all a Federated family? Why did the new member join? Have you asked them? What would your new member like to do in club? Have you asked them?

Here is my strongest topic on membership! If you give someone a job to do, they might not do it just the way you would, or the way it's been done the past 50 years or so, but let the new member use their passion and enthusiasm, talent and resources to do the job they have been assigned or volunteered for, in their own way! There doesn't have to be a right and wrong, something different and wonderful and fun may come about with change. I'm proud to be a Federated member, and we all need to show the love and affection our club members are capable of giving to our newest members in Federation!

Maybe your club has each new member sponsored, then does that seasoned member sit with the new member and "show them the ropes" as the months move forward during the first year of the new member's life in Federation?

Our club's standing rule says, "prospective members shall attend three club functions. One a general meeting, two other club functions, and they shall be the guest of the club at the meeting she is initiated as a member". What does your club's standing rules say as to new members?

Now, the new member shows up for their first meeting since being installed? What next?

Does someone greet the new member and smile at them? Welcome the new member to their first meeting? Invite the new member to come and sit with you at your regular table and most importantly, introduce the new member to all your club friends?

Area C's motto for the next two years will be for all of us to have a Yearling table. All new members sit together at general meetings with the membership officer. Maybe as a club put aside a few dollars and give a small table favor to the new members to show appreciation for them coming to the meetings to learn about your club's activities. Show the new member appreciation for volunteering their time and talent, just like you all are appreciated for all that you do. It does not go unnoticed to the State Officer of Federation.

In this way, the new members will feel warm and welcome, to be with other new members the first year, they can ask questions directly to the membership chairman, who is the expert in your club for information on membership, dues, etc. The new member feels connected, they are not yet well-informed as to the ways of the club, dates of meetings, times and hours involved, and philanthropies.

How about making copies of the minutes and treasurer's reports available to new members? The recording of the minutes is an important job and reflects the actions your club is taking and doing in the communities we live in and around us. It is a good way for new members to see "just what we are about".

Whether you help with organizing new clubs, processing applications, or processing reinstatements, helping with report writing for membership or having a tea to get new members, remember, "*Membership begins with Me*".

Love you club, tell everyone about it, so your club grows like a strong seed, we already have deep roots, and our communities will grow strong branches, and our State will grow trees of Federation.

We need to always remember that we have members in our clubs already.

Barbara Briley Beard

INTEGRITY

Integrity is like a three-legged stool. Legal standards, moral standards, and ethical standards are the three legs of the stool. This supports your ability to honor your word to yourself and to others. Begin with saying to yourself, 'I am a person of integrity". Give yourself your word that you act with integrity to yourself. When one's word to oneself is whole and complete, it serves as a

foundation on which one is likely to deal with one's word to others with integrity. Honoring your word to yourself is the basis of honoring your word to others. As Polonius said in Shakespeare's play, *Hamlet*, "This above all: to thine own self be true, And it must follow, as the night the day, Thou canst not then be false to any man". (Shakespeare)

Observe how you give your word to others. When you give your word to another, you create a relationship, not only with the other individual but also with yourself. Give your word thoughtfully and with full commitment.[1]

Good business and good citizenship is built on straightforward, integrity-centered behaviors – to capitalize on productive relationships take these steps:

Practice forgiveness
Exhibit patience
Demonstrate humility
Be respectful
Be honest
Demonstrate responsibility
Show commitment
Expect and model discipline
Or, work on the negative side and create:
Bitterness
Confusion
Anger
Loneliness
Suspicion
Recklessness
Weak performance
Disorder

Leadership is an integrity-centered attitude shaping productive behaviors! [2]

Therefore, since people judge integrity by the consistency, credibility and reliability of a leader's behavior, how do we know it when we see it? The following descriptors will assist you to confirm your perceptions of integrity.

Continuous Personal Growth: Leaders are in constant learning mode. They are ruthlessly honest with themselves, seek guidance to discover and work around their blind spots and are always learning and growing as leaders.

A promise is a promise: Leaders keep their promises, and if they can't meet the agreed-upon timeline, they will stay in communication with you until the promise has been kept.

Reliability: Leaders who are shown to be reliable and counted on will attract more followers.
Reliable leaders stick with problems and issues until they are resolved from a win/win point of view and a strong consideration for all stakeholders involved.

Accountability: Leaders don't just blame others and/or take the blame themselves; they own the situation and all of its outcomes. These leaders quickly intervene in an issue, evaluate unintended impact, take steps to rectify the situation and stay in close communication until the job is done.

Responsiveness: There is nothing more frustrating than waiting for a leader to respond to your query. High-integrity leaders are good time managers and will either respond immediately and/or will inform you when they can get back to your issue. If the situation is a crisis, they will be there for you.

Doing the right thing: Leaders who have strong moral principles can be counted on to do the right thing, at the right time and for all the right reasons. These leaders have high personal standards and hold their team members to the same high standards. They then assess each decision and action against their organizational standards.

Respectfulness: Respect is earned and is done so by showing respect and an acceptance toward others. Respecting others means understanding different values and beliefs, recognizing, accepting and developing the skills of others and including all employees as part of the team. Respect also means communicating and interacting with individuals by putting them on the same playing field.

Accessibility: Leaders are physically present and make themselves available by interacting with and inviting associates to share their issues.

Transparency: Leaders ensure their actions are "seen" as trustworthy and create a sense of certainty. They exhibit openness with respect to information, finances and various operational transactions and business dealings. When examined by others, their actions lead to trusting relationships.

Whether a single lapse of integrity and/or as a continuous way of doing business, unethical, non-integrity leadership behavior not only has the power to ruin a career, but it has the power to totally destroy an organization. When integrity is destroyed, confidence goes by the wayside and may never ever return. [3]

[1]Source: *Nine Steps to Integrity* by Stephanie Olexa, PhD, MBA
[2] Source: *Integrity Matters*, February 27, 2008, by Jim Bracher, Bracher Center for Integrity in Leadership
[3] Source: *Why does Leader Integrity Matter to Followers? An Uncertainty Management Explanation,* Robert H. Moorman, Creighton University, (US) and Steven Grover, University of Otago, New Zealand, International Journal of Leadership Studies, vol. 5 Issue 2, 2009.

Deborah Bushnell

AMENITIES AND PROTOCOL

Protocol is defined as: a system of rules that explain the correct conduct in formal situations; also a code prescribing correct etiquette and precedence. Protocol also refers to the code of formal amenities. It is simply good manners in an atmosphere of friendliness and politeness.
Amenities is defined as: an agreeable way or manner; also the quality of being pleasing or agreeable.

In the California Federation of Women's Clubs, the Amenities Chair takes care of both. (In a club or district their Amenities Chair would do the same for her president as the CFWC chairman does for the state president.)

The Amenities Chair works directly with the CFWC President and carries out the President's wishes. The Amenities Chair must check with the president before each meeting. Be friendly, helpful, gracious and diplomatic as you go about your duties. Do the following after checking in:

Arrive early and check the head table, lighting, microphone, flag, seating and anything else which will contribute to the ambiance of the meeting.

Sit in the room where the president can see you and call on you if necessary;

Head table seating: always seat people according to rank at the president's discretion, the one traveling the farthest ranks highest.

Guests are never left alone. An assigned member greets the guest at the door, escorts them as the president directed. Each guest needs a hostess.

If the president does not make a seating chart, the amenities chairman does. Name place cards are required for each person at the head table.

Head Table:
Presiding officer introduces each person at the head table beginning with person at presiding officer's extreme left. Proceed toward the podium. Next go to the extreme right –beginning with person furthest away from podium. The last person to be introduced is the "guest" or honored person. The "Guest" is seated just to the right of the presiding officer.

When a state or international president is introduced for the first time the audience should stand and applaud in recognition of the office.

Introduction of guest speaker should be brief. Purpose is to establish integrity of the speaker on the subject. If a speaker is late, wait only 10 minutes before going on with the next order of business.

Speakers and Guests at meetings:
Officers are available to come to meetings to speak. Contact the Itinerary chairman to arrange a date or contact the person you want to speak and set the date, then contact the itinerary chairman. If overnight is required, please set that up in advance; many speakers are home hosted (stay in a member's home). The State President arranges their own itinerary. Contact them directly.

Respond promptly to all invitations, itinerary requests and correspondence.
A "Guest" should arrive approximately 30 prior to a meeting. Delays in traffic and schedules are unforeseen and should be anticipated. If detained, notify the hostess as soon as possible. Speakers should stay within the allotted time and should not be offended if asked to bring comments to a close.

Federation guests should represent the organization proudly, leaving the best impression possible. Thank-you letters should be written to the special guest, hostess club or district immediately.

Hosting a State Board Meeting:
The District where the meeting is held is the host. They are responsible for all of the following:

- Decorations: front of lectern, and for the tables.
- President's Suite: perhaps a small flower arrangement and possibly fruit or snacks for the Executive Committee (13 members). If providing the above, please work through the CFWC Amenities Chairman as she may be doing this already.
- Customary to provide a reception for all who attend either after the Friday or Saturday evening meeting, or before dinner on Saturday night. Work with State President to determine their preference. This is usually held in the President's suite but sometimes in a different place depending on the size of the suite. Again, work with the State President.

Courtesies:
State President

- Do not arrange for another speaker if she is guest speaker. She should be allowed 30 minutes. (exception—at the Area Conferences all three of the elected officers speak—the President speaks last.)
- Assign a hostess to be with her—never leave her alone. Arrange for a reserved parking space if she is driving.
- At area conferences a hostess should be assigned to the 1st Vice President and the 2nd Vice President also.
- Gifts are at the discretion of the District or Club
- The State President ranks above all others except the GFWC President. If invited, they are the Guest. All meals and hotels are paid by the host club or district.

Guests and Speakers:

- Guests receive the same courtesies as a guest in your home.
- Parking should be provided if it is difficult. Each should be assigned a hostess. Have speaker speak at the scheduled time.
- Audience should be courteous and listen. There should be no whispering and applaud appropriately.

Receiving lines:

- Lines are by rank
    a. Club President at Club functions
    b. District President at District functions
    c. State President at State functions
    d. Honored Guest
    e. Other distinguished guests
- Receiving lines should not be excessively long.
- Conversation should be brief.
- A member is appointed to introduce guests to the first person in line.

Protocol for members:

- Be on time for meetings.
- Adhere to deadlines.
- If giving a report, be near the microphone, not in back of room.
- At a meal, members should not start eating until the President has picked up their fork.
- Refrain from disturbing the meeting through whispering or restless behavior.
- Avoid walking between the presiding officer and the audience.
- Obtain the floor before addressing the assembly and address all remarks through the chair.
- Name badges should be worn on the right side. Club pins can be placed on either side but are usually worn on the left.
- Don't overlook those in your district who serve at other levels of Federation or are past presidents. Just because they are friends we tend to take them for granted. They should be extended every courtesy.
- Past presidents are introduced starting with the most recent, then the others in order of dates served.

Doris Duquette

FUN

You've heard it before: fundraising begins with "fun". Well, why wait for a fundraiser to have fun, can't we make an effort to have fun at all events, including meetings? My question to each of you reading this is: *when did you have fun at club last*? Well, if your answer is not at the very last meeting, then we have a problem.

Club needs to be fun. If club is fun: then members go to district and if they have fun at district, they will attend State, Region and International events too! Each member has a vested interest in what goes on in their club at all levels…not just what they are told goes on.

I am an extremely processed driven leader; I believe that when the process is fun the product is a given. So, let's make the process fun. Make club fun. Oh, you can still get business done and easily and it can be timely…but it takes effort and planning. No fun can come from disorganization and secrets.

For the past 4 years, those of you that have heard me speak know that I believe clubs and districts need transparency. That is your first clue to fun. Get members into their seats for the meeting on time: sing, celebrate, give away 5 gifts from the 99 Cent store…do what you must to get members seated on time. Make your Meeting as transparent as possible by making each item on the Agenda something every member has an interest in. Lastly: bring laughter with you to club.

I am always amazed at the fact that I can be at a meeting and the Agenda is short, however it does not include anything we as members are all vested in. The Minutes, the Financials, the Board Recommendations are posted and slicked over as if they don't matter. They do matter and if club is fun, then business is not ignored or glossed over. Our members want a chance to debate, question and verify. When we take that from them, they begin to growl at the Head Table from the Assembly. That has to stop, it doesn't work.

The first step to fun at club is inclusion. When we include everyone in the process and ceremony of a meeting it's a good meeting. When we move up to step two for creating fun at club and we add laughter, it's a great meeting.

Do me a big favor: take a look around you at how much talking is going on during the reports during your meetings. I will bet you that there is a buzz coming from members that believe the Minutes and Financials have nothing to do with them. They could not be more wrong. So how do you make it fun? Get members in their seats on time, get them up and moving, explain how the Minutes effect the dimension of the club philosophy, change the dynamic of the room entirely, or how about adding something to your Agenda that no one wants to miss.

Each club is different, that's what creates a Federation. It is up to the leadership of the club not to drone on and bore us with a lot of chatter that includes words like "and then we did…", "we did it this way", "this was a Board decision", or "it's already happened". When we engage from the podium and include membership in all decisions then club is fun!

So, go to club, be included, pay attention, ask questions, have opinions and if you get shut down and it's no fun: do something about it! Run for office, vote for Officers that treat club as a fun place of business and include everyone in the membership. But whatever you do: do not repeat the rut you're in because you are in charge of your checkbook and you should be paying dues for a club where it is fun to attend.

Pam Ament

TEAMBUILDING

We often talk about teams or committees, as if putting one together is the easiest and most natural things in the world. If your leadership style is not collaborative and if you start without a goal, or with people who cannot work together, your efforts can be uphill and unproductive.

Let's look at some ways to get it right, to build a team from the members you have. First, some questions to ask yourself:

Can you choose your team, or are you starting out with an assortment of volunteers or appointees?

Did you pick your friends for the job? Are they like you?

Are you willing to share responsibility with the group?

All of these are loaded questions. Whether you choose your team, or it is selected for you, you must make it work. By definition, a team is a group of individuals working together to accomplish a common goal or goals. For team members the goals must be shared. Everyone on the team should know and agree to these goals.

In membership, there are generally several goals: *recruitment* of new members, *orientation* and education of those members, and *retention* of all club members. To accomplish these, the team requires *diversity*. Every team needs members with different skills. In football, for example, you need a quarterback, receivers, linemen, and a kicker. Each has a specialized job for which the player spends hours in training. But there is also team practice, as well, when all must work together.

So you have, or are choosing, your team. What are each member's strengths? Recognizing these is critical for the group to work together effectively. A team requires a leader. It also needs someone with an outgoing personality to get everyone on board, one or more quieter "worker bees" to process information and do the day-to-day tasks and someone to maintain records and keep everyone on track. If the group you have lacks the skills to accomplish the established goals, it is the job of the leader to make sure that everyone gets the training and materials to do the job they are asked to do. If you are missing someone with the talent needed, look for a member to join the team and get her "on board."

With goals and your team established, you must make sure that you establish an environment where all ideas and all members are respected. This must be clear from the outset. Meetings should have a purpose, stay on topic and get something done. Include social time to help the team become better acquainted and more comfortable working together.
Always remember there is no "I" in team.

Stephanie Stark

MEMBERSHIP: NOTHING PERSONAL, BUT WE ARE ALL DIFFERENT

Jelly Belly's: YUM! Consider the small container in front of you…First question you may have could possibly be: "*Is this Mine*"? Yes, it is…in fact, you may have already eaten it. No matter, just use your imagination.

When I think of Membership, I always try to remember that each Member is different. It's true, we are all an individual, a one-of-a-kind masterpiece with our own ideas and ideals.

Well, nothing personal, but I embrace that, I truly embrace that. We are, each Member of Federation, a different person with opinions and we are each entitled to those views. We are our own flavor…just like the Jelly Belly's.

I know that I have made numerous friends in CFWC and consider all of you family, but I also know that we are different flavors! Each of those flavors is bringing something new and wonderfully delicious to the table of club and district to share with others. Two flavors combine to make a new flavor and that is what our Membership is: we each combine to create a new flavor, a new strength, a new Team of bonded strong volunteers.

So, I won't take it personally if you vote one way and I vote another, we are different flavors. We can meet and debate without argument.

So, why is it so hard to take the personal out of club? I leave meetings or speak often at a meeting where I hear the opening line: "*and then they did*…". If it bothers you, let it go and stop taking it personally. This is a very hard concept to follow, however, if we don't let go, we get dragged along. Which of those two concepts is better for your soul and the health of the Membership?
Truth: *Getting dragged around is a drag, so let go of the personal*.

Now, frankly sometimes that philosophy just does not work. You make a deal with yourself to not take it personally, yet it becomes more and more personal with time because of the constant efforts of another. This is called just plain "*mean*", and it does need to stop, especially if it becomes public. There is no one-way of dealing with a "mean-girl", they vary with the situation. The outcome is the only constant: it must stop!

Humor is a great ally, so is memorization…I can repeat the insult or accusation you through at me with enough humor in it that it really makes the mean person seem like a clown. Now, that is my theatre training…so what can you do if a situation arises and needs to stop before further escalation? Be prepared, that's it. Be ready for it, and know how to finish whatever is coming your way. Have your facts, be strong and be truthful.

Bring your special flavor to each situation and know that Karma is a fact and ultimately love each flavor for what it is. Remember too that you don't always have to add that flavor to your salad, but they do need to be allowed in your kitchen.

SINGS OF TROUBLE

We all know that there are some very obvious signs of trouble within a club and district. But what about those few signs that are not so obvious, you know, the ones you look back on after something happens and say to yourself…" oh yeah". Your CFWC Bylaws have a specific section on Districts at Risk, (read it, in fact read all of the Bylaws over and over again).

I believe that part of leadership at any level is to recognize "at risk" problems before they happen and do our best to avoid them. This is a simple test of questions to ask regarding club and district. It is a possible compass that can give a heads-up to leaders that something additional is needed.

Pop Quiz for Signs of Trouble

1. Do members come early to the Meetings and enjoy social time?
2. Does social time keep going on at the tables when the Meeting has been called to order?
3. Do you begin or end your Meeting with the recitation of The Collect?
4. Do members actually know The Collect or are they reading it off a copy provided for them?
5. Do members seek out and sit in different areas/tables for the Meetings?
6. Do members sit at the same table for every Meeting?
7. Are members quiet and attentive during the Reports from Officers and Committee Chairmen?
8. Are members talking through the Minutes and Reports?
9. Are you reading the Minutes, Board Recommendations and Financials fully during the Meeting?
10. Are you highlighting the Minutes and Reports during the Meeting to save time?
11. Do you have the current club/district Bylaws published in your Yearbook?
12. Are your members not interested in the Bylaws and consider them a tedious discussion?
13. Has your club/district been given a recent refresher on the General Federation of Women's Clubs?
14. Does your club/district ignore the instruction of all matters CFWC and GFWC?
15. Are all of the Officers on time and organized?

16. Is there time wasted at the podium while papers are shuffled and a search is mounted for the next Agenda item?
17. Are there Agenda copies at the Assembly tables?
18. Do members often question each order of business as it's introduced during a meeting?
19. Is there discussion allowed during the course of your meeting?
20. Are there arguments or personal remarks made towards others at your meeting?

These 20 Questions are answered thus:

All odd numbers: YES
All even numbers: NO

If, as a leader, you could not answer the above questions correctly then there could be trouble down the road. It is not easy to lead, nor is it easy to lead a meeting, however, there are many things at our disposal to make it look easy. We need to be ready for trouble and head it off before it arrives. The best way to do that is to be what I call: Federation Ready!

Federation Ready means you have given all information to each member of your club and district that they need. It means that there are no secrets, no closed meetings and that rules, such as your Bylaws are followed. Your members pay to be part of a club, your club is a Not for Profit Organization and must be treated as such.

Pam Ament

CONFLICT RESOLUTION

There are all types of conflict and just as many ways to prevent it or help dissipate any bad feelings that may arise. The most common thing about conflict is that it often comes from a personal point of view. There are a few things that help with conflict and how to keep it at bay, I would suggest re-reading the FUN section of this handbook for one. We collectively, as your CFWC Membership Team, came up with the following items to aid you in conflict Resolution and they are as follows:

- Teach "techniques to avoid": You hear me say: "*no secrets*" often, that is a big thing to never do. Also choose words carefully to inform your members of change. Make sure your club knows their Bylaws and all business is above scrutiny.

- Sit down with all people involved: If those involved are civil, invite them to discuss openly all points, involve only club business.

- Try to keep moving forward even when a few are causing conflict still: It only takes one person to create an issue that results in conflict and conflict spreads.

- Meet with all parties involved: If at all possible, those involved with the original conflict only.

- Find the good: Make sure you find something nice about every comment made. Repeat every comment with a positive inflection.

- Be sure all are speaking the same language: Sometimes we do not understand what is being said. If there is any doubt repeat the statement and ask if this is what was intended. If it is not, then ask the party to restate their issue.

- Silence the trouble-makers: Right away, otherwise be ready for it to happen again. Honestly, there are those that will not be silenced and keep coming back for more. Treat it the same every time: silence them right away.

- Recognize the conflict: Conflict is a serious issue to all sides involved and it deserves the utmost respect of all parties involved.

- Talk collectively: Some issues of conflict may bring up other areas of conflict as well. The list could grow and parties involved may have to commit more time to the resolution process. Be careful though that the "new" items added are not "new" because someone is not getting their way.

- Don't hide under the table, others may have the same conflict: When there are many involved in conflict, it may be time to take a look at your Bylaws and see if there is a change needed in how the club runs their business.

Know that Conflict is hard, it's never simple. Know too that there is some conflict that never ends, this is because one of the parties involved will not allow it to end. If this is this case, then any Investigator or Mediator must ask the party not seeking resolution: "*why is it you will not accept our findings and what is it you truly seek*"?

In any case: be patient, listen well and good luck.

EDUCATION AND MEMBER TOOLS

Do your club and district Bylaws have Job Descriptions for your Officers? How about membership duties, do your Bylaws include a Job Description for your Membership? Well, they should, this is our first written form of education in the General Federation of Women's Clubs. Bylaws: this is where I go for my first step in the education of a club, district or State Federation…even for the General Federation of Women's Clubs.

Educating our members is of utmost importance because we are part of a Federation. As part of the GFWC we pay dues and educating our membership as to where our dues go is a must. Most clubs are not sure what a Federation is…look it up and it I assure you that you will understand then why so many of our clubs are different. There are other forms of education as well and some that we discussed and would recommend as your Membership Team are:

- Orientation: Invite everyone, even seasoned members could use a refresher.

- One on One: Sitting at a table with an assigned club member to answer questions is a great way to find out the interests of the newest person joining.

- Small Group Instruction: Have a Job Faire or a Committee Faire and do it in an Open forum setting. Have tables out where members can stop by and get an idea of what is expected. Have people change tables every 15 minutes.

- Listening: Listening is a talent and it takes practice, a lot of practice. Get members listening with things that are interesting and keep them interested by offering new and exciting things to listen to.

- Socialization: We can be a social club, however first and foremost, we are a Federation Club! That means we need to get through a Business Meeting in order to enjoy the sociable niceties of lunch and a program. Shortening your meeting to get to the social is not a desired or useful educational tool.

- Workshops: Offer your members Workshops taught by, GFWC, CFWC, and District Officers and Chairmen. DO some of these at your meeting during the course of your year. Offer some as a stand– alone event and give it priority in the PR department. All of you at an Area Meeting get this book free…you came to an Area Conference and were educated on a myriad if items.

- Speakers: Invite speakers to your club and district meetings. CFWC has an Itinerary Fund where you may request a speaker and they attend you meeting for FREE. The CFWC Itinerary Fund pays their transportation. What is your part of this great educational bargain: pick them up at the Airport if they fly, get them back to the Airport after your meeting, let them speak for 20 minutes minimum, and feed them: Easy Peasy.

- Social Media: Is your club and district on the worldwide web? They had better be…we need to be on Facebook and have a webpage at the very least. Other things to consider: Meet Up, Twitter, Instagram and Linkedin.

- Yearbooks: Your club and district Yearbooks should be a source of everything that is your club or district. Not only should there be a brief history of your club and clubhouse, (if you have one), listed, but there should be your complete Bylaws and Standing Rules. Other things to include are the roster of names, addresses and phone numbers of club members and a listing of all officers and their contact information. It helps if all meeting dates and fundraisers are listed too. Leave white space or a few pages for members to take notes on. I know members that bring their Yearbook to every meeting and write things down that is deemed "new information". Some other wonderful little things to personalize birthdays and month, (not years), wedding anniversaries, pictures of each member, a small calendar hat covers the 2 years of your club year.

- District Meetings: Just go and enjoy yourself. It is a different meeting with a different feel and those district officers work very hard at bringing the memberships of all the members in their districts educational items to be utilized. Take a few hours and see what is happening at another Federation level, you just may make a new friend and learn something new.

- Area Meetings: Every member should attend, period. This is the best time to meet you elected State Officers and hear them speak.

➢ State Executive Board Meetings: Every member should attend a State Executive Board Meeting at least a few times. They are all over the State, north and south, (it is in our Bylaws that they must be), so if one comes to your area: GO!

➢ District and State Convention: I think it is safe to say that all members should be attending both of these events. These are celebrations of what we have each done for our community. All of us in every club in the State work at making a difference. At District Convention we celebrate with our immediate fellow club-members. These events are about the Members, they are all for You and you cannot participate or learn if you are absent.

➢ Bylaws: club, district, CFWC, GFWC and then Robert's Rules. I am surprised at how many of us are not educated in the fact that in order to be a member of the General Federation of Women's Clubs, we must abide by the Bylaws of our districts, State Federation and the General Federation. I often hear "*well, Robert's Rules says*…". Here's the thing: if it's not covered by your club or your district and it's covered by the State or GFWC, well then Robert needs to step aside. I mean absolutely no disrespect to any Parliamentarian in the previous statement. We are a not for profit organization that must conduct our business as it is dictated by our parent organization. It would behoove everyone to understand that they should have readily available all 4 sets of bylaws: (club, district, CFWC and GFWC), as well as a copy of the most recent version of Robert's Rules of Order at any meeting.

You can see that there are so many tools out there for you to use, but you have to reach for them, they won't fly into your hands on their own. All you need to do is take it in, accept it and pass it on. Don't be a dust-bunny with educational tools, don't be the break in the chain that gets information and stores it away under your bed. Use every bit of information to educate your members at every meeting and event. Share in the education of all things Federation and your meetings will be smooth going.

CFWC Membership Team

