FEDERATION at a GLANCE



GFWC California Federation of Women's Clubs

Eighth Edition
Revised 2022

The GFWC California Federation of Women's Clubs gratefully thanks the following Chairmen for their dedication and hard work on this Publication.

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Reggie Mattox, Director of Finance
Rita Aleman, Recording Secretary
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Janice Petrosino, President's Aide
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AND All those who worked on previous editions

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SECTION I

FEDERATION

GENERAL FEDERATION OF WOMEN'S CLUBS

General Federation of Women's Clubs (GFWC) is one of the world's largest and oldest non-partisan, non-denominational women's volunteer service organization, founded in 1890. GFWC traces its roots back to Jane Cunningham Croly, an accomplished New York newspaper woman, who wrote under the pen name of Jennie June.

Indignant that she and other women were denied admittance to a banquet honoring Charles Dickens in 1868 at the all-male New York Press Club because they were women, she was determined to organize a club for women only. The name chosen for this club was Sorosis, a Greek word meaning "an aggregation, a sweet flavor of many fruits." As 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 expanding country.

As Sorosis approached its 21st year, Mrs. Croly proposed a conference that brought together delegates from 61 women's clubs. On the last day of the conference, the women took action to form a permanent organization. A committee to draft a constitution and plan of organization to be ratified the following year was chosen, with Sorosis President Ella Dietz Clymer as chairman. The constitution was adopted in 1890 and GFWC was born. It was chartered in 1901 by the U.S. Congress.

Ella Dietz Clymer gained a particular place of honor in Federation history as the author of the GFWC motto, "Unity in Diversity." Speaking to the delegates at the first conference, she said, "We look for unity, but unity in diversity. We hope that you will enrich us by your varied experiences." The aptness of the motto is evident in the diverse interests of GFWC members, who have implemented a broad range of programs and projects tailored to meet the needs of their communities. It set the tone for the flexibility that has allowed GFWC to grow and adapt to the changing and diverse lifestyles and concerns of women throughout 132 years of volunteer work.

At first women's clubs joined GFWC directly, but they later came into membership through state federations that had begun forming in 1892. GFWC also counts international clubs among its members. Although women's clubs were founded primarily as a means of self-education and development for women, gradually the emphasis of most local clubs changed to one of community service and improvement.

GFWC program areas of activity include the arts, environment, education, health and wellness, and civic engagement issues as well as various special programs. The Federation also has a distinguished record of legislative activity on issues of historical importance, beginning with the establishment of a national model for juvenile court and service in the forefront of the conservation movement, resulting in the establishment of the first Forest Reserve in 1899. GFWC turned the tide for passage of the Pure Food and Drugs Act and supported legislation for the eight hour workday and the first child labor law. In addition, as early as 1944, GFWC endorsed a resolution supporting equal rights and responsibilities for women.

As of August 2021, GFWC has nearly 80,000 members in clubs across the United States, plus members in foreign countries.

GFWC HEADQUARTERS
1734 N STREET, N.W. WASHINGTON, DC 20036-2990

GFWC Headquarters is located on "N" Street which is called the "Dupont Circle" area of Washington, DC. There is a distinctly home atmosphere on the quiet block of N Street where headquarters stands among several other large old homes. The July 1980 issue of *The Washingtonian*, a popular magazine, carried several pages of the "The Best and Worst of Washington." When it came to the best block in Washington, the magazine stated, "There is only one that is the N Street block between 17th and 18th Streets, noted for its peaceful charm and perfectly kept old-time homes."

The historic mansion at 1734 N Street N.W. has an illustrious history. Rear Admiral William Radford built the five-story house and brick mansion in 1875 upon his retirement from the U.S. Navy.

By 1895, the neighborhood was well developed and ready to welcome the colorful character of the next owner, General Nelson A. Miles, Commanding General in the Spanish American War. General Miles rose to fame in the Indian wars and was cited for gallantry in the Civil War. The house was a gift to the distinguished soldier, who made it his home until 1908. He built the stable in the rear of the lot to house his thoroughbred horses. General Miles gave Duke, one of his most beautiful horses to Buffalo Bill, who used him as a lead horse in his shows for many years. At the present time the stable is leased to the Iron Gate Inn, a prominent Washington restaurant.

Later owners of the Nelson A. Miles Mansion, as it was known, were Mr. & Mrs. John Jay White, who remodeled the house into a modern residence. Mr. White was a great traveler and a big game hunter, who frequently accompanied President Theodore Roosevelt on expeditions from which he brought trophies to adorn the house. It was during the Whites' residency that the impressive murals were painted in Paris by Alfred Herter, a renowned artist. In 1922, Mr. White sold the property to GFWC for $70,000.

The mansion is now the center of three buildings in which one of the largest organizations of volunteer women operates. Staff members coordinate programs, provide resource materials, promote communications with members, monitor legislation, network with federal agencies and associate groups, maintain membership records, manage a multi-layered financial structure, operate a library and archives (which involves collecting materials, assisting researchers and cataloging organizational and club histories) and arrange meetings, convention and training seminars.

In 1991, the main building of GFWC Headquarters was designated a National Historic Landmark by the National Park Service and Secretary of the Interior Manuel Lujan in recognition of its "national significance in commemorating the history of the United States of America." The house is full of GFWC memorabilia, antiques and gifts from state and individual members. During her two years in office, the GFWC President resides in the house in an apartment on the fourth floor. Members are welcome to visit when in Washington, DC. (Call 202 347-3168 for arrangements.)

GFWC REGIONS

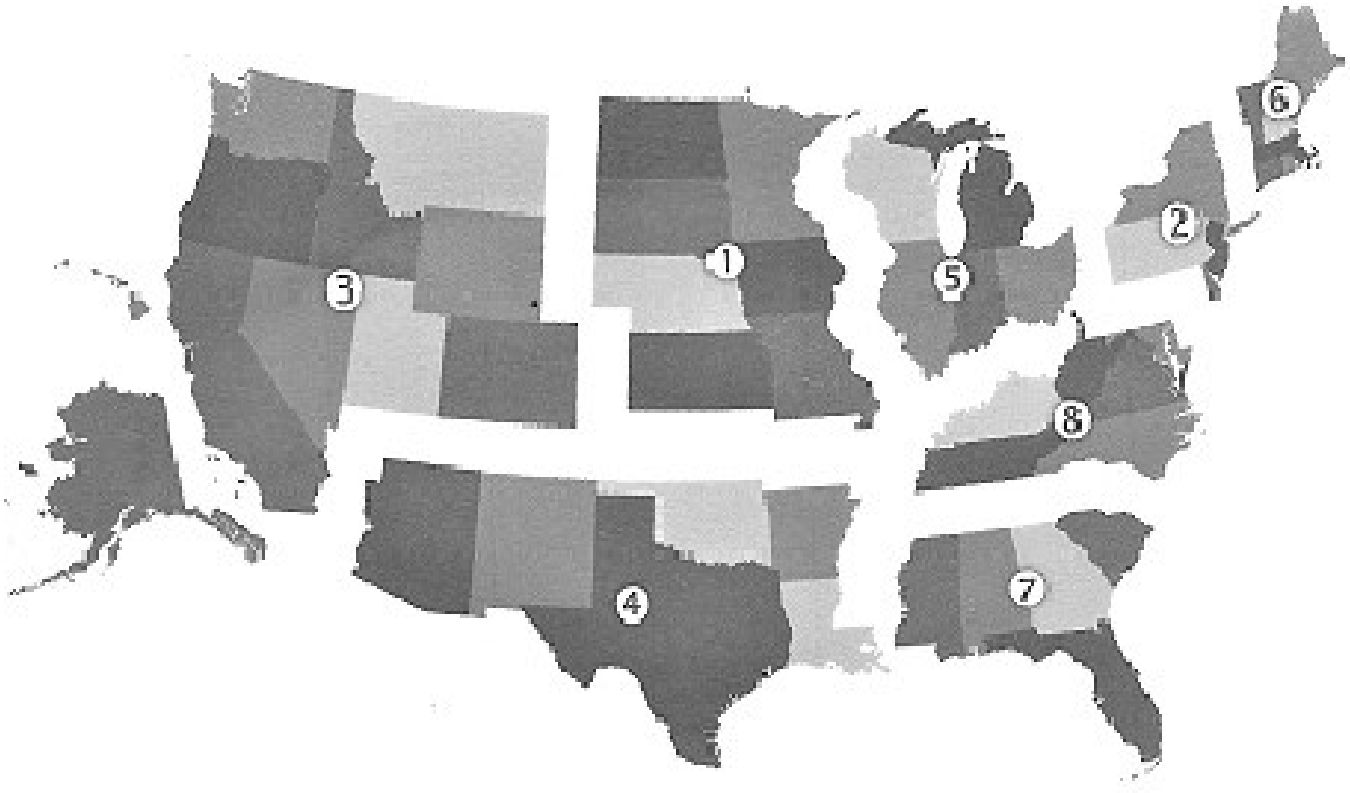
State Federations began forming almost spontaneously in 1892 and were the first step in securing the kind of local level bond vital to a strong parent organization. With the phenomenal growth of GFWC during its early years, it soon became apparent that another structural change was needed to improve communication between member clubs and the international organization.

Regional "councils" or "conferences" were organized over the years that followed – bringing the mission of GFWC even closer to local clubwomen. In 1950, GFWC officially divided the country into four regions and in the ensuing years this number was increased to eight, encompassing all 50 state federations.

GFWC regions hold annual conferences for club members each fall with leadership by GFWC speakers who promote the Federation's volunteer programs. These meetings not only bridge the gap between local clubs and the national organization, but also allow the individual club woman to hone her leadership skills.

Regions tend to be rather informal and take enormous pride in the achievements of their member states. Conference attendees welcome the opportunity to share ideas, insights and success stories regarding their community service work.

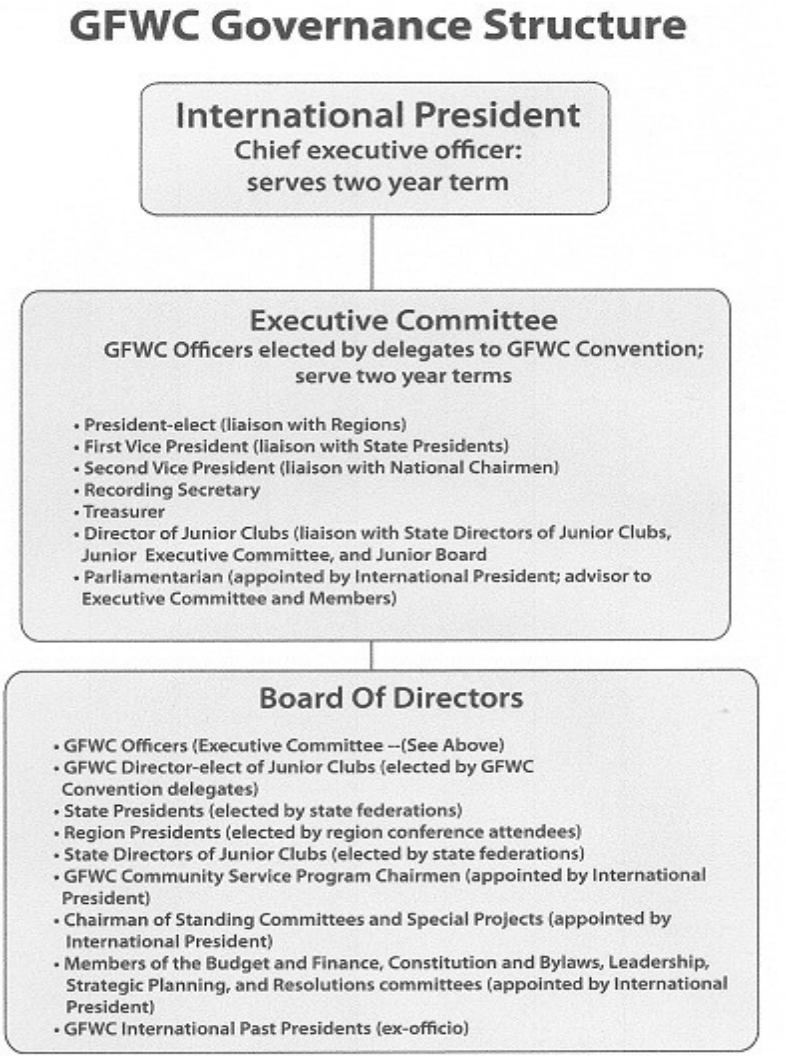
Today, GFWC members, who live in the eight regions of our country are business owners, teachers, elected officials, homemakers, corporate executives, college students and retirees – a more diverse group than at any other time in GFWC's history. All members are encouraged to attend the regional meetings of their areas. CFWC is in the Western States Region (#3)



STRUCTURE

There are eight Regions which serve primarily to inform about and promote programs, to bridge the gap between GFWC, CFWC and the local clubs and to provide leadership opportunities for club, district and state officers and chairmen.

Chain of Communication:



- Information on programs come from GFWC Chairmen to State Chairmen, who relay it to District Chairmen who, in turn, relay it to the clubs.
- Reporting begins with clubs, comes from the clubs to the District, to the State and to GFWC Chairmen and GFWC President.
- The CFWC First Vice President works with both GFWC Chairmen and State Deans of Programs. State Deans of Programs supervise Chairmen in their states.
- District Presidents are on the GFWC mailing and email list to receive information directly.
- This table organization is to be adapted to the system used in each state, as states differ in organization and procedures.

GFWC PROGRAMS

GFWC Signature Program:

- Domestic Violence & Sexual Assault Awareness & Prevention

GFWC Special Project

- Advocates For Children

GFWC Community Service Programs are divided into five Program areas of work:

- Arts & Culture
- Civic Engagement & Outreach
- Education & Libraries
- Environment
- Health & Wellness

GFWC Advancement Programs

- Communication & Public Relations
- Leadership
- Legislation
- Fundraising
- Membership
- Women's History and Resource Center

Each Program is described in a section of the GFWC Club Manual.

MAJOR GFWC PUBLICATIONS

Club Manual

Each two-year Administration publishes a CLUB MANUAL which includes a description of all programs with information about:

- The administration and directory
- Resources and information
- Club Management
- Forms pertaining to Report Writing, Membership and Special Projects

The Club Manual is free for download at gfwc.org or available to purchase by sections at www.gfwc.org/marketplace. For assistance with the marketplace or website call headquarters at 202-347-3168

GFWC Clubwoman Magazine

Is published quarterly per year and sent free to all club presidents, recently it has come available for download on the website. Members are encouraged to subscribe to the *GFWC Clubwoman* magazine as this is an ideal way to learn about the activities of GFWC officers, news about programs and projects and activities of clubs throughout the United States.

GFWC News & Notes

Is a weekly newsletter from GFWC, it is free to all member and you can sign up on GFWC.org.

GFWC Chairmen's Information

GFWC Chairmen send updates of their programs via the Internet. State chairmen are asked to be sure that District Chairmen are informed and District Chairmen are then asked to be sure Club Chairmen have all the information.

List of Available Materials

GFWC has numerous publications that relate to all activities of clubs. Many are available under "Resources" in the member portal at GFWC.org or shop the GFWC marketplace for more publications.

GFWC Convention

GFWC Conventions are held annually in June. All members are encouraged to attend. Those having a vote are:

- GFWC Officers
- GFWC Chairmen and appointees
- GFWC Region Officers
- CFWC Officers
- Club Delegates (see bylaws or standing rules) for Number of delegates according to club membership.

GFWC CALIFORNIA FEDERATION OF WOMEN'S CLUBS

History of CFWC

The California Federation of Women's Clubs was organized in January of 1900 and became the thirty-seventh state to join the General Federation of Women's Clubs in May of the same year. At that time, CFWC was composed of 40 clubs and almost 6000 members.

"Strength United is Stronger" was the motto chosen for the State Federation at the 1902 Convention. "America the Beautiful" was adopted as the official song in 1922. The Gold Rose, named "Treasure", was adopted in 1970 as the official flower

California Federation Emblem

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 Band circling both typifies the unbroken chain of strength and loyalty – not only to the clubs, but also to the state.

The Emblem is the design of the official Federation pin. A president wears the gavel above the pin and a past president wears the gavel below the pin.

The State Motto, "Strength United is Stronger" was suggested by Annie Little Barry and chosen at the convention in 1902. It reminds us that in unity there is strength and many things for the benefit of the people of the state.

CFWC STRUCTURE

The CFWC is governed by a State Executive Board which is currently comprised of the following:

Elected:

- President
- First Vice President
- Second Vice President
- Area Vice Presidents (4)
- Recording Secretary
- Director of Finance
- Treasurer
- Financial Secretary
- District Presidents
- District Deans

Appointed:

- Corresponding Secretary
- Parliamentarian
- Chairmen of Community Service Programs
- Chairmen of Standing Committees Chairmen of Special Committees
- Past State Presidents

AREAS

California is divided into 4 Areas with each area has its own Area Vice President. Areas contain several Districts with their own officers and chairmen that serve as liaisons between CFWC and the clubs in their districts.

Area Meetings at Convention

Delegates from Areas A, B, C and D will attend Area Meetings chaired by the Area Vice President. In the odd numbered years, members and alternates for the Nominating and Election Committees will be elected. Candidates for the Nominating Committee must have served on the CFWC Executive Board. In the even numbered years, members and alternates for the Bylaws and Resolution Committees will be elected.

Duties for these committees may be found in the CFWC Bylaws. A candidate for these committees from their respective District, must be nominated only with her consent and must be endorsed by her district. The District President or her representative must be prepared with the candidate's name, address and email.

Other Area Meetings

Area meetings will be planned by the Second Vice President and Area Vice Presidents. These meetings may or may not be alike. The purpose is to bring additional information and support to district and club members. Members have the opportunity to network with other districts and clubs. Pertinent information from GFWC and CFWC will be presented. Leadership and/or motivational topics may be presented.

AWARDS

At the annual GFWC and CFWC conventions, awards will be given. This is a time of rejoicing and members are urged to feel free to complement each other enthusiastically.

When a District or Club's name is called to accept an award, the Chairman (if present) is the one who goes forward to receive it. A copy of the award may be made for the District or Club records. The original should be given to the Chairman. The award belongs to the District or Club.

Pictures of the recipients are taken at the convention.

CFWC COMMUNITY SERVICE PROGRAMS

The CFWC Executive Board outlines the general policy and program activity for each term in the Community Service Programs of:

- Arts and Culture
- Civic Engagement and Outreach
- Education and Libraries
- Environment
- Health and Wellness

When the CFWC President returns from the GFWC Orientation in November, she communicates to the state officers and chairmen plans to implement the GFWC community service programs and other activities during her administration.

CFWC ADVANCEMENT PROGRAMS

- **Communications and Public Relations**
- **Leadership– LEADS**
- **Legislation and Public Policy**
- **Membership**
- **Woman's History and Resource Center (WHRC)**

CFWC PUBLICATIONS

State officers, chairmen and special appointees prepare their pages for the CFWC *PROCEDURE/YEARBOOK* which will be utilized by clubs in their community service programs. This will be provided in electronic form.

This book contains:

- Articles of Incorporation.
- Bylaws and Standing Rules.
- Administration Dates and Places of Meetings.
- Resources for Community Service Programs.
- Membership and Leadership Resources.
- Information Pertaining to elected/appointed officers.
- Report Writing Information.
- Names, addresses, phone numbers, email addresses and pictures of:
  - Officers
  - District Presidents
  - District Deans
  - Chairmen of Community Service Programs
  - Chairmen of Special Committees
  - Past State Presidents
- District Information which contain officers and chairmen's names, addresses and emails, meetings dates and clubs within the District

The Procedure/Yearbook is provided free to: Club Presidents, District Presidents, District

Deans, State Officers, Past State Presidents as well as the State Chairmen.

You may purchase the Procedure/Yearbook on flash a drive through the CFWC Marketplace. All CFWC Officers, District Presidents, District First Vice Presidents, Chairmen and CFWC Past Presidents receive a free electronic copy.

California Clubwoman Magazine:

Is the direct line of communication between clubs, districts, CFWC officers and chairmen. Each issue contains articles from the officers, highlights from community service programs and action pictures submitted by clubs and districts.

The *California Clubwoman* is sent electronically or printed. Order online at cfwc.org, click on "Publications", there are also order blanks on the hard copy of the magazine or contact the CFWC Clubwoman Editor for current subscription prices cfwccommunications@gmail.com.

Quick Bytes, a weekly email newsletter sent out every Monday morning. Sign up on the website cfwc.org again under the "Publications" tab.

Other Publications

Other publications are available through CFWC Marketplace at cfwc.org and at CFWC Conferences and Convention. A few are the Membership Handbook, The Art of Leadership, Federation at a Glance and many other Publications.

CFWC MAJOR MEETINGS

CFWC Conventions are held annually at a location determined by the CFWC Executive Committee. Conventions at which officers are elected, must be alternated between the north and south. Clubs send voting delegates on the basis of the size of their membership.

CFWC Executive Board meetings are held at least two times per year. Contact your District President or CFWC President as to the specific dates.

CFWC EXECUTIVE BOARD

Members of the CFWC Executive Board are expected to attend every State Board meeting for the full term in order to receive important information. If the member must be absent (for reasons of health, family, or unavoidable conflict) the State President should be notified as quickly as possible. A representative is expected to attend in her place. The Dean is a voting member of the State Board and is expected to attend all CFWC Executive Board meetings. All members should listen for administrative information and the District Deans should pay special attention to the reports of the State Chairmen.

CFWC Executive Board meetings are held alternately in the north (Areas A and B) and in the south (Areas C & D). When meetings are held in a particular Area, the Amenities Chairman will ask one or two Districts close to the meeting place to provide amenities for the committee meetings.

Meetings for the first year of an administration are:

June/July

September/October

February
May (Pre-convention and Convention)

Second year meetings are:
September/October
February
May (Pre-convention and Convention)

In addition, districts may be asked to assist with Area meetings, Seminars and/or Workshops.

Executive Board meetings are working sessions and members are advised to wear business casual clothing. It is the responsibility of each member to make reservations for all board scheduled meals. If persons not on the Executive Board from the District are to be dinner guests, reservations must be made for those coming.

Tips About CFWC Executive Board

1. It is the responsibility of all members to attend all sessions.
2. Take detailed notes.
3. The District President should be sure to take all information to their district. The material should be distributed immediately to the pertinent officer or chairmen of the District.
4. Report to the Board if requested in the CALL. Note the time allowed. The CALL is the official notice of a scheduled meeting.
5. Bring typed copies of the report marked for the President, First Vice President and Recording Secretary. Be sure to keep a copy for your files.
6. Ask questions. There is no such thing as a "stupid question." If something is puzzling, it probably puzzles someone else. Share ideas and get acquainted with other Board members. Don't always sit with your own close friends. Make new friends. Share ideas.
7. Meetings with the President, First Vice President and Second Vice President along with Area Vice Presidents will occur during each Board meeting. Share your accomplishments and bring concerns forward so that a solution may be found.

Responsibility To District After an Executive Board

1. Following the CFWC Executive Board meeting, the District President must apprise the District Executive Board members of the action taken at the State meeting – especially resolutions and motions which will become policy, including all new material reported or distributed by State Officers and/or Chairmen.
2. In consultation with the District Dean, the District President must decide the information to be reported and who will report it and how it will be reported (via Internet or printed copies). The Internet is the quickest and most economical way.
3. Any changes in personnel at State or District level must be reported.
4. When questions arise, the Dean or any Chairmen may contact an appropriate Chairman or Officer.
5. The District President and Dean should be knowledgeable and enthusiastic. Their attitudes will be reflected in many ways, such as adopting projects, etc.

Additional Help

State Chairmen will include District Chairmen in distribution of their information. These bulletins also go to the District President and District Dean. If there is no District Chairman, the State Chairman distributes materials to the District President and District Dean. In the case of no Chairman, the District Dean is expected to write the report of any district work accomplished in the program or be responsible for finding another member to write the report. Information may be sent on-line or distributed at meetings or mailed.

Changes in Personnel

All changes in District personnel should be reported at once to the CFWC President and CFWC First Vice President. The State Dean will notify State Chairmen who will contact new District Chairmen.

Itineraries

Visits to be made on itinerary should be scheduled as early as possible. The State President handles her own itineraries. Other visits by State officers and chairmen are requested through the CFWC Itinerary Chairman.

Stationery

Correspondence at all levels should be conducted on the corresponding letterhead. The CFWC Corresponding Secretary provides a template to officers and various chairmen for their use.

CONVENTIONS AND AREA MEETINGS

The District President is the leader of the District delegation to the annual convention of CFWC. They have a responsibility to attend all official sessions, including Area Meetings at the site or the Convention. The District President sits with the delegation under the District banner.

If the District President is to give a report, they will be notified as to its contents and time limit, which should be adhered to. If the President cannot keep within the time limit, the current sentence should be finished, then leave without comment.

The District President should start early to encourage the Clubs in the District to see that their full complement of delegates attend the Convention. All delegates from each district will sit together in designated rows, with the President on the aisle under the District's banner (supplied by CFWC). This is the opportunity for Club and District delegates to have a choice in State policy-making.

There will be votes on amendments to the bylaws, motions and resolutions. Close attention needs to be paid to speakers from the platform and the floor so that the voting member will be prepared.

Workshops are usually offered at the annual Convention. These will be very informative and should be attended. All members should attend all sessions and workshops.

Area Meetings at Convention

All delegates from the same area will attend the Area meeting chaired by the Area Vice President. In the odd-numbered years, members and alternates will be elected for the Nominating and Election Committees. Candidates for the Nominating Committee must have served on the CFWC Board. In

the even-numbered years, members and alternates will be elected for the Bylaws and Resolutions Committees.

If a District member wishes to serve, the District President should be prepared with their consent, qualifications and complete name, address, phone number and email address to place the members' name in nomination. Endorsements should be made at their District Convention prior to nomination.

Dress

Comfortable business-casual clothing should be worn for all convention sessions. Air-conditioning is often uncertain. A wrap may be welcome. Cocktail attire is usually worn for evening sessions. A member in the processional will be advised as to the dress.

DISTRICTS

CFWC clubs are divided into districts. Bylaws of these districts must not be in conflict with CFWC bylaws.

A District is organized geographically to further the goals of CFWC and GFWC. It is administered by an executive board, which has an elected president, first vice president, second vice president, financial officers, secretaries and others.

Most districts publish a Yearbook, used by clubs in communicating with district officers and chairmen. Districts hold periodic meetings as defined by their bylaws and/or the needs of the district.

It is important that the District communicates with clubs as to meeting dates and places. This may be done by regular bulletins or on-line. This communication may also inform clubs about additional issues and plans. It is desirable that the communication have as wide distribution as possible.

The District President is responsible for keeping the Area Vice President informed about prospective new clubs, clubs having trouble or other problems or exciting happenings within the District.

CLUBS

The local club is the strength of the Federation organization and its membership. The willingness of all members to work for and share responsibilities is the club's strength. Members are aware of local community needs and should seek to overcome various community problems. They find opportunities for service and action in the community, expand their knowledge of the community, make friends among those in the community and work in cooperation with community groups. By working together, members learn that in unity there is strength.

Each club is governed by bylaws which are unique to the club, but must meet certain criteria determined by district, CFWC and GFWC bylaws. These bylaws must not be in conflict with CFWC and GFWC bylaws. Meetings are held in compliance with those bylaws.

Each club is different and has its own modus operandi. These differences make them special and unique. The policies and customs of the group have been established over a number of years.

Through trial and error, they have attained a course of action that has satisfied, fulfilled and met the needs of their members.

A Yearbook containing a roster of members, club bylaws, important dates, plus other helpful information can be of use to the club members. A monthly newsletter can keep members informed of meeting dates, club news and activities.

Clubs choose to implement portions of the GFWC Community Service Programs (found in the *GFWC Club Manual)* which are of interest to them and may choose other activities of community or club interest.

Club members pay dues to the club which forwards appropriate dues to the districts. Districts then pay dues to CFWC and CFWC pays dues to GFWC, all under bylaw or standing rule agreements.

COMMITTEES

Committees are an important working force for any organization. A committee as understood in Parliamentary Law, is a body of one or more persons, elected or appointed (either by bylaws or the assembly) to consider, investigate, or to take action on certain matters or subjects.

The power to appoint the committee carries with it the power to appoint the chairman and to fill any vacancy that may arise in the committee.

Ordinary Committees are of two types: Standing and Special

1. Standing Committees have a continuing existence.
2. Special Committees perform their duty and as soon as they have completed a specific task they go out of existence.

Committees function informally. However, there are rules governing small committees:

1. Members are not required to obtain the floor before speaking or making motions.
2. There is no limit to the number of times a member can speak to a question.
3. Motions to close or limit debate should not be entertained.
4. Informal discussions of a question is permitted while no motion is pending.
5. The chairman has the right to make motions and debate motions.
6. There is no limit to the number of times that a vote may be reconsidered. This MOTION can be made by any member who voted on the prevailing side. The making of this motion, if adopted, brings back the question as it was in the beginning.
7. Any recommended motions should follow the procedure for a main motion. A motion from a committee to the assembly does not need a second.

SECTION II

LEADERSHIP

LEADERSHIP

Club Presidents

- Think about the direction you & your club members want to take your club.
- Make 2 to 3 main goals for the club for the year or your term as President.
- Brainstorm ways to make those goals happen. This will become the steps of your plan to make your goals come to fortition or completion.
- Have your members become a part of the plan & goals.
- Have the members help formulate the Goals & Plan. It will be easier to reach those goals with the help of your membership
- Read your Bylaws; know your bylaws. The Bylaws will help you with your tasks. They will tell you when & how to do them. Nominations, voting, and budgeting should all be spelled out in the bylaws.

Mechanics of being President or President Elect

Things you need to know

- Know your Club Bylaws, District Bylaws & CFWC Bylaws.
- Know when your club meetings are held & where.
- Know when things have to happen, like nominations that need to be made or committees that have to happen.
- Know if you have to make arrangements for meals or not.
- Send out emails to all members to keep them in the loop. Send out note cards to members to keep them in the loop. If your Club is large–only to chairs & officers.
- There are no secrets in Club.
- Stay healthy.
- Know how to write an Agenda & send it by email to everyone or have it in the newsletter that is sent to everyone. This saves the cost of printing it.
- Know that some delight in tripping you up.
- Use a master calendar.
- Be organized.
- Know that members want to spend time with you before & after the Club meetings. Plan for it.
- Ask your Officers to call you & give you input on the Agenda & what they are going to say.
- **Start on time & end on time–** no matter what.
- Know how to handle a motion. What do you say.
- The Club President & Treasurer are responsible for the Club Information form. It is used to pay your dues to District, State & GFWC. The incoming and outgoing Presidents Sign it.
- Try to use good English. Please do not talk in the 3rd person or write in the 3rd person. Some people believe that this is one place bad English is acceptable. It is not.
- You should have a business card–
    - Suggestion—name, position, club name, phone number/s where you wish to be contacted at, email address, Facebook page of Club, & web site of Club.
    - Do not, if possible, put your home address on your card. We have had issues with that. You have given them several ways to contact you.
    - Put Club meeting information on the back if you want too.

Agendas

Agendas are your plan for the meeting.
The order of the beginning depends on if you are starting with a simple, fun inspiration or a prayer. Your club meeting can start with the Collect for Clubwomen instead of an inspiration. Many clubs end with the collect. It is your choice. If you do not have a prayer the order on the agenda is correct. The correct order is: GOD— COUNTRY—CLUB

Some clubs do their business before the speaker. The speakers often have other things to do. Your club may want to let the speaker go first. It is not nice to make them sit through all of our business just so they can speak. It is your choice where you place the speaker. Your club can choose when to eat lunch or dinner. You can stop at any time you choose to eat. The agenda can be made to fit your club meeting.

Make the Agenda fit your Club.

This is just a sample. Make it fit your clubs' meetings.

- **February 24, 1900, Wednesday**
- Zoom– or location **(subject to change) **
- Women's Club of the Greater City
- 11:00 am Call to order
- Pledge of allegiance to the flag– name
- Inspiration– name
- Introductions past presidents, officers & guests
- **Speaker:** Lisa Peat, THE Taylor House, email address if you have it or find it on the internet.
- **Approval of minutes**
- **Treasurer's Report–** Approval of bills & Treasurer's Report (as sent in Newsletter or as printed in report on the table) – name
- Correspondence Report; – name
- First Vice Presidents' report–name –3 minutes
- Second Vice President's report – name– 3 minutes
- President–report– name –3 to 5 minutes
- **Committee reports**– names of them if you have reports. Please keep reports to 3 minutes in the interest of time
- **Unfinished Business**– (listed here)
- **New business**
- **Announcements**
- **Birthdays**– only if you want to do this. Sunshine person's name
- Next meeting: March 24th meeting at 11:00 a.m.
- Collect– name
- adjourned

If you are sending this out ahead of time you can add items to bring to the meeting or special items, you want the club to know here

More mechanics

- Check out last year's CFWC Yearbook. You as the Club President should get an e-copy of the new Yearbook or the update.
- Don't pound the gravel, tap once to start or end the meetings.
- Keep the meeting going. Try to encourage speaker to move things along. Put a time for the speakers on your agenda. It helps.
- Have a plain piece of paper to make notes as needed. Use a clock at the lecture. I have one I use. Big enough to see the time without an effort.
- As president you don't get to talk about a motion. Remember you can't take sides.
- Ask the parliamentarian if you're not clear on what to do next. If your club doesn't have one-stop & say I need to check something & look it up if it is a problem. Just don't take too long. You can also say I need to check on this, can we finish this at the next club meeting?
- Delegate work. Once again…Delegate work. You cannot be the chairman of everything & you should not be the chairman of anything, if possible.
- You check on projects with the chairmen to make sure no one fails. Your job is to make sure no one fails. Help when needed.
- Send articles about projects or special members to the *CA Club woman Magazine.* If you have a Public Relations chair have them do that. Remember photos are a must.
- Let your members ask questions if they don't understand. Answer them to the best of your abilities. If you can't answer, say I'll get back to you or I'll put the answer in the newsletter.
- You most likely are on the District board as a voting member. This means you have additional meetings to attend as the Club President representing your club. Check with your District for the where, when & how many.
- The Area meetings are put on for you & your Club members to help you all understand more about how Club, District & the State levels work. You should plan on attending your area meeting, if possible, if not you may attend any other area meeting as they will be close to the same. They are in October each year.

Important ideas for a Leader

- Make some boundaries, just because you are leader members may think they can say & do whatever they want to.
- Remember this: You are responsible for your Club, District, or other Officers.
- Be honest.
- Don't fight with members and never hurt anyone.
- Look nice, clean & smell good. Jeans are okay if they look good. Stylish. No holes.
- We still write Thank You cards. An email is okay if they are a very good friend.
- Help the Treasurer by letting everyone know when the dues are due.
- Help your Recording Secretary by making her a special "scripted" agenda with the names of all the people who will be introduced already filled out. Have large empty spaces in between each part/ section so they can make notes right on the agenda. It could be pages long.

- Reports: Who does the reports in your club? Each Club & District is different. That is one of the beauties of our Federation. The State reports that go to GFWC are not the same as the other reports. The current reporting rules must be followed to the letter. We are all different. You may or may not be responsible for reports. If you were the First Vice President before being President which I would suggest. You already know this answer.
- **Laugh! Have fun!** You set the stage for the meeting. If you're having fun up front, everyone else will have fun. It is okay to have fun. **Laugh when something is funny,** but don't be a dolt!
- Play some games. Especially at Holiday meetings.
- Speakers may be chosen by you or a member whose job it is to find speakers. Try to make it fun. It is hard to want to go to a meeting that has as the guest speaker a who is a Funeral Director. Yes, we need to know about funerals but maybe not the best speaker.
- **Do not take yourself so seriously**. You will mess-up. Just correct the goof-up & move on. Laugh when you make a mistake. It takes the wind out of the sails of the person who wants to say you did wrong. **Own your mistakes.**
- Make the job your own. **Dance your own dance.**
- Have a special theme that the members will enjoy & **that is YOU!**

<u>Modern Leadership Ideas</u>

- **Teamwork is the new norm**. Leaders now head teams. It is longer a Queendom or Kingdom. It is Teams. Teams get things done in a different dynamic then a Queen does.
- **Virtual Leadership Skills** are important. Things like email, videos, video calling, texting messages, & instant message/chat programs or a combination of all of these can be used on any given day.
- There is **no going back** to the good old days. There are no good old ways, Only great new fangle ways.
- **Remote Work** has moved from emergency to a necessity. We now use Zoom, email, text & other ways of communications. As leaders we are finding these are working well for us.
- **Soft Leadership Skills** is another term for interpersonal skills. Communication skills, flexibility, motivation, persuasion, problem solving, teamwork, time management, & work ethic. Some or all of these are parts of soft leadership skills. Leaders need to be understanding. New members may be more involved in self-worth & self-vision.
- As Club members and leaders, we have to understand that **Loyalties are changing** or may have shifted. Make your club worth the time you have invested in it.
- New members are now demanding a **Sustainable Pace** meaning they don't want to be loaded down with women's club work for a project. They want to have time for their families & friends. Split up some jobs that one person use to do.
- Leaders will be required to be more **agile.** Let's use the word **flexible.** Your **nimbleness,** how you show the world you are adapting to the new after Covid-19 world.
- **Leaders must rethink the possible**. This means rethinking what we are doing in our clubs. "The we have always done it that way" thinking has got to go. This is an exciting time to let it go. As we step away from covid-19 must have different types of meetings. We may have on-line meetings using Zoom or any of the other platforms available.

Conflict of Interest

This is something every leader needs to know something about. How tightly you adhere to the guidelines depends on the culture of your clubs. That requires you as a leader to understand the culture of your clubs & what is a conflict of interest. If you do not understand or like what is written here, Google and research this subject yourself. There is an overabundance of articles on the subject.

Here is a definition, **"a situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of their official duties' "**

There are 3 elements/ parts to this definition.

1. Private or personal interests. There is nothing wrong with this by themselves. The problem is when the private interest comes into conflict with the second feature of this definition,
2. An "official duty". A duty that you have because of an office or that you act in an official capacity. It's because you are a professional, Club President, District Officer, State Officer acting with a **Fiduciary Responsibility**. Fiduciary responsibility means a commitment to act in the best interests of another person or entity or is a duty of loyalty. If you are an officer of any kind, you have a fiduciary responsibility to **all** your members.
3. Conflicts of Interest interfere with a professional responsibility in a specific way, mostly by interfering with an objective professional judgement. **A major reason people trust professionals** is for the independent & objective actions. Do your members trust you to do things for the good of all members? Should you act in a certain way?

This a much simpler way of saying everything that came before it. **"An apparent conflict of interest is one which a reasonable person would think that the professional's judgment is likely to be compromised."** Use your best judgment, if you think it might be a conflict of interest, it probably is or you wouldn't have thought about it in the first place.

Qualities & Responsibilities for All

- We are all members! It is just as important for the members of a Club or District to do their part as it is for the Officers/leaders to do their part.
- Members have a responsibility to follow the leaders.
- Members should have a positive attitude whenever they are doing a club project, at a meeting or with other members everywhere.
- All members should help with club projects, events, fund raisers.
- Members should all work together with other members of the club, or to get along with everyone.
- Members should be kind to all members of the Club.
- Good participation is important in all club projects. It means success!
- Step up & take a job on a committee or at an event whenever possible without being asked. If you are physically able.
- Pay your dues when they are due. Don't make the club officers beg.
- Everyone should be looking for new members!
- We can all do clean up no matter what your title is.
- We all should attend our Club meeting whenever possible.
- We should take part in our club meetings.
- We should all be interested & show enthusiasm in our clubs.

- We should all help every member find a place in our club.
- We should make sure every member has an opportunity to contribute.
- We should all help our Club maintain a good relationship with all members, and other Clubs in our Area & our District.
- We should all help our members take jobs or positions at our district, Area or our CFWC levels.

Qualities of Good Officers

All clubs needs officers who will:

- Serve their club well.
- They should plan to make the club a success. Plan with goals & objectives
- Officers should try hard to work well with all members.
- Good leaders give each member an opportunity to participate.
- Good leaders share leadership with members and give others an opportunity to develop their ideas & abilities.
- Good leaders train members to take their jobs. You may only move up if someone can take your place!
- Good leaders make sure that others are trained to take all the jobs in the club.
- Good leaders represent the club in a positive manner.
- Good officers are dependable, do what they say they will do.
- Good officers & leaders help the club plan events, fund raisers & other projects involving all the members.
- Good leaders work cooperatively with the other officers, committees, and club leaders at all levels.
- Good leaders & officers conduct well-planned meetings with agendas that are handed out before the meetings whenever possible.
- Good leaders & officers plan positive programs & speakers.
- We should be prompt in arriving at meetings
- Our appearance inspires confidence & respect.
- We should strive to be kind, tactful & courteous.
- It cannot be said enough to be kind to everyone in the club!
- We should ask for suggestions & cooperation and do what is suggested.

Good Officers should have the following personal goals:

- We should all know the duties & responsibilities of the office we are currently holding & be willing to accept these responsibilities assigned to us by the members, the President & the Bylaws.
- We should always show appreciation to leaders & members for their time, effort, and devotion to the club.
- Please, reward members for what they do for the club. Say Thank you.

SECTION III

COMMITMENT

Know Your Community

1. Teams of observers may attend meetings of the City Council, Board of Supervisors, Boards of Education, etc., for the purpose of understanding the roles of the elected representatives. Prior notice of the proposed visit and its purpose is wise. A report (5 minutes) from the team should be given at a club meeting.
2. Public officials may be invited to participate in discussions on community problems in the club. Representatives of other civic groups may also be invited. Club members should be sincere in their interest.
3. Arrange tours in advance for club members to such public and private institutions as hospitals, mental institutions, jails, juvenile court, family service agencies, etc. Find out what the club members may do to help.
4. Problem-solving action comes from good organization.
5. A community service workshop:
    a. Inviting all community organizations to a city-wide community service workshop.
    b. Arranging a meeting time and place.
    c. Sending written or email invitations to explain the purpose.
    d. Requesting each organization's representatives to be prepared to discuss "What Our Community Needs".
    e. Joining with organizations' representatives to choose officers and set up structure of the council.
6. With information enabling projects, some preparation within the club may be necessary.

Know Your Club

1. Does the project under consideration meet the interests of the members or is it being imposed upon the club by a few overly zealous members who are "riding their own hobby"?
2. How much time do the members want to give to the project and how deeply do they want to get involved?
3. Does the club have the financial resources or are the members willing to obtain the financial resources?
4. Does the club want to "go it alone" on the project or do the members feel it would be better to involve other organizations?

CULTURAL AND ETHICAL RESPONSIBILITIES

Traditions

Organization traditions, influenced by immediate need and current leadership, will determine many cultural and ethical practices, such as prayers, patriotic expression, courtesies and protocol.

There is wide variance, however, in methods of carrying out organization responsibilities of this kind. Careful consideration should be given to gearing cultural and ethical practices to the needs of the members and goals of the organization.

Leaders should seek an appropriate balance between formalities and opportunities for information participation by members.

DUES – an obligation

Dues are a MUST. Pay dues on time. There is nothing like a full treasury to make a successful club. So many community calls are made upon the pocketbook of the club, and if the club is to maintain its prestige, it will not fail to give consideration to such calls if for worthy community service, welfare, educational or cultural enterprises.

A club's vitality is measured by its activity on behalf of something outside itself, a service giver. All dues to the district, CFWC and GFWC should be paid promptly. Each of these parts of Federation is dependent upon the other.

Federation is growing and expanding, it is very member's obligation to understand the financial policy and condition of each level of the organization, understand the fiscal policies, know just "what your dues provide for you and your club."

Is This You?

For a healthy club avoid being:

- **The Memory:** who slows down proceedings by pointing out what the club did about a certain matter in 1950 or was it 1960?
- **The Prodder:** who always tries to get the meeting back to the business at hand.
- **The Rambler:** who takes ten minutes to make a minor point.
- **The Born President:** who is determined to run the show whether their title is past or present or maybe future.
- **The Giggler:** who sits in the back and whispers throughout the meeting.
- **The Stickler:** who always wants a vote taken.
- **The Dissenter:** who always can be counted on to come forth with an objection.
- **The Grumbler:** who voted with the crowd but tells their feeling to members after the vote.
- **The Crusader:** who always has a cause she is working for.
- **The Absent Minded:** who doesn't listen to what is going on and always has to have everything explained twice.

Know the Types of Projects Possible

1. **The In and Out Project:** (one-shot deal) is the simplest type of community service activity and the one which, it must be admitted, most clubs engage in because they have not the time, inclination or resources to spend on an involved project. It involves such things as:
    - **Raising Money** through a social function, the proceeds from which will be given to a designated charity.
    - **Giving a Party** for the enjoyment of a disadvantaged group (children, the blind, senior citizens, etc.)
    - **Partnering** on a particular occasion with a project instituted by some other community group
2. **The Community Service Project:** Individual members of the club give their time and service in the operation of some agency programs, such as:
    - Teaching arts and crafts at the senior citizen's center,
    - Assisting well child clinics,

- Helping as aides in hospitals and nursing homes,
- Working with preschool children

3. **The Sponsorship Project:** The club acted as a sponsor for some individual, group or cause. This involves a greater degree of responsibility as you will provide or promote something for a continuous period of time: Examples:
   - Offer scholarships on a yearly basis,
   - Sponsor election forums,
   - Sponsor community clean-up campaigns
   - Sponsor educational programs
4. **The Demonstration Project:** A most sophisticated type of project for the group, requiring a major amount of interest, involvement and resources. The club discovers the need for a project that is not being met by any other community group and calls other groups into action for the purpose of meeting the need. This means total involvement of the community in setting up and operating a social service project with the intent that the project will eventually be transferred and supported through either tax or voluntary moneys from the whole community.

The role of the club is to point a direction for the community to follow, to enlist the interest and support of people at all levels of community life. The club also:

- Assists in the problem-solving process
- Helps overcome all obstacles,
- Sees the project through to a successful conclusion, then bows out.

COMMITMENT AS A CLUB MEMBER

1. Investigate the purposes of the club while applying for membership – then actively support its program and projects.
2. Attend meetings regularly and on time; remain until the end of the meeting.
3. Be respectful of club obligations (dues, making and canceling reservations, bylaws) and be loyal to officers and fellow members.
4. Accept responsibilities of membership – devote time and energy to the task. After accepting a job, keep complete records of all procedures (future reference) and give concise reports.
5. Give courteous attention to the presiding officer, guest speaker and others giving reports or those who have the floor. Stand to address the chair when wishing to speak.
6. Carefully weigh the pros and cons of any controversial subject confronting the club.
7. Set a good example in the community, upholding the good name of the club; be friendly, helpful and tolerant with the inexperienced club members and guests.

Note to New Members:

- Attend all club meetings and socials.
- Never be afraid to ask questions (often necessary).
- Introduce yourself to other members and offer to help on projects.
- If you have a special ability, put it to use by joining one of the club's sections or committees. Don't try to take over; your ability will be seen and quickly put to good use.

MEMBERS COMMITMENT AS A DELEGATE

As a delegate to the District, CFWC and GFWC Convention, you represent the club and sometimes part of your expenses are paid by the club. This is a quasi-contractual relationship – you agree to go as a delegate and your club agrees to assume part of your expenses; therefore, you owe the club certain duties; for you have assumed the responsibility of representing them at the meeting. Duties of the delegate extend over three periods of time:

BEFORE THE MEETING, DURING THE MEETING AND AFTER THE MEETING

Before the Meeting:

1. Study the CALL to the meeting which includes the most important business to be transacted, proposed amendments to the bylaws and such other business as the Bylaws make mandatory.
2. Discuss with your club the names presented by the Nominating Committee, for you do not necessarily vote your personal choice, but if a nominee is endorsed by your club, you are honor-bound to give that nominee your most careful attention; and if instructed to vote for a specific nominee, it is your duty to carry out the wishes of your club. *ROBERTS RULES OF ORDER NEWLY REVISED* advises that the hands of a delegate should not be tied, but the delegate should be allowed to vote for the person who would, in the delegate's estimation, best serve the organization (in an election year).
3. Take to the meeting a copy of the bylaws, both CFWC and GFWC, registration card, the receipt for your registration including meals and a notebook. Write down what you want to report. Don't try to recall facts.

During the Meeting:

- Register promptly,
- Attend ALL meetings – remember your obligation and be on time
- Read and observe the meeting's Standing Rules,
- Vote with your Club's viewpoint in mind, and do not forget to consider the good of the Club,
- Take part courteously in the discussion.

After the Meeting:

- Prepare a report to be given to your club,
- Give a report of the actions taken by the Convention and include a brief statement of the reason for the action,
- Report amendments to the bylaws and be sure to state whether it passed or failed,
- Give the gist of the speeches,
- If there are workshops and panels, give a summary,
- A thumbnail sketch of the social activities is always interesting.

If you can do all these things, you will be a good DELEGATE

SECTION IV

PRESIDENT S

FOR ALL PRESIDENTS

Your Responsibility

- Look and act the part of a president. Smile! Strive for good public relations with the press and members of your community.
- Please remember that any president who signs her name and her position, automatically speaks for all the members. For this reason, if you support a political candidate and your name is printed on any political pamphlets, make certain you do not include your position and organizational affiliation.
- Use your officers and chairmen to represent you at outside meetings when you are unable to attend. Don't try to be the whole show; give credit to others. It will reflect back on you.
- Never be part of a clique. You are president to all.
- Greet new members and see that they become a real part of your group.
- Be a good leader, use tact and dignity; be honest and fair to all; be friendly and willing to cooperate and strive for teamwork.
- Know what the job you're taking entails and the time and money that must be devoted to it BEFORE you accept. This will avoid the possibility of sending in a resignation later.
- Keep up your personal health; the members don't expect you to kill yourself.
- Let the officers take some of your duties.
- Maintain good personal appearance and develop a good speaking voice.
- Lead your organization with friendliness and enthusiasm; learn to make decisions.
- Guide, encourage and praise your officers and chairmen, but Do Not Dictate.
- A word to the wise, "A good president is also a good club member."

Official Stature

- Be tactful, poised and enthusiastic.
- Be willing to give generously of your time.
- "Think before you speak".
- Express ideas simply and clearly.
- Be objective and impartial.
- Have faith and confidence in your own ability but keep an open mind and accept advice graciously.
- Do not commit the district or club to a course of action not authorized or approved by the board.
- Attend all Federation meetings and report to the district or club.

- **IT IS NOT EASY**

To apologize	To keep on trying
To begin over	To profit by mistake
To admit error	To think and then act
To be unselfish	To forgive and forget
To take advice	To shoulder deserved blame
To be charitable	BUT IT IS TRUE FEDERATION To be considerate

SUGGESTIONS FOR BEING A SUCCESS

KNOW – The obligations and responsibilities of your office as stated in your Bylaws.
KNOW – The history, customs and policies of your organization
KNOW – Your organization – its purpose, goals, future potential and past Accomplishments
KNOW – Yourself: What are your strong points? Your weak ones. Where Do you want to go and what are your plans to meet your goals? Do you to put yourself last & your organization first?
KNOW – Your duties as a presiding officer. Study *Roberts Rules of Order, Newly Revised.* Brush upon your parliamentary knowledge.

- Put everything on your master calendar.
- Consult Bylaws and Standing Rules for things which have to be done at specific times – both by yourself and by others.
- Plan board meetings and club meetings
- Be aware of dates that dues have to be paid. Remind members ahead of time.
- Note dates to be especially observed – charter days, new members tea, election of delegates and officers.
- Note when committees must be appointed to prepare for special events
- Read past minutes, yearbooks and information to learn of special projects, Money–raising events, social functions.
- Set up a time for board or club discussion of plans for the year. Have brainstorming sessions or questionnaires.
- The incoming President should secure all files and material from her predecessor.
- The President should not appoint the same members to important post constantly –encourage and develop leadership.

Scheduling and Timing

- Be prepared! Don't ever be caught saying, "I should have done that three weeks ago."
- It is important to plan ahead. One way to facilitate this is to work a "timeline."
- Use the "timeline" to plan your year in advance, noting special events, time required, etc.
- A second method is to list everything month by month, page by page – all the events and dates occurring in each month, in chronological order in one column. The other column list preparations under way and work necessary to be done that month for events and programming weeks and months ahead.

Between Meetings

- Prepare an agenda for the next meeting.
- Consult your master calendar for things which need to be accomplished.
- Read the minutes of the previous meeting for any unfinished business.
- Consult with the Corresponding Secretary as to items that need to be read.
- Include everything to be done at the meeting from beginning to end.
- Include the name of anyone who has a special assignment, report, announcement, etc.
- Use a scripted agenda.
- Under each item of business, use subheadings to indicate what will be taken up (i.e., officers, et. al).

- Contact officers to make sure their reports will be ready.
- Assign as much of the work as possible to others. Don't" hog" the show.
- Have some alternate fill-ins for emergencies.
- Discuss with the parliamentarian any problems which may arise at the meeting.
- Make copies of your agenda available to the 1st V.P., Recording Secretary & Parliamentarian.
- Put an approximate time before the main items on the agenda so that you will know how the meeting is progressing and whether something will have to be postponed until the next meeting.
- The President should check on the progress of all designated tasks from time to time.
- Notify your District and/or State of any replacements or of newly elected officers or chairmen.
- Have your Publicity Chairmen send articles and pictures of your Club's activities to the *California Clubwoman, GFWC Clubwoman* magazines and CFWC Quick Bytes.
- Don't plan to change things when everyone is happy with things the way they are.
- Remember in your planning of the meeting that you have been elected to:

START THE SHOW – KEEP IT MOVING – END IT ON TIME – BUT DO NOT BE THE SHOW

At the Meeting

- Be sure you have with you:
  - Four copies of your scripted Agenda
  - Enough copies of a general agenda for all members
  - A copy of your Bylaws and Standing Rules
  - A list of members
  - A list of committee chairmen and members
  - A list of correspondence that needs to be read
  - A chart showing the precedence of motions
  - Some blank paper for notes
- Arrive early in order to
  - Check arrangements
  - Check your organized material
  - Answer questions
  - Greet members and guests
  - At least 10 minutes before the meeting is to begin, go to the place where you will preside and stay there so that those who wish to consult with you will be able to find you.

START ON TIME, END ON TIME & DO SOMETHING BETWEEN TIMES

Hints

- You can call the assembly to order even if there is no quorum present.
- A quorum is not necessary to conduct the opening exercises, to introduce guests, or even start eating. Do be sure a quorum is present before any business is conducted.
- The President opens the meeting with ONE tap of the gavel, uses it to maintain order only when necessary.
- The President stands to state a motion, to put it to vote and to announce the vote. The President may sit when listening to reports and debates.

- Keep control of the meeting. If a member asks a question of another member, repeat the question yourself and ask the person to answer it. If two or three members start talking together, tap with your gavel and ask for quiet or ask that all remarks be addressed to the chair. You might tap with the gavel and say, "We'd all like to hear all the discussion on this question. Will you please address the chair so that all can hear you?"
- Keep things moving. When you have recognized a person and she starts to discuss a point, your first thought should be: "What am I going to say when she sits down?"
- Speak loudly enough to be heard by all at all times. Do not have private conversations with the secretary or anyone else.
- Call only on officers and committee chairmen who have something to report.
- Encourage discussion on controversial issues. Be sure both sides have an opportunity to express their views.
- Encourage members to ask questions when they do not understand what is being done.
- Discourage repetitive remarks. Say "Are there any additional points to be made?" "If there are no new points to be brought out, we will vote on the motion."
- Ask that all bills be given to the treasurer before the meeting so that all can be paid.
- Use a general consent vote when you know all are in favor of something.
- The President may give factual information, explain or clarify a point or tell members how to accomplish what they want to do without leaving the chair. This is not considered discussion.
- In making decisions, the President should be kind yet firm and should never waver.
- A current President wears the gavel above the pin, a past president wears the gavel below.
- The presiding officer may allow the parliamentarian to explain or interpret, thus educate the members.
- Do not say, "You are out of order." Say, "The motion is out of order."
- If an emergency arises while you are presiding, don't get excited or you will excite the group. Call upon the Amenities Chairman for assistance.
- REMEMBER, you set the tempo of your meetings.
- The President avoids the use of "I" when in the chair, never use "My officers, my secretary – use the words, "the club's".
- The member who rises first is the one to whom you grant the floor.
- Give credit to others. Remain neutral but firm.

PRAISE – PRAISE.

After the Meeting

Evaluate the meeting and yourself. Talk to others to discover how it might be improved. Good luck, Madam President. Remember, you can't please everyone. Don't be discouraged when you realize that everything neglected by someone else becomes the job of the President. Have a fine term!

Following Election

- Study the Club's bylaws and those of the District and State organizations. Club bylaws must not be in conflict with CFWC and GFWC bylaws.
- Study the CFWC Procedure/Yearbook to become familiar with each chairmanship.
- Study the CFWC Resolution and Policy Statement Book so as to avoid any official stand which is contrary to established policy.

- Study the GFWC Club Manual and consult with the incoming Board which activities to include in the program for the coming administration.
- Discuss with the outgoing President the proper times for you to contact prospective chairmen. The current administration should continue but plans need to go forward for the coming club term.
- Plan to appoint chairmen to work only in those areas which members will support with enthusiasm and enjoyment. Avoid spreading club talent too thin.
- Plan with the Board for the administration. Note what comes each month and allow the necessary time for preparation, notification, etc. Determine which committees are needed in addition to Standing Committees.
- Mark a personal calendar so there will be no conflict with obligations which have been accepted.
- Choose the installing officer, discuss installation ceremony arrangements with her, giving her information needed.
- Characteristics of a good president.

  Calmness at all times
  Talk only when necessary while presiding
  If the President must speak to a question, the Vice President should preside until the vote is taken
  Have the agenda for the meeting before her; proceed in a business-like manner
  Know committees and their membership
  Courtesy to both sides of a question
  Promptness: meeting should be called to order at scheduled time whether or not quorum is present

Installation

- The installing officer is chosen by the Incoming President. The President may wish to give information about the Club, her personal choices as to theme, motto, colors, etc. The installation ceremony includes the President and other officers who will be serving.
- A brief "acceptance speech" is in order after accepting the gavel. Include a thank you for the installing officer and others who have assisted in the installation ceremony.
- Announce time and place of the first meeting of the Executive Board and any other necessary information. Program chairmen may be ratified at this time.
- Installation costs should be reimbursed by the organization.
- **Note:** Club practices vary. The Incoming President may need to consult with her predecessor so as to honor important traditions.

Preparations for the Ensuing Year

- Make a file or acquire a special notebook for:
  1. All invitations received, with acknowledgment of those accepted
  2. Dates of thank you notes
  3. Federation meetings attended
  4. Record of correspondence
  5. Agenda of Board and Club meetings
  6. Problems and solutions

7 Suggestions for future officer

- Study *Roberts Rules of Order Newly Revised*
- Prepare an agenda for Board meetings. It is important to prepare a scripted agenda for the Recording Secretary to aid her in taking the minutes. A scripted agenda should also be given the First Vice President and Parliamentarian.
- Assist with the preparation of the Yearbook.
- Invite Federation guests for the ensuing year. (GFWC leaders residing in the state, CFWC President, District President, CFWC or District Chairmen. Federation guests "generate" enthusiasm for GFWC and CFWC programs as they are knowledgeable and can share the experiences of other clubs. Federation guests can be used as advisors for problems which may exist in a club.

Attendance at Other Meetings

In addition to club and board meetings, the President should attend or send a representative:

District Meetings
CFWC Convention
CFWC Area Meeting
GFWC International Convention
GFWC Regional Meetings
Community Meetings in response to invitations
Club Reciprocities

Miscellaneous Duties

- Agenda
  a) The First Vice President, Recording Secretary and Parliamentarian should receive a scripted agenda.
  b) Consult with the Recording Secretary and Parliamentarian to assure ample time for each item of the agenda. Allow time for last minute changes.
  c) Be certain that items of business are forwarded to membership business meetings for total Club involvement.
  d) Check minutes of previous meeting with Recording Secretary so as to include unfinished business.
- Amenities
  a) Speak loudly enough to be heard at the back of the room.
  b) Be generous with praise and thanks.
  c) When introducing or referring to officers say, "Club Parliamentarian" or "Club Secretary."
  d) When guests are invited and have accepted, check shortly before the meeting. Reserve a parking space, if possible. Assign a hostess to each guest.
  e) The President should notify the First Vice President if it is necessary for her to be absent and see that she has keys, gavel, agenda, etc.
- Appointments
  a) Chose Federation Program Chairmen according to their interests and talents.
  b) Provide materials from District and State as received

c) Offer opportunities to Chairmen to share information and report.

- Correspondence
  a) Have the Corresponding Secretary read the pertinent correspondence?
  b) Deliver pertinent correspondence to designated officers/chairmen.
- Club information Forms (Data Blanks)
  a) Are received from the District.
  b) Shall be completed by the outgoing Club President, including total membership figures.
  c) Shall be signed by both the outgoing Club President and the incoming Club President.
  d) Return the number of copies requested by the District
  e) The District President shall return the Club Information Forms to the State Officer as directed.
  f) Keep a copy of the Club Information Form for Club records.
- Delegates
  a) See that all delegates appointed or elected to attend District, CFWC and GFWC Conventions have submitted the proper information. The Club should send as many delegates as allowed in order that the club may help formulate policies.
  b) Establish if and how much Club allows for delegates expenses.
  c) Request a report from delegates after Conventions.
- Programs
  a) Use microphones when possible. Be sure equipment is in good working order and ready for use at any time.
  b) If a Power Point Presentation is being shown, provide time before the meeting for setup.
- Records and Reports
  a) Cooperate with CFWC and District by completing Data Blanks and returning them by the deadline.
  b) Provide for reports of plans and activities by officers and chairmen.
  c) Assist designated officers in formulating reports.
    - Inform Program Chairmen of reports-due dates.
    - Assist in preparing reports for judging.
    - Keep copies of records and reports.
    - Remind all officers and chairmen that all of their records and reference material should be transferred to new officers and chairmen immediately after the close of the club year.

Responsibilities to District

- The President is a member of the District Executive Board and is expected to attend District Meetings as scheduled. Other members may attend also.
- Keep Club members informed of activities and information from district meetings.
- Meet deadlines as notified by the district leaders.
- Utilize district and state chairmen and officers' talents to train and help bring information and a closer relationship to and understanding of Federation.
- Assist the Club to serve as hostess for district meetings as requested.

Orientation

Orientations inform about the following:

- Club purpose, history
- General information (dues, meetings)
- Introduction of officers, chairmen and duties of each
- Department projects, budget goals, socials
- Membership requirements and responsibilities
- Basic parliamentary procedure
- Facilities and their use, club customs
- GFWC, CFWC, District history and structure
- Orientations should be held throughout the club year
- Participants, in addition to the new members who need to know about the organization, should be officers or chairmen most directly involved with the particular area.
- Presentations are usually conducted by the Membership Chairman with the assistance of the Parliamentarian and other Club officers or knowledgeable members.
- If visual aids are available, they should be used. PowerPoint, skits, panels, etc., are helpful.
- Presentations should be brief to allow ample time for questions and answers.
- Printed information is necessary. An orientation kit will make a new member feel secure and will supplement the club yearbook. At least some fact sheets should be distributed.
- A Welcome Ceremony makes a new member feel important and wanted. It should be included at a regular meeting. The important thing to remember is to honor every new member, whether one or many, in some way at a complete club function.

THE CLUB PRESIDENT

The President has received the highest honor a Club can bestow. The President now assumes responsibility which requires tact, humility, love, patience and full attention. It is necessary that the President does not involve the Club in any unauthorized activities. They represent the Club and its members.

As the chief officer and salesperson of the Club, the president must be able to answer questions, talk about the Club's accomplishments and programs. Regardless of personal feelings about a president, members should respect the office.

DISTRICT PRESIDENTS

Newly Elected District President

The District presidency is an important office. The District President is a member of the CFWC Executive Board and represents the District in policy making. They represent the clubs in the district and need to learn about the clubs in the district. The president's function is to guide them, not run them and they must remain impartial in their dealings with all members of the District. The president carries their wishes to State Board, even though they may not be their own.

The District President

- is the most important link between the GFWC, CFWC and individual clubs.

- is judged not only by their personal appearance but also by their attitude, activities, helpfulness and friendliness.
- should attempt to visit every single club in the District during their term of office.
- should have a thorough knowledge of the State Federation, its purpose, its programs and its organizational procedures.
- should know its Bylaws well.
- should go prepared to District and Club meetings with necessary materials from CFWC and GFWC.
- should promote programs and projects from CFWC and GFWC.
- should help members have an understanding of the important role of individual clubs to foster the overall goal of the District, CFWC and GFWC.
- should enable district chairmen to carry out functions as described in their various chairmanships.
- may help in developing leadership by delegating responsibility and promoting programs through presentations and workshops.
- should help organize new clubs.
- should work with potential members to develop bylaws and indoctrinate members with the policies and procedures of Federation.
- may be consulted when problems arise with a club and should mediate and attempt to help reach a solution.
- should work closely with the Dean for disseminating information on community service programs.
- receives the Club Information forms *(Data Blanks)* from CFWC and distributes them to the district treasurer and clubs. The clubs return the completed Club Information form to the District Treasurer who forwards them to CFWC.

SECTION V

DEANS

THE DEAN OF CHAIRMEN

The Dean's Role is Important!

The Dean presides at all official meetings when the President is absent or when the president leaves the chair to discuss a motion and does not relinquish it until after the question has been put to a vote.

Possesses a basic knowledge of parliamentary procedure.

Prepares a procedure book for the incoming vice president/dean of chairman.

Performs all other duties as specified in the club bylaws.

Should be an experienced member, familiar with the procedures of the organization.

Is a member of the executive board.

Coordinates the activities of the chairmen and presents their projects to the executive board for approval.

Relieves the president of many duties and receives excellent training.

Gathers all available material needed to furnish the chairmen with ideas for projects and other data pertaining to the community service programs.

Tries to combine all community service programs in an organized effort to serve the needs of the organization to which they belong as well as their community.

Familiarizes themselves with all the activities of the chairmen in order to report at meetings should they be absent.

Sees to it that all material supplied by District, CFWC and GFWC is given to the individual chairmen as soon as possible.

Attends District and CFWC meetings and brings back information received at these meetings to the chairmen.

Studies the GFWC Club Manual and sends to GFWC for information to assist with CFWC's work.

Encourages a monthly record of all community service programs as to their activities, money and hours. They advise the chairmen to have and keep an up-to-date procedure book.

Encourages the chairmen to write and/or email their district and GFWC chairmen for information and suggestions to aid them in their work.

Aids and supervises the writing of reports, holds a meeting to explain rules, talks over the activities that will be reported, compiles a fact sheet of moneys spent during the year, helps to compile information and answer questions. They also gather the needed material for reports; seeks assistance in preparing reports as necessary and makes certain all reports follow the rules.

Suggests and acts as an advisor to the chairmen but does not do their job for them.

Always consults with the president and keeps them informed of what each program of community service chair is planning.

Finds the job interesting and challenging.

DISTRICT DEANS

The District Dean is a crucial link to all levels of Federation. Much of what is accomplished will depend on the knowledge and information the dean and chairmen impart.

It is essential that you are:

Knowledgeable in every aspect of Federation through the *GFWC Club Manual* and the *CFWC Procedure/Yearbook*.

Relay Information from CFWC Executive Board meetings to district chairmen in a timely manner, expand your district communication.

Schedule regular reports and workshops utilizing all chairmen and encourage clubs to work with the chairmen for programs and workshops.

Develop district projects that will improve Federation's image, using better publicity for better name recognition and branding.

Emphasize special GFWC and CFWC awards and contests and encourage clubs to enter.

Support the CFWC President's Special Projects.

Encourage and motivate clubs to report their accomplishments.

RESPONSBILITIES OF A CLUB CHAIRMAN

The Club Chairmen make the GFWC programs work. They are the key to GFWC's grassroots activism.

The Chairman:

Studies the resource materials and understands the programs, projects and activities of the chairmanship,

Works closely with the club president, dean of chairmen and members of the committees,

Reads the Federation magazines regularly.

Receives the CFWC Quick Bytes and GFWC News and Notes email newsletters.

Studies District, CFWC and GFWC bylaws,

Attends district, CFWC and GFWC meetings and encourages club members to do likewise,

Coordinates club members' program activities,

Reports activity of the chairmanship within her responsibility and sends reports on time,

Performs duties as specified by club bylaws.

GUIDELINES FOR CHAIRMEN

Certain responsibilities are common for chairmen, whether they serve at their club, District, CFWC or GFWC.

They include the following:

1. Each chairman has corresponding clubwomen with whom they should maintain contact (from local to state and national levels, or from national to local levels). Make the initial contact (don't wait to hear from someone else).
2. Subscribe to publications which will assist in carrying out responsibilities and seek out appropriate resources for assistance. Attend meetings which coordinate with your specialty.

3. Study your subject well so that you will be prepared to present ideas and information to clubwomen and to represent your group to others outside your organization.
4. Give special attention to reports, whether you are in a position to ask questions or answer them. Report questions should help implement the program, by encouraging special emphasis and recordkeeping.
5. Devise individualized methods of selling your ideas or program of work to others. Report often at meetings. Write up projects in your newsletters.
6. Answer all correspondence via email (if possible) as promptly as possible.
7. Keep goals reasonable and achievable. Devise methods for marking achievement goals.
8. Realize the importance of recognition and build recognition into your programs of work.
9. Keep a complete record of procedures and progress to pass on to your successor.

REPORT WRITING

Report Writing is simplified if records have been kept carefully. Report forms change and old forms should not be used. Attend your Area meetings where the most current information will be distributed. After that time look for the Report Forms on the CFWC Website https:www.cfwc.org

In preparing to write the narrative report, make an outline of goals and achievements. Review the accomplishments of the club and report them accurately. Write the report with clarity, conciseness and completeness. Narrative reports must be typed using an easy to read font no smaller than size 11.

Submit your report on time following current reporting guidelines.

SECTION VI

RECORDING & CORRESPONDING SECRETARIES

CFWC RECORDING SECRETARY

The Recording Secretary:

Serves as the CFWC Recording Officer and custodian of its records and keeps the minutes of all CFWC State Meetings (Executive Committee, Executive Board, and Convention). The Recording Secretary they keep an updated official listing of all CFWC Clubs, Chairs of Program areas, Special Appointment Chairs, as well as Standing and Special Committees. They assist the president with other duties if needed.

Duties of the Recording Secretary:

1. Be responsible for the "Attendance Sheets" at Executive Committee, Executive Board and Convention meetings.
2. Make the minutes available upon request.
3. Sign certain documents of CFWC as requested by the President.
4. Be prepared with ballot materials in the event an unexpected ballot vote is ordered.
5. Have the CFWC seal and embossing stamp available for any certificates.
6. Have motion forms available at all meetings.
7. Prepare for the President, as soon after meetings as possible, a listing of unfinished business, motions that have been laid on the table, motions that were postponed (when, why and time if applicable), special orders (time if applicable), orders of the day and
   motions to reconsider but not yet called up for a vote, and any additional information useful to the President in preparing agendas.
8. Make copies available for all Executive Board members and read the Executive Committee recommendations to the Executive Board and move their adoption.
9. Assemble all materials which are to be retained for the Administration.

Other Duties and Procedures:

1. With the Parliamentarian, check the eligibility and qualifications of those candidates nominated from the floor at Convention.
2. Send copies of the Executive Committee and Executive Board minutes to the members within thirty (30) days of the meetings.
3. Send copies of the Convention minutes to the Executive Committee and the Executive Committee Elect during the election year, within sixty (60) days following the close of convention.
4. Send a copy of the Convention minutes to the three (3) designated members appointed (by the President) to approve the minutes.
5. Be responsible for keeping copies of all minutes, CALLS, convention programs, reports and other Administration materials. One set is placed in the State storage unit. A duplicate copy is given to the immediate Past President upon request and payment of costs.
6. Be responsible for preparing the page for the Procedure Book at the beginning of the new administration.
7. Keep adequate and correct minutes in order to avoid legal problems affecting the status of the organization.
8. Have motion forms available at all meetings for members presenting motions.

CFWC CORRESPONDING SECRETARY

The Corresponding Secretary is appointed by the President and they are a member of the Executive Committee and Executive Board. They conduct the correspondence as directed by the President, specifically for Convention, the Executive Committee and the Executive Board.

Duties are:

1. Prepare the CALL to Board meetings and Conventions with the assistance of the President, (approximately six weeks before the event).
2. Be a member of the Convention Committee and assist the President and Convention Chair in developing the Convention program.
3. Keep a supply of CFWC stationery and distribute as needed.
4. Prepare a Corresponding Secretary's page in the CFWC Procedure Book.
5. Present workshops as scheduled.
6. At the beginning of the Administration, be responsible for numerous lists, letters and notes to members of the Executive Committee, Program Chairs and other members of the Board, as directed by the President.
7. Prepare a "database" of members of the Executive Committee, Program Chairs and other members of the Board for any items to be sent electronically.
8. Prepare the Procedure/Yearbook and any other CFWC publications if directed by the President.
9. Transfer all files and correspondence pertaining to this office to be retained along with the administrative records.
10. Maintain current listings of all board members, their addresses, telephone numbers and email addresses.

SECTION VII

NOMINATIONS AND ELECTIONS

NOMINATING COMMITTEE

The selection of our club and district leaders is a two-fold process. Members first nominate candidates for positions, and then members hold an election for offices. This parliamentary procedure is so important because the leaders we choose can determine the future direction of the organization.

NOMINATIONS

The two most common methods of nominating candidates for office are:

- Nomination by committee: Members are elected or appointed to the Nominating Committee, according to the organization's bylaws. The committee members should know the bylaws, be aware of the responsibilities and obligations to be served and select qualified candidates who are **willing to serve.**

- Nominations from the floor: Nominations from the floor give the membership an opportunity to exercise their right to fully participate in the selection of nominees. No one should be nominated without her consent. At a determined time on the agenda, the presiding officer states, "The next business in order is nominations for officers. Nominations for President are now open" and then taking each office in turn.

  After the Nominating Committee Report is given, nominations from the floor for each office are in order. The presiding officer calls for nominations from the floor, "_____ has been nominated for the office of President, are there further nominations for President?" Any member may rise, be recognized and nominate in the following manner: "I nominate for President" (the nomination does not require a second.) The Presiding officer states " has been nominated, are there further nominations? Hearing none, the nominations for President are closed." The same process takes place for each office until every office has been addressed. The presiding officer declares the nominations closed, or a member may move to close nominations, which requires a two-thirds vote.

THE ELECTION

Unless the bylaws require a ballot vote, a voice vote may be taken when only one candidate is nominated. When the rules provide for a ballot vote, tellers must be appointed by the Chairman and the votes collected in a receptacle. A teller should not be a candidate on the ballot.

The tellers then retire to count the votes. The Chairman of the tellers makes the report of the count on each candidate, hands it to the President who declares the officers elected.

It is never in order to move that the secretary (or any other) cast the unanimous ballot for the group. This would take from a member the right to vote on their own choice.

The bylaws should state whether a majority or a plurality vote elects. A majority is more than half of the votes cast; a plurality means the highest number cast for a candidate. The President cannot break a tie when the vote was a ballot. In case of a tie, the ballot must be taken again.

In a ballot vote, one may vote for others than the nominees. Blanks do not count; they are set aside.

If the bylaws of the organization demand a ballot vote, it may be advisable to add, “Should there be only one candidate, the election may be taken by voice vote.”

After the election, the ballots should be given to the Secretary in a sealed envelope. Ballots are kept a “reasonable” time and then they are destroyed.

SECTION VIII

PARLIAMENTARY PROCEDURE

PARLAMENTARY PROCEDURE

Parliamentary procedure is a system of conducting business when working in a group. It provides the basic rules for good meeting management, efficiency, and ensures that the rights of the minority are protected, while the will of the group is achieved.

The most current edition of *ROBERT'S RULES OF ORDER NEWLY REVISED* is an excellent authority for parliamentary law and procedure.

The President, as an elected leader of the organization, should be familiar with the organization's bylaws, have a workable knowledge of parliamentary procedures and always maintain an aura of neutrality.

The President has only the authority given in the bylaws or authorized by the assembly therefore, it is important that the members also be familiar with their organization's bylaws. A knowledgeable parliamentarian can be helpful and, in many bylaws, the president may choose the parliamentarian to serve in her administration.

Bylaws are the authority of any organization and should be specific, brief and contain the following:

BYLAWS

ARTICLE I – Name
ARTICLE II – Object (example) The object of this organization shall be to further the educational, cultural, and social well-being of our community.
ARTICLE III – Membership

A. Classes of membership
B. Qualification for membership
C. Required fees and dues
D. Provision for resignation

ARTICLE IV – Officers

A. Officers of the organization
B. Term of office

ARTICLE V – Duties of Officers
The duties of each officer should be clearly listed
ARTICLE VI – Meetings

A. Regular meeting (day should be specified)
B. Provide for change of a single meeting
C. Provide for an Annual meeting (month/day)
    1. Election of Officers
    2. Annual Reports
D. Provide for Special meetings
E. Quorum (minimum number of members required to be present at a regular meeting to enact business)

ARTICLE VII – Executive Board

A. Composition

B. Power of the Board
C. Meetings
    1. Quorum
    2. When and Where

ARTICLE VIII – Committees

A. Provisions for election/appointment of Standing Committees
B. Provision for election/appointment of Special Committees

ARTICLE IX – Nominations & Elections

A. Method of nomination of officers
B. How the officers will be elected
C. Eligibility
D. Provision for dispensing with the ballot when there is but one nominee for an office

ARTICLE X – Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised*

ARTICLE XI – Amendment of Bylaws

This provision should require previous notice in writing and a 2/3 vote to adopt

ARTICLE XII– Emergencies how meetings will be conducted if meeting in person is not possible.

ARTICLE XIII – Dissolution

This paragraph determines disposal of property in the event of liquidation, dissolution, or abandonment of the corporation. This article relates particularly to a non–profit organization.

PARLIAMENTARY TERMS

Understanding and using proper parliamentary terms will facilitate meeting management.

AGENDA: An outline of items of business to be covered at a specific meeting.
ACCEPT: Adopt or approve (a report).
ADOPT: Approve
AMEND: Modify, change, or improve a motion before it is adopted or rejected.
ANNOUNCING THE VOTE: Declaration by the chair of the result of the vote.
ASSEMBLY: The members of an organization assembled for the transaction of business.
BYLAWS: Fundamental rules or laws of an organization.
CARRIED: Adopted, approved.
CHAIR: The presiding officer, usually the president, who is in charge of the meeting.
DEBATE: Applies to discussion on the merits of a pending question.
DIVISION OF THE HOUSE (or assembly): A rising vote that may be called when there is any doubt as to the result of a voice vote.
EX OFFICIO: "From the office" or by virtue of the office. Bylaws frequently provide that the president shall be an ex officio member of all committees, except the nominating committee.
GENERAL CONSENT: Same as unanimous consent. It is a method of voting without taking a formal vote. The chair asks if there is any objection to a certain procedure; silence gives consent.
GERMANE: Closely related; of the same subject matter. Example: an amendment must be germane to the motion to which it is applied.
IMMEDIATE PENDING QUESTION: The latest question stated by the chair when several questions are pending.

INCIDENTAL MOTIONS: Those which arise out of a pending question rather than from the business itself. Examples: request for information, suspension of the rules, appeal, etc.
MAIN MOTION: One that introduces a subject to the assembly.
MAJORITY VOTE: Over half of the votes cast; must be at least half plus one.
MEETING: A single gathering of persons or members of an organization, usually for the purpose of conducting business. See sessions.
MINUTES: The official record of business conducted in a meeting.
MOTION: A proposal on which a group takes a specific action or stand.
PENDING: Before the assembly. A question is pending from the time it is stated by the chair until it is disposed of temporarily or permanently.
PRECEDENCE OF MOTIONS: Is the list of specific motions indicating the priority of motions. When a motion is pending, any motion above it on the list is in order and any motion below it on the list is out of order.
PREVIOUS NOTICE: Is usually applied for the adoption of certain motions requiring **more** than a majority vote, such as amending something adopted previously, e.g., bylaws. A necessary requirement of previous notice is that the exact content of the proposal must be written in the call of the meeting at which it will be brought up. Additionally, motions that have the effect of changing or nullifying previous action of the assembly (e.g., rescind, postpone an event already scheduled) require written notice if they are to be adopted by only a majority vote.
PRIVILEGED MOTIONS: Don't relate to the main motions or pending business but relate directly to the needs of the assembly and are of matters of such urgency that, without debate, interrupt the consideration of anything else. Examples: *Call for the orders of the day,* request for ventilation, improve the audio system.
PRO TEM: For the time being; most frequently applies to the temporary office of secretary.
PUTTING THE QUESTION: When debate appears to have closed, the chair asks the assembly if they are "ready for the question." If no one rises to claim the floor, the chair states exactly the pending question and puts it to a vote.
QUESTION, THE: Basically, a motion – it is the business before the assembly.
QUORUM: The number of members who must be present in order that business can be legally transacted. The most frequent quorum requirement is a majority of the members, unless the bylaws state otherwise.
RECESS: A short interruption which does not close the meeting.
RESOLUTION: A main motion, usually of such importance and length that it is written. The preamble clauses are preceded by the word "Whereas" and set forth the reasons for adoption; the resolving clauses are preceded by "Resolved, That," identifying specific action. After the resolution is read, the resolving clauses are opened first to discussion and amendment; after the resolving clauses are concluded, the whereas clauses are open for debate and amendment.
REVISION OF THE BYLAWS: A complete set of bylaws submitted as a substitute for the existing bylaws.
SCOPE OF NOTICE: The notice of bylaw amendments, sent out in advance of the meeting, limits the making of changes beyond what was indicated in the notice.
SECONDARY MOTION: Any motion except a main motion; applies to business already before the assembly, to questions of order or procedure, or to matter of comfort or privilege; subdivided into three classes – incidental, privileged, subsidiary.

SECONDING A MOTION: Is agreeing to the introduction of a motion for consideration by the members.
SESSION: A meeting or one of a series of connected meetings devoted to a single order of business, program or agenda (such as a convention).
SPECIAL COMMITTEES: Are formed to perform a specific task (e.g., nominating, election). After giving a final report, the special committee is dismissed.
STANDING COMMITTEES: Exist from year to year and typically charged with a continuing function (e.g., bylaws, finance, resolutions).
STANDING RULES: Are rules which are related to the details of the administration of a society rather than to parliamentary procedure. A standing rule can be adopted by a majority vote at any business meeting without previous notice and amended by 2/3 vote without previous notice or a majority vote with previous notice.
STATING THE QUESTION: After the motion is made and seconded, the chair states the question formally placing it before the assembly.
SUBSIDIARY MOTIONS: These are motions that aid the assembly in treating or disposing of a main motion temporarily or permanently.
TWO-THIRDS VOTE: Simply means that there were at least twice as many in favor of the motion as were against the motion.
UNFINISHED BUSINESS: Business carried over from a previous meeting.
VOTE: A formal profession of the will, opinion, or preference of the members of an assembly in regard to a matter submitted to it.
YEILD: A pending question yields to one of higher rank.

AGENDA

The agenda is the most important tool the president has available to her to conduct an orderly meeting. The agenda is an itemized order of business suited to the organization.

In the sample agenda given below, the underlined words indicate titles. The additional words and phrases are part of the "scripted" agenda. Each president will write her own "script" but having something to aid her as she works through the agenda will avoid hemming and hawing trying to remember what was to be said. (This scripted agenda can also be helpful to the vice-president who may have to assume the chair unexpectedly.)

Sample Agenda:

The President takes her place, stands quietly for a few minutes, taps the gavel once, waits until the membership is quiet, and then says "The regular meeting of the XYZ club will come to order."

1. **Call to order** The Call to Order may be followed by religious or patriotic exercises or both.
2. **Opening Ceremonies (optional)** Example: "Please rise. The invocation will be given by Rev. Smith; please remain standing for the Pledge of Allegiance to the Flag of the United States of America, led by Jane Smith." Introductions may be made at this time. The president may ask the hostess member to introduce guests.
3. **Reading of the Minutes** Chair: "The secretary will read the minutes of the previous meeting of (date). (After the minutes are read.) Chair: "Are there any corrections to these minutes?"

(pause) "If not, they are "approved as read." With corrections, the chair says: "If there is no objection, the secretary will make the correction(s)." If there are no further corrections, the minutes are approved as corrected."

4. **Treasurer's Report:** Chair: May we have the report of the Treasurer?" After it is given, the chair may ask "Are there any questions?" Then announces, "This report will be placed on file." (The report of the treasurer is never adopted; it is the Auditor's Report that is adopted.) Bills may be presented at this time. Chair: "Are there any bills?" After bills have been presented, the treasurer, or person designated in the bylaws, or any member may move to pay our bills; a second is required. Chair: It has been moved and seconded to pay our bills, is there discussion? All those in favor of paying our bills say "Aye," those opposed say "No"; the ayes have it; the motion is carried and the bills will be paid."
5. **Correspondence:** Correspondence may be read at this time or just before new business. If the organization does not have a Corresponding Secretary, the Recording Secretary reads the correspondence. If any correspondence requires action, the chair says "The correspondence requiring action will be considered under Unfinished or New Business."
6. **Officers' Reports:** Reports of officers are usually called for in the order in which they are listed in the bylaws.
7. **Executive Board Report:** Chair "The next business in order is the report of the Executive Board. The Secretary will read the recommendations." If the bylaws so direct, the minutes of the Executive Board may be read. The minutes would include recommendations. Secretary: "The Executive Board recommends the adoption of the following motion (state the motion). (No second is needed – the motion comes from a committee or board.) Chair: "The question is on the adoption of the recommendation to _____. Is there any discussion?" (after debate, the vote is taken) "All those in favor of (restate the recommendation) please say 'Aye,' those opposed say 'No' – the ayes have it; the recommendation to (restate the motion) is adopted and we will restate again." or "The no's have it, the recommendation is lost and we will not (state the motion)."
8. **Unfinished Business and General Orders:** Any questions previously introduced and not finished or any postponed to the present meeting are under this heading.
9. **New business:** Anything that the group can properly take up and that doesn't fit anywhere else.
10. **Adjourn:** Chair: "Is there any further business? (pause) Since there is no further business, the meeting is adjourned." A single rap of the gavel may be used.

PROCEDURE FOR PRESENTING A MAIN MOTION

1. A member rises and addresses the Chair.
2. The Chair recognizes the member.
3. The member makes the motion
4. Another member, without rising, seconds the motion.
5. The Chair states the motion.
6. The Chair asks for discussion.
7. The Chair puts the question and the members vote.
8. The Chair announces the vote and the result of the vote.

PROCESS OF AMENDING

During discussion, the main motion may be modified or changes in the following ways:

A. Insert a word or words
B. Add a word or words.
C. Strike out a word or words
D. Strike out and insert a word or words
E. Substitute, which is applied to an entire paragraph with many suggested changes

SUGGESTED PHRASEOLOGY FOR AMENDING

Member: (after recognition) "I move to amend the motion by _____." This must be seconded.

Chair: "It has been moved and seconded to amend the motion by _____. Is there discussion?"

Chair: "The question is on the motion to amend by _____. All those in favor say 'aye,' those opposed say 'no,' the ayes have it, the amendment is adopted and the question is on the motion as amended that _____". The debate on the amended main motion may continue. **OR** after the vote is taken, the Chair announces the result: "The no's have it, the motion to amend is lost and the question is on the main motion to _____." The debate on the main motion continues.

SECTION IX

FINANCE

DUES

Each level of Federation is responsible for determining the dues by vote in assembly.

- GFWC determines what shall be paid by each member of Federation.
- CFWC determines its dues.
- Each DISTRICT determines its dues.
- Each CLUB determines its individual dues.

Payment of these dues to the proper level are outlined below.

GFWC FOUNDATION, INC.

Projects of GFWC have had significant impact in the many community service programs. To continue this endeavor, GFWC has established the GFWC Foundation, Inc. – in order to utilize all available resources in the most efficient manner to do the most good for the greatest number.

None of GFWC Foundation's goals can be accomplished without the generous support of the members of the entire organization. GFWC depends upon voluntary contributions from the membership as well as funding organizations, foundations, governmental contracts or the public at large. Because GFWC is an established nonprofit organization, all gifts of cash, property and securities are fully tax deductible by the donor.

CFWC FOUNDATION FUND

The Foundation Fund was established in 1952. "The principal of the Foundation Fund shall be kept invested, the interest from which will be used to send State Officers and Chairmen to represent the GFWC California Federation at meetings of outside organizations; and, further, to provide those services which are not available from either the General Fund or the Caroline Severance Memorial State Endowment Fund." (CFWC Bylaws). The amount of funds to be provided shall be determined by the Finance Committee and approved by the Executive Committee.

Interest from these investments is used to partially cover the expenses of chairmen representing Federation to other organizations for wider representation. It is beneficial for us to spread the word of Federation to other groups as a community service organization, and the information gained by our representatives is shared with members of CFWC.

CFWC ITINERARY FUND

The Itinerary Fund is the source of support for CFWC Officers and Chairmen attending Club and/or District meetings. When honoring a speaker, a donation to this fund will directly support her expenses by replenishing the Fund.

HELEN TUNKIS MEMORIAL FUND

Donations to this fund are pro-rated among CFWC members serving on the GFWC committees to help defray their expenses when attending GFWC Board meetings and convention.

CAROLYN SEVERANCE MEMORIAL ENDOWMENT FUND

This Fund was established in 1914 and its principal has been kept invested. The dividends and interest from this Fund shall be used for itinerary and other means of communication to carry the message of Federation to clubs by members of the Executive Board, Areas Seminars and other means of communication.

Note: District Treasurers have the proper forms to be used when making donations to specific Funds. All forms are on the CFWC website under the FORMS Tab.

CFWC FINANCE COMMITTEE

The Financial Secretary

- Receives all moneys for CFWC and deposits them into an approved Bank.
- District Treasurers submit Treasurer's Remittance Forms listing the donations by Club and category with one District check by the 15th of each month.
- A copy of the District Treasurer's remittance form is sent to the Director of Finance at the time it is submitted to the Financial Secretary.
- The Financial Secretary makes a detailed report of each deposit and sends copies to the Treasurer and Director of Finance.
- A detailed report is made each month of all deposits and sent to each member of the Finance Committee.
- The Financial Secretary is also responsible for taking minutes at the Finance Committee and making a list of all recommendations to be given to the Executive Board.
- The Financial Secretary is also responsible for the CFWC Membership List that includes all Clubs and Club Presidents' names and addresses for GFWC.
- The Financial Secretary records all moneys received in a cash ledger and monthly records the totals in a general ledger.
- These records may also be kept on an approved computer program.
- These records are to be transferred to memory keys (flash drives) to be kept as records. These are audited at the end of each fiscal year by an approved CPA.

The Treasurer

- is custodian of CFWC funds.
- Disburses funds upon receipt of a warrant from the Director of Finance.
- Maintains a detailed record of all transactions of CFWC which is audited at the end of each fiscal year by an approved CPA.
- Compiles a monthly report that includes all moneys disbursed during the month and sent to the Director of Finance.

The Director of Finance

- has overall responsibility for the financial transactions of CFWC.
- All bills must be sent to her before they are paid.
- Approves the bills, sends the warrant authorizing the Treasurer to issue the check.

- In authorizing the payment of a bill, the Director of Finance must check to be sure the item is either approved for expenditure by the budget or standing rules and does not exceed the approved total.
- Any item not covered by the above must be approved by the Finance Committee before an expenditure is made.
- This financial system developed over the years by CFWC provides checks and balances and serves as a protection of the members and the officers.
- Has the responsibility for overseeing the investments of CFWC.
- These investments are handled by the Bank of America Trust Division, and reports are received quarterly.
- Secures the Liability Insurance and the Blanket Fidelity Bond for the State.
- Responsible for billing the Districts for their share of the insurance.

Budgets:

(see Budget Committee) **Note:** All funds should be processed through the Club treasury and recorded in the Club books.

Auditing:

(see Auditing Committee: **Note:** Although the fee may be high, it is a protection for the Financial Officers and for the members to have an outside review of the Club's fiscal records by an accountant or CPA.

Routing of Moneys from Club to District to State:

- Checks from clubs are made payable to the appropriate District and the District make checks payable to CFWC.
- Each administration of CFWC approves State Sponsored programs at the beginning of the administration.
- These programs are printed in the *Procedure/Yearbook* and are the only programs for which donations are accepted.
- All other donations are sent directly to the recipients.
- Checks received that include other donations or are written in the wrong amount will be returned to the sender.
- Dues submitted with the Club Information Forms (Data Blanks) become delinquent June 15th and if not paid by July 31st the club information will not be included in the CFWC Yearbook.
- Dues are based on the number of members reported by the Club on the Information Forms (this figure is the number of members on May 1st).
- New and late paying member dues are payable by the 15th of each month until December 15th.

Bonding

It is recommended that all Clubs and Districts have a blanket commercial bond for all officers and chairmen who handle moneys. This serves as a protection for the organization and for the members.

Year-End Reporting

This should include an inventory of property and status of all accounts. It is recommended that Clubs and Districts have an appraisal of all property, particularly those Clubs which own clubhouses.

Exempt Status

CFWC has a tax exempt status under Section 501(c)(3) of the Internal Revenue Code. This is a charitable exemption granted for the educational nature of CFWC. All moneys donated or sent through CFWC are tax deductible for the individual.

If a Club or District wishes to be included in CFWC's 501 (c) (3) tax umbrella they need:

- Write a letter to the Director of Finance asking to be included in the 501 (c)(3) exemption and signed by the club president and club secretary. A copy of their Bylaws stating "that if the club dissolves, their funds are to be distributed to 501 (c) 3 organizations.
- The Club's legal name, official address, their EIN number and State Corporation Number should be sent to the Director of Finance (clubs should be incorporated and have an EIN number).

Tax Returns

- Due date is the same for Federal and State – the 15th day of the 5th month following the close of the fiscal year, i.e., if the fiscal year ends May 31st, the returns are due on October 15th.
- The IRS requires the filing of Form 990 or 990 EZ for all tax exempt organizations.
- The IRS requires Clubs and Districts with a gross income of $50,000 or less to file a 990-N form on-line or follow current IRS requirements. (Gross income is defined as ALL income received.)
- Form 990-EZ is filed if the organization has gross receipts less than $200,000 and total assets at the end of the tax year less than $500,000.

Franchise Tax Board

- Due date for these California taxes are the same as the Federal taxes.
- Clubs with gross receipts over $25,000 must file Form 199N or 199N-EZ annual. This can be filled electronically.
- Clubs with gross receipts under $25,000 must file Form 199N-Epostcard.

Attorney General of California

Registry of Charitable Trust as of 1/2022

- Form RRF-I must be filed every year with the Registry of Charitable Trust.
- Gross Annual Revenue less than $50,000 filing fee is $25.00
- Gross Annual Revenue between $50,000 and $100,000 filing fee is $50.00 and a completed form. A non-cash payment is now required.

Registry of Charitable Trust (New)

- Form CT-TR-I must be filed annually
- Gross Annual Revenue less than $50,000 and must report non-cash donations. * Annual fee may vary.

Nonprofit Raffle Application Forms

- Any club or district wishing to hold raffles must apply for these forms
    - Form CT-NPR-1, must be filed annually and covers the period of September 1st to August 31st. The Cost is $30.00.
    - Form CT-NRP-2, must be filed on or before October 1st.

California Secretary of State

Statement of Information (Form SI-IOO)

- Due Bi-annually for club year ending in an odd-number
- Requires a payment of $20 fee

Board of Equalization

Contact the Director of Finance to obtain the current rules and regulations.

BUDGET COMMITTEE

What is a Budget?

- An estimate of what income reasonably can be expected during the fiscal year.
- The estimated income should be allocated to obligations and expenses of the organization for the same period.
- It is compiled by the Director of Finance (or Treasurer if there is no Director of Finance) using previous budgets as a guide and then processed through the committee system for approval

Duties of the Budget Committee

- Study the budget from previous terms, the annual statement of the Treasurer and review anticipated needs.
- Prepare an estimated budget for the current term. It is recommended to use 3 columns: last year's budget – last year's actual income and expenses – and budget for the current year.
- Present the estimated budget to the membership.
- Meet halfway through the year for evaluation.

Sources of Income

- Dues of members
- Fundraising projects
- Anticipated income from any other source
- Unexpected balance from previous year

Allocation for Expenditure

- Fixed obligations (from bylaws, standing rules or assembly action).
- Dues to GFWC, CFWC and District.
- Operational expense: postage, stationery, office supplies, courtesy meals and other authorized items.
- Miscellaneous (small non itemized expense)
- Unbudgeted Reserve – emergency amendments to adopted budget –newly created budget items.

NOTE: the unexpected balance from the previous year is allocated to this item with an additional sum to provide a cushion for emergency. If a budget item proves inadequate the budget may be amended and a sum appropriated from this balance. New activities authorized may be financed from this source.

Presentation

- The Budget committee must present the budget to the assembly at the beginning of the fiscal year because expenditures cannot be made until authorized by the budget.
- The assembly may authorize a sum to cover routine expenditures until the budget is adopted; otherwise, the Treasurer has no item against which to charge expenditures.
- In presenting the budget, copies are provided for members.
- The Director of Finance or Treasurer, if there is no Director of Finance (chairman of the budget committee) reads the budget and moves its adoption.
- When adopted, this earmarks funds for specific purposes and provides that funds will be available for that certain purpose when needed.
- The budget is approved before the expenditure is authorized.
- Bills for the expenditure must still be approved for payment after expenditure is made.
- This approval may be delegated to the Board or Executive Committee through provision in the Bylaws.

During the Year

The Finance Committee should analyze expenditures and their relation to the adopted budget items and stand ready to recommend adjustment of the budget by proper amendment which will take a two-thirds (2/3) vote by the organization.

In preparing and administering the budget, or adjusting it, the Finance Committee works together. Proper allocation and disbursement of funds often affects the success or failure of an organization. At the District or Club level, serving on a Budget Committee is a great training for members.

A Sample Budget

Income:

Balance from previous year:		$500.00
Dues:		$250.00
Earned Money:		$1,000.00
Donations:		$5,000.00
	Total	$6,750.00

Expenditures:

Obligations (from bylaws, Standing Rules or vote of Membership)		$1,000.00
Dues to GFWC, CFWC & District Per statement received from District		$250.00
Costs of postage, chairmen expenses and other authorized items		$500.00
Miscellaneous Items		$4,500.00
Unbudgeted Reserve		$500.00
	Total:	$6,750.00

AUDITING COMMITTEE

- Verify the beginning bank balance. This should be the identical bank balance as the predecessor's. If it is not the same, find out why.
- Verify collection of dues from the Receipt Book to the list of paid members.
- If dues are prorated, confirm correct proration. Verify list of paid members.
- Verify addition of record of Cash Received Book. Confirm deposits with the Bank Statements and with the Treasurer's statements.
- Examine records on Fundraising Projects. Records should be given to the Auditor.
- Count money in Petty Cash Fund (if applicable).
- Examine each month's Bank Statement, verifying bank reconciliations.
- Verify that each listed check has cleared the bank. (Checks written during the month of Audit may be outstanding, but those written in prior months should all have cleared.)
- Compare all checks which cleared through the bank with Disbursement Journal.
- Calculate the amount of checks and reconcile to disbursements per bank statements.
- Verify additions of Cash Receipts and Disbursements Journal and distribution to the proper accounts.
- Examine paid out slips, making certain the amounts are the same as listed on the Treasurer's statements.
- Question disbursing of funds without a bill or itemized list of expenses signed by a member.
- Review the minutes for authorization of all funds disbursed.
- Confirm that each numbered check has been accounted for.
- Voided checks should be stapled to the stub and signature line torn off.
- Examine checks, verifying that two signatures appear on each check.
- Examine unused checks to see that none is missing.
- Prove arithmetical accuracy of yearly or semi-annual Financial Statements.
- All members of the Auditing Committee should sign their names on the Financial Statement.

Auditing Report

- State beginning balance for last year.
- State total receipts.
- State total disbursements (bills included in the minutes).
- State ending bank balance.
- Then make any recommendations.
- Only overlooked items in minutes should be ratified.

SECTION X

AMENITIES & PROTOCOL

AMENITIES & PROTOCOL

Amenities are the courteous acts that contribute to an atmosphere of harmony and gracious hospitality.

Protocol refers to the code of formal procedure and politeness important to the smooth running of an organization. It is simply good manners in an atmosphere of friendliness and politeness.

AMENITIES CHAIRMAN

The Amenities Chairman works closely with the president, carrying out their wishes.

The Amenities Chairman should:

- Arrive early to check the head table, lighting, microphone, flag, seating and that there are water and glasses at the head table. Be available throughout the meeting. Sit where the president can see her.
- Extend a gracious welcome to guests, speakers and anyone present for the first time.
- Be acquainted with fire regulations and know whom to call in case of emergency.

Head Table Seating

- Seat persons according to rank, at the president's discretion. If guests are of equal rank, the person who has traveled the greatest distance, ranks highest.
- If the presiding officer does not provide a seating chart, provide one for them.
- Try to keep the number at the head table to no more than 12.

Meal Functions

- Choose a simple menu that will appeal to the majority of the group.
- Persons at the head table should **always** be served first.
- Members should wait until the president has picked up their fork before starting to eat.
- If a guest is more than 15 minutes late in arriving, proceed with the meal.
- The president or hostess should recognize the chairman who made arrangements and their committee. Keep remarks brief.

Flowers and Gifts

- Corsages are much less common than they used to be. If the guest is not given a corsage, no one (including the president) should wear one.
- Avoid expensive gifts. They tend to become a custom the organization may not be able to continue.
- If a gift is given, it should be simple and useful. Inquire about a person's interests or collections.
- A donation to the Itinerary Fund makes an appropriate gift for Federation speakers.
- The installing officer is usually given a gift from the group but may also be given one from the person to be installed as president. The club or district should budget for installation expenses and reimburse the installing officer, up to the amount budgeted.

Introductions

- The presiding officer presents those seated at the head table. It is customary to begin at the extreme left of the presiding officer and present each person in order, ending with the one at the left of the presiding officer. Then, beginning at the extreme right, each person is presented, ending with the guest of honor seated at the immediate right of the president.
- When a state or international president is introduced for the first time, the audience stands for the applause in recognition of the office.
- Past presidents should be extended every courtesy. They are usually introduced at some designated time in the program. It is customary to start with the one who served most recently and the others in order from near to far.
- An introduction of a speaker should be brief. Its purpose is to establish their background, qualifications and subject of the speech. A person known to the audience is PRESENTED, a stranger is INTRODUCED.
- Be sure to mention the speaker's name at the end of the introduction.

Invitations

Knowledgeable and willing CFWC officers and chairmen are available upon request to bring Federation Programs to districts and clubs. Income from the State Itinerary Fund is used to provide these visits.

- Call, email or write your guest or speaker when you have selected your program. If phoning, follow up with written confirmation.
- Requests for CFWC speakers, except the president, go to the CFWC Itinerary Chairman from either the district president or district itinerary chairman.
- Let your speaker know the allotted time and the time they are scheduled to speak.
- Give them some idea of what you would like discussed.
- If the trip requires an overnight stay, suggest types of accommodations available, including home hospitality. Make reservations if they request you do so.
- If the speaker is driving, they will more than likely use GPS, however directions should be supplied if needed.
- If they are traveling a long distance, suggest that they bring a travelling companion. If a meal function is involved, please comp the guest and their companion.
- If the guest is flying, they should be informed of the nearest airport and should be met and escorted to where they will be staying.

State Board Meetings

State Board meetings are hosted by the district in which the meeting is held, assisted by its clubs. Plans and arrangements are coordinated with the State President, Amenities Chairman and Meeting Planner.

- Sometimes decorations are done by the district. They should be simple and inexpensive.
- The district hosts a reception once during a State Board meeting.
- Publicity: It is always appreciated when local clippings are forwarded to the President and the CFWC Communications/Public Relations Chairman.

Area Meetings

The duties of a district or club when hosting an Area Meeting are:

- To provide a meeting place, luncheon arrangements and meal reservations.
- Each district is responsible for the reservations and registration of its own members.
- To help with program planning if requested. Cost to be reimbursed.
- To supervise the physical set up of flag, microphone, lectern, etc.
- To send local clippings to the Area Vice President.
- The official hostess is the Area Vice President.

Club Duties for District Meetings

- Supervise the physical setup, including flag, microphone, lectern, water & glasses, seating.
- The official hostess is the District President.
- The duties of the District are to attend to place cards and guest meals.
- The District and/or Corresponding Secretary should send thank you notes promptly to the club and speakers.

Club Meetings

The same basic plans are followed for a club meeting as those of a district meeting.

- Plan the meeting carefully,
- Have someone at the door to greet members and guests.
- Assign a hostess for special guests.

State Conventions

- The State President is the official hostess.
- The official representative is the Area Vice President in whose area the convention is being held.
- Duties of hostess districts and clubs:
    a) Decorations for platform, luncheons, banquets.
    b) Provide members as doorkeepers, pages, credentials and any other necessary committee as required.

COURTESIES

To State President

- There is only one State President, they should receive every courtesy and consideration of the office.
- Their itineraries are closely scheduled. Arrange transportation from stations or airport, hotel accommodations, if requested, and such other courtesies the visit requires.
- Do not arrange for another speaker or other entertainment, except for a short musical program when the State President visits.
- When the State President is a speaker, be sure to invite the District President and any state officers or chairmen in your district as a courtesy.
- The speaking time is a minimum of 30 minutes.
- Assign a hostess for the State President. They should not be left alone except upon request.

- In seating, the State President ranks above all other officers, chairmen or guests with the exception of the GFWC President.

Itinerary and Invitations to State President

The State President handles their own itinerary. The funds for travel come from state allowance. When inviting them for a special occasion, include necessary courtesy tickets. They do not attend at their own expense; they are your guest. When the State President is a District Convention guest, they arrange their own transportation to your area. Expenses for housing and meals are as a guest of your district. Reserve hotel or motel accommodations or home hospitality according to their preference.

Invitations should be written by the president of either the club or district extending the invitation. The State President should be invited to each district at least once during their administration.

Expected from Guests and Guest Speakers

- Respond promptly to all invitations, itinerary requests and correspondence.
- Arrive approximately 30 minutes 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 hostess club or district immediately.

Expected from Members

- Be on time for meetings.
- Adhere to deadlines.
- If giving a report, watch the agenda and be near the microphone, not in the back of the room.
- At a meal, members should not start eating until the president has picked up her fork.
- Refrain from disturbing the meeting through whispering or restless behavior.
- Avoid walking between the presiding officer and the audience.
- Obtain the floor when addressing the assembly and address all remarks through the chair, not another member.
- 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.

Receiving Lines After an Installation

A Receiving line is not required, but if requested:

- Order (arranged according to rank)
    - Club President at Club function
    - District President at District function
    - State President at State function

- GFWC President at GFWC functions
- Honored guest
- Other distinguished guests

It is advised that officers from the club, district, CFWC or GFWC be placed between visiting dignitaries to eliminate the necessity of a dignitary presenting a guest to another dignitary.

A receiving line should never be so long that progress is impeded, and conversation "in line" should be brief.

A member should be appointed to introduce guests to the first person in line.

SECTION XI

PRESIDENT'S AIDE

PRESIDENT' S AIDE

The President' s Aide is a hugely substantial job, and they are the literal right hand **to the President.** They may be asked to step in and help where they can with everything already mentioned at each level with Amenities and Protocol, also a hugely significant job as it enhances the experience of the meeting and/or event for all in attendance.

The President' s Aide should also be in touch with the Meeting Planner for State Board Meetings and the Convention Chairpersons for Conventions. There are things that these three positions should go over together, and the Aide can make that happen easily when they walk the room prior to a meeting and make things as easy for the President as possible.

The President' s Aide should know the President' s schedule and where every room is located where they are required to be. Also, in a day where cell phones and texting are easy: be sure to be ready for calls and texts from the President, as it may be the only means of communication on a busy day when a confab is required.

In addition to the above duties of the Amenities and Protocol Officer, the President' s Aide is there at the pleasure of the President: period.

When serving as the President' s Aide, make sure you know the likes, dislikes, allergies and favorites of the President. You may be asked to speak to other leadership groups & Officers within Federation and inform these persons as to the items of importance if needed.

As a President it is important to pick an Aide you trust implicitly and stay in contact with them as much as possible.

As the President' s Aide, you are often asked as well to take on the following duties:

- Keep the President aware of where and when she is needed for all activities and meetings.
- Have a key to the President' s room so that you can fetch items left behind or in some cases meetings and events are held there and you can let people in. · If the President is being monopolized, the Aide steps in to intervene. · Try to keep a room as close to the President as possible in the hotel to attend to needs such as helping with getting the President' s items to and from meetings.
- Ask the President at the start of each day and at the end, *what can I do for you now to make your job easier?* Sometimes it is the littlest of things we do that make the biggest difference.
- The Aide often oversees the Master Contact Lists of CFWC Executive Committee and CFWC Executive Board Members, as well as the Special Committee Members.
- The Aide sets the Dias for the President prior to the Meeting: gavel, block (if there is one), water or drink of choice, mints, pen, pencil, writing pad, and anything else the President may find necessary to conduct business. Remember, the President sits little during the meeting and only leaves the Dias for a recess or Adjournment. Make their space as comfortable as possible.
- The Aide should always check the microphone themselves and know where the batteries for the microphone are in case of emergency. This happens before every session begins.

- Check in periodically all-day when meetings are going on with the President, make sure the President has what they need to conduct their day easily.

A President's Aide may be asked to perform other duties as well, things come up and. As the right hand of the President, the Aide is easily reached to facilitate all the many little items left unattended until realization sets in.

A President's Aide should never be afraid to delegate, sometimes a list of to-dos may be long, ask for help as needed, but always check that things have been done before you find out they have not.

In some cases, at the State level, Districts and Clubs, the President's Aide may be asked to give a countdown to the Meeting start or reconvene, announcing 10 Minutes, 5 Minutes, and asking for the Assembly to be seated.

As a President, when picking an Aide, pick someone you trust implicitly. This is the friend that will keep you out of a jam during a marathon weekend of meetings. While you are in a whirlwind, make sure you chose an Aide that has a level head and can think on their feet quickly. As the President, this is your helper, and you need to count on them to finish whatever you start and keep you going where you need to be.

SECTION XII

COMMUNITCATIONS AND PUBLIC RELATIONS

COMMUNICATION

Communications, Membership and Team Building

A Actual try to get to know every club and district Member. Start small by learning the names of those that regularly attend meetings. Remember the trivial 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 do not Teach. We are a bold version of Team Members 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 be effective! We all know that as a fact, however we rarely celebrate it. Remember it takes 1 Member to begin a flow of positive or negative. You choose the reaction.

N Not to brag, but the GFWC is important and CFWC is as well! We have over 9,000 Federation Members in California, 18 Districts, 224 Clubs and 13 Affiliate clubs.

Each of us can be effective if we remember to take a positive action with each Member we meet; get out into the Assembly and make new friends!

We Are All Different

When I think of Membership, I always try to remember that each Member is different. It is 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.

Know that I have made numerous friends in CFWC and consider all of you family, but I also know that we are assorted flavors, just like a container of Jelly-Belly's! 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 will not take it personally if you vote one way and I vote another, we are assorted flavors. We can meet and debate without argument.

So, why is it so hard to take the personal out of club? Leave meetings or speak often at a meeting where I hear the opening line: "and then she did...." If it bothers you, let it go and stop taking it personally. This is an extremely hard concept to follow, however, if we do not 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 increasingly personal with time because of the constant efforts of another. This is called only 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. - - 1 can repeat the insult or accusation you throw 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 is 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 love each flavor for what it is. Remember too that you do not always have to add that flavor to your salad, but they do need to be allowed in your kitchen.

Multi-Generational Club Memberships

Which do you fall under?

- The G. I. GENERATION: Born 1901 - 1926
- The SILENT GENERATION: Born 1927- 1945
- The BABY BOOMERS: Born 1946- 1964
- The GEN XERS: Born 1965- 1981
- The MILLENNIALS: Born: 1981 - 1996 (aka: Gen Y, Y.1, Y.2)
- GEN Z: Born 1997- 1912
- GEN A: Born 2012 -present

Each of these generations speaks English, but not all of them speak the same English. So, I ask you: is there a secret to attracting younger members and retaining our more seasoned ones? Yes, there is.

Personally, I have come to the following conclusions: most volunteer organizations are made up of four specific generations. Each are different because during their younger years their lives were impacted with certain historical events such as the Great

Depression, World War II, The Viet Nam War, government, religious, and business scandals, Columbine and September 11th. Each of these events helped shape the way each generation volunteers in an organization.

In theatre, we are constantly questioning, the answers often lead to more questions, however an answer does come with some searching. This is also my style of leadership: always question.

So, with that said, here is the questions I ask of Membership and Team in any GFWC club:

1. Do we have a fast-paced, technologically up-to-date environment?
2. Do we have a place for Memberships to learn?
3. Do we communicate clearly, using a Gen-X, Gen-Y, Gen Z, and Gen A language?
4. Is our management style more laid back?
5. Is our system of change management 20th Century, or 21st Century?
6. Is our organization flexible so that one size does not fit all when it comes to making decisions?
7. And finally, are we ready for Gen-Y, Z and A?

Fact: the younger generations will respond to a volunteer culture that looks like, feels like, and acts like the following:

- Fun
- Win/win
- Efficient
- Technologically up to date
- Fun
- Team based
- A place to learn
- Fun
- Empowered—a elevated level of freedom
- Cut-to-the-chase decision making
- Flexible—not one size fits all

Letting go of the "Way We've Always Done It" or the word "Change" is a first step!

(To Boomers, the word "volunteer" conjures up negative images of a certain type and generation of people, e.g., retired women or mothers.)

Things to remember about TEAMS and Members:

- RETENTION: To keep members a club must find out who its members are, understand their expectations, and make every effort to serve them well.
- ENGAGE YOUR MEMBERS: A stable core of experienced members is the backbone of your club. New members can lean on and learn from members who have an institutional memory and history of involvement.
- CONDUCT A GFWC FEDERATION REFRESHER: Research shows a positive program of continuing education on the benefits of belonging to GFWC can help increase a club's overall retention rate.
- Remember why you joined a Federation Club to begin with and share that with others. Be proud to be a Member of the General Federation of Women's Clubs and shout it from the rooftops!
- Be happy to go to club and bring happiness to those you greet at your meeting. Happy people attract other happy people; show up to your meeting with a happy contagious attitude that leaves those around you feeling happy too.
- Volunteer to help if needed; you do not have to be in charge if you do not want to but help where there is a need. Leaders need Committee Members and Members need to commit to being part of a wonderfully fulfilling project. Be the member that says "I Can."
- Members do not make or bring negative–personal problems, issues, and opinion into club and/or district, there is no room for it. Remember why you are a part of GFWC: for the betterment of our communities.
- Members never gossip about anyone or anything, they bring it out in the open for open debate. If you have to say it in private, behind someone is back, it brings nothing but negativity to your day and personality. Remember Honor is everything; Members cannot honor the words of a gossip.
- It is easy to look at a leader and criticize, why not look at a leader and learn? If you are unhappy with the Leadership, do something about it! Run for office and move up the ladder, show that you can do a better job.
- Live The Collect for Clubwomen. There are powerful words written there that will bring calm to any situation. Dedicate a meeting to its meaning, and really study the words. Accept them into the heart of your Membership and never, ever just say the words by rote.

We are a group of strong males and females making a way for ourselves in a world that can sometimes feel foreign. Be Bold, go forth and Be Kind to all. Have fun in your clubs and districts, make merry and laugh! Where there is Laughter, there is Love.
Thank you,

Pam Ament, CFWC President: Written in 2014 Shared again in 2021

GFWC Communications & Public Relations Advancement Area Webinar
Communications 101: From Club Basics to Crisis and Everything in Between

Part 1: Club Basics

Creating effective ways to communicate with your membership is crucial to the health of your club, state or region. It's important to know how your members like to receive information...in print, or electronically? You may want to survey them. Are they open to change? If not, it may be important to create a mix, of old and new.

We reviewed 3 main parts of the basic Club Communications Strategy: Newsletters, Email Platforms, and your club website. There are more like social media, text messaging and virtual meetings; some will be covered later in this document and/or in future communications.

Club newsletters are one of the most efficient methods of informing GFWC members about projects, programs, events, partnerships, and issues.

- Appoint a newsletter chairman for your club and/or State Federation.
- Identify a layout and format that works best for your membership and budget. Remember to ask your members what THEY want!
- Include information distributed from all levels of GFWC leadership.
- Always provide club contact information.

Email Platforms. There are many email marketing platforms out there! We reviewed MailChimp and Constant Contact. Be sure to research what is best for you and your club.

Club website. Your club website is the public's first AND LAST impression of you and your members! It is always open, 24/7 for all to see so please make sure it is up to date and that it contains fresh and timely content. Also – SHOW what you do for your community! Make visitors to your site want to be a part of your club!

- Appoint a website chairman for your club and/ or State Federation
- Link to GFWC.org to show that your club/State Federation is a part of GFWC.
- Develop a plan for updating the website and share the responsibilities for writing new content.
- Promote your website on social media posts and include website address in printed materials.

Part 2: Virtual Communication

There are many reasons to consider a virtual meeting for your club, district or other types of meetings. We reviewed some of the more common options available but encourage you to research your own.

- Facetime – Requires iPhone/iPad. This is very limited but allows both audio and video. Be sure your connectivity is good.
- Email –Survey Monkey and Constant Contact are two good options for taking surveys on items of interest. With the pandemic, women have been very resourceful with the use of email.
- Teams – This is a Microsoft product (Office 365) that allow visual and audio meetings. If all participants have Microsoft office accounts, this is included in the annual subscription. Cost could be a factor.

- Big Marker – This is a great solution for large groups. It allows the group leader to monitor the meeting and control video and audio. There is a cost to the product, but it is a great tool, especially for non-profit organizations!
- Facebook Live – This solution works well for a meeting. There is no cost to host this type of meeting, but it does require every participant to have a Facebook profile account.
- Zoom – This solution has proven to be very effective and enjoyable by the participants. The service can be used for up to 100 participants for 40 minutes with no cost and offers various plans that are affordable.

Housekeeping Tips for a Productive Meeting

- Remind participants that the audience can see and hear everything going on.
- Ask everyone to silence their cell phones.
- Be engaged in the meeting (resist the urge to look at your phone).
- Ask everyone to please respect the person speaking. A good rule is no one speaks for 3 seconds after the last person stops speaking.
- Consider asking everyone to mute and "raise their hand" with a comment/question.
- Utilize the chat function in a large group meeting.
- Make it fun with a theme or project idea.
- Give plenty of notice with dial-in information.
- Be considerate of the time of the meeting to include most of your members.
- Consider this type of meeting anytime to stay connected (even without a pandemic). It might just make it convenient for new and current members.
- Plan ahead for all members to have access – consider a Tech Buddy for those who need assistance.
-

Part 3: Crisis Communications

Is your club prepared to stay connected in a crisis? The time to plan is NOW! Communication in a disaster situation may be very difficult in the beginning. Phone lines could be down, power may be out for an extended time and internet service might be nonexistent. You may have to get creative! The most important tools you can utilize in times of crisis are ones that you already use, and communication is the key:

- Email your members that have been affected. They are on ground zero and will know their needs better than anyone. They can also advise what their community needs.
- Phone-Service may be very limited in the first few days if there is major damage to infrastructure. Leave a voicemail if needed and make sure to follow up.
- Facebook-Reach out via messenger. Once you know the needs and where people should send them post on your club or state Facebook page. This is super effective because it can reach many people almost immediately and information can be updated on an as needed basis.
- In Person Meeting-Do you already have an event scheduled? If so, then communicate before/during the event with all the details.

Time to Update! A crisis is a good time to take a step back and check relevant information. Make sure that your mailing address and phone number are up to date on your club website so that people can find your current contact information.

How to Help Clubs in Crisis:

- Email–Start with club presidents in the affected area or the State President
- Phone–Reaching out via phone can be the jumping off point to effective help
- Facebook–Check social media and see if club has posted. If not, there is nothing wrong with sending a message. Quick communication can be critical in a crisis situation.
- In Person Meeting– Make an announcement to members ahead of time. Collect $$ or gift cards. If you are near the crisis area, you may want to collect water, food, toiletries and clothing if you have the resources to deliver.

We've Received Aid – Now What?

- Form a committee to made decision and be in charge of getting to help to those in need. An alternative plan is to consult with the executive board and ask for help. If you receive goods that need to be distributed, time may be of the essence so take that into consideration. Also help may come in for several months so create a backup plan in case those you helped initially are good to go and you need to take supplies elsewhere.

In the end it is all about effective communication! Because each CRISIS is so different, good communication to and from the affected areas will be in key in making sure that needs are met! Just remember; communication is most effective when **information is up to date** whether that be via email, social medial. word of mouth etc.

Part 4: Pandemic Crisis Communications Case Study:

In a crisis like the COVID–19 pandemic, where cancellations were widespread, you need to go back to Part 1 –club basics! Make good use of EVERY COMMUNICATION TOOL: Email, Social Media, Website.

Send messages of support through state leadership and district/region leadership. Can be emailed, posted to social media or through phone calls! Point is – you need to utilize ALL METHODS OF Communication to reach the membership.

The House Don't Fall When the Bones are Good

The more prepared you are, the less challenging it will be to reach your members in a crisis. Update phone trees, email database and mailing database frequently and encourage members to follow state pages on social media.

Stay in contact with members and be sure to ask them what they want in terms of meetings, etc. moving forward throughout and after the pandemic. Many may wish to still connect remotely, and others may want to meet in–person. You'll need to be flexible to keep members engaged, active and involved with your club.

GFWC Communications & Public Relations Committee, 2020

NEWSLETTER RESOURCE GUIDE

Listed below are a few tools to help you develop your newsletter: style.

1. USING A PROFESSIONAL SERVICE
    a. Constant Contact https:/[www.constantcontact.com/account—home
    b. Mail Chimp Let's Build Big Ideas Together (mailchimp.com)
2. GENERAL IDEAS FOR STYLE AND FREE TEMPLATES
    a. Venngage: Online Newsletter Creator and Free Easy–to–Edit Templates Venngage
    b. Microsoft Office: Newsletters – Office.com
    c. Microsoft Publisher: Use the help section and search for "newsletter"
3. Powered Templates
    a. Free Newsletter Templates in Microsoft Word, Adobe Illustrator and other formats.
    b. Download Free Newsletters Design Now I PoweredTemplate.com
4. TUTORIALS ON YOUTUBE https://www.youtube.com/results?search query=newsletter

COMMUNICATION is giving and receiving of information, signals, or messages via:

- Visually – appearance, gestures
- Verbally – voice, speech
- Non verbally – body language or intuition
- Writing – Correspondence, newsletters, profile
- Public Media – TV, newspapers, email, Internet.

PUBLIC SPEAKING

Public Speaking involves the aspects of appearance, voice and body language and can make a crucial difference for successful communication. This is related to public relations for influence and creating an impression, image or reputation. People judge you during the first five seconds on introduction, and again during the first five seconds after you begin to speak.

Suggestions:

- Take a speech class, enroll in a drama course, or join Toastmasters
- Practice by always reporting information at club/district meetings.
- Be mindful of your appearance/actions when representing your club/district.
- Feel good about yourself; confidence is reassuring.
- Read. And observe and study people giving presentations.

PUBLIC RELATIONS GUIDELINES

Public Relations is a skill that can be acquired with some practice. The PR chairman should not be expected to do all the work. Successful PR needs the attention of all members, as we all are responsible for the reputation of our organization. There is not one task within your club that does not require PR. You can create a tidal wave of news by using a mixture of methods.

Tips for Dealing with the Press:

Believe it or not, you/your club are news, and the newspapers are looking for news every day because that is their product.

1. Get in the door. Determine the "beat" you want to report to—what area of the newspaper best suits your event or topic and send your article to that columnist, reporter, or section editor.
2. Learn the difference between a columnist, reporter, calendar editor.
    a. Columnists write bits of current news on people and places, peppered with their own opinions or outlooks.
    b. Reporters are assigned to a particular subject or issue area like education, politics, senior issues, etc.
    c. Calendar editors get information that announces events, workshops, etc. These should be sent out six to eight weeks in advance for monthly publications.

Make friends with your newspaper contact. Journalists have a tough job— deadlines, editors, hundreds of other pitches bombard them on their email. If you establish yourself as a source of news, then you can help tame their stress-filled day. Always send a thank you

- To reach the newspapers faster, easier, more economically, and have their appreciation, send the news release by email. This way the editor won't need to re-key your article.
- Write the article for them, remembering basics: who, what, where, when and why.
- The hook by-line. Without going into a dissertation on journalism writing, remember the "why?". This is your hook of interest of "why" would anyone care about this topic. This is the most important ingredient to get the editors attention, is it newsworthy.
- Do it now, do it now, do it now. Send your news release early, plenty of lead time before the event so they can plan on it and schedule for a photographer.
- If you don't get the editor's attention with a "hook by-line" or make it easy for them to incorporate your article into their column via e-mail or send it early to meet their deadline, then chances are it will go into the trash. Or, at best, into a file with millions of other topics.
- Ask for confirmation that your article was received. Most papers automatically email you back, but this doesn't mean they will use it.
- A couple days later, telephone that editor and ask about your article and the status. Good personal contact establishes rapport and gives you a chance to find out why they will or will not use it.
- Never give up, keep sending your copy. At least they will know about your club!

Non-Press organizations and community leaders should also get your press releases. This is how you can build a good public reputation among other organizations in your community. Depending on the type of program or event, send your press releases to:

- Mayor and town council; county, state legislators; federal officials that represent your area.
- Chamber of Commerce, tourist associations, art councils, environmental groups, etc.
- Professional associations and civic groups.
- Federation: *California Clubwoman* and *GFWC Clubwoman Magazine*.

Radio & TV Publicity. Send assignment editors at TV stations press releases to announce events you think would be a good video for nightly news—they are looking for lively visuals. You can also fax the assignment editor 12 to 24 hours before the event with a one-page "Who, What, When, Where, How", a contact name and "Why" this event should be covered.

These media outlets have an obligation for public service time and announcements. Try for an interview, or panel discussion. If not possible, at least get an announcement on their bulletin board. Cable TV has free public service channels, call the stations for the procedure.

Guerilla Marketing is based on multiple grass roots efforts. It's creative, pretty effective, fairly cheap: Put your name stickers on mailers; put out flyers at businesses, on cars or mailed along with something else (water district or utility company sometimes allow this); place business cards on bulletin boards; make "bookmark" flyers and leave at checkout counters.

Collateral Marketing is free stuff that gets attention. Like free samples, gift certificates, catchy items with your name or logo on it—pencils, calendar, tote bag, paper bags—any clever thing you can print on.

Leave behinds: Business cards, newsletters, brochure, profile, fact sheet, etc.—A quantity of things left at a display, the library, grocery store, school, etc.

Other marketing techniques that are specifically targeted within your community, but cost money:

- Buy an ad.
- Put up signs or banners.
- E-mail and Websites. Promote and use the Internet as a communication tool.
- Set up a club website and email address to improve the awareness of your community service.

Social networking.

- Twitter, the popular choice at the moment, allows users to send very short messages (limited to 280 characters) known as "tweets". It's a good way to keep your name in front of people who have some connection or interest in your club activities.
- Linkedin, is aimed specifically at businesses. It can be useful to search for consultants and contractors, and to identify people in other organizations you hope to collaborate with. It is also a major source for posting job openings, building rentals (the clubhouse).
- Meta, formally called "Facebook" is the heavyweight of social networking, it's great for keeping in touch with people you care about and finding people you have lost touch with.
- MySpace, once the leading social networking site, has lost ground, but is still a huge draw, especially for teenagers. It's good for building support for certain types of business, such as bands and other music-related companies.
- YouTube, virtual videos. Businesses have discovered this is a great way to provide information to prospects and customers—Potential new members! Why not make a video of the projects, activities, events, clubhouse site, etc., describing services, mission, location, and upload it to YouTube. Then direct your prospects to YouTube to check it out.

Harness those torrents of energy and use it to generate "electrifying buzz" about your organization. Social networking is here to stay, so get connected.

THE IMPORTANCE OF CLUB "COMMUNICATIONS"

- Yearbook—Meeting dates, membership roster, mission/goals/projects

- Newsletter/Bulletin – an important tool for communicating with members and the community, share it with everyone.
- Profile—brief outline/FAQ about your club/district
- Logo/stationery—Branding, immediate recognition

WRITING PUBLICITY

The preferred procedure for submitting news releases is via e-mail, some may still use FAX, and traditional "snail-mail" is still good. Many newspaper publishers are experiencing subscription diminishing because more people are getting the news via email and the Internet. Many publishers are now charging for email subscriptions.

1. Follow all rules for preparing copy suggested by newspapers, radio and TV stations.
2. Release to all newspapers (dailies) at one time. Check on deadlines for local weeklies.
3. Keep copy brief; try to restrict copy to one page.
4. Be sure you double or triple space.
5. Mention those who deserve the credit—names make news.
6. Tell them who you are so they can call you.
7. Observe deadline dates.

Some Do's and Don'ts on Newspaper Publicity

DO…

- Call your editor for help and to answer questions on how to prepare copy.
- Remember you get the best publicity before – not after – an event
- Use an eye-catching first sentence: be colorful with words.
- Send your material to the right person at the newspaper or deliver it by hand.
- Try to keep your copy to one page.
- Advise newspaper early about any important meetings.
- Ask for advance, timed release.
- Send a thank you—greeting at Christmas—invite to meetings—recognize editors.
- Remember your yearbook is a form of publicity, as is your newsletter/bulletin and your correspondence. So, create a good impression.

DON'T…

- Write "today" in your copy—give the dates.
- Try to disguise advertising as news, or color facts.
- Try to high pressure your newspaper or editor.
- Ask for consideration 10 minutes before deadline.
- Ask for clippings—buy extra papers.
- Ask for return of photography unless absolutely necessary.
- Worry too much if you story is not run.
- Lament if your copy is rewritten: be glad it got in.
- Argue if the editor wants to prepare entire article—this saves you work.

- **Writing copy.**
- Top of the Outline:

    - Club Name
    - Name of sender Address and phone
    - Proposed release date
- The body should include: The Five W's
    - WHO…will be there
    - WHAT…you will do
    - WHEN…you will meet
    - WHERE…you will meet
    - WHY…you will meet

Decide which "w" is the most important for your release. If your press notice is about a club project, include HOW…you will go about it.

- Must be typed, double spaced; some editors prefer triple spacing. One page. If you must go to two pages, write 'more' at the end of the first sheet and 'end' to show completed copy.
- Be concise. If you can get all five "w's" into a short snappy first sentence, you will stand out. If not, stress one of two of the five "w's" and carry on.
- Deadlines—observe them. A mid-week release rather than Sunday may be best. Find out.

SUGGESTIONS FOR THE COMMUNICATIONS/ PUBLIC RELATIONS CHAIRMAN

It's a good idea for every club to have a public relations/communications chairman to:

- Prepare a calendar of events to allow for time frame to contact the media and prepare a strategy for your public relations.
- Identify all area media outlets: List names, addresses, fax numbers and e-mail addresses of local daily and weekly newspapers, all TV and radio stations, radio programs, chambers of commerce, beat reporters interested in your organization. Use the phone book and Internet for information and update the list every six months. Jobs in this field change quite often.
- Who are you? Every member should know the club mission statement (as well as GFWC's and CFWC's). This statement should be displayed on your web page, letterhead, in press releases, brochures and everything your club or district produces for the public.
- Encourage members to enroll in computer classes, learn how to use a computer and continue to expand that knowledge.
- Link and share your e-mail and website address with your civic groups, other organizations and federated clubs. Have members share club and personal email links with their contacts and groups. Branch out.
- Compile a club publicity scrapbook
- Subscribe to *California Clubwoman* and *GFWC Clubwoman Magazine*.
- Visit Federation websites: www.gfwc.org and www.cfwc.org.
- Report your activities to your district/state PR Chairman.
- INTERNAL Public Relations. Good PR within your organization ensures membership retention. When you ask someone to volunteer their time to your club you are asking them to affiliate with you—it's a commitment. You have promised to have interesting service projects,

friendship, self-improvement, and fun. But sometimes vague meeting procedures, certain personalities or cliques will undo all the good you offer. Don't forget to orient members to club/Federation traditions and Roberts Rules of Order Newly Revised. Give reminders to extend courtesy, give member recognition, and practice rumor control.

- Listen to public announcements of other groups and reciprocate by attending the event. This is good PR, and you may learn something, too.
- It is important to identify with California Federation of Women's Clubs and General Federation of Women's Clubs. Be prepared to communicate this relationship.
- This is team-work—PR is not someone else's job; it is everyone's job.

References

- *Your Public Best*—The Complete Personal Appearance and Media Training Guide, by Lillian Brown, second edition 2002.
- *Your Attention Please*—How to appeal to Today's distracted, disinterested, disengaged, disenchanted AND BUSY audiences, by Paul Brown and Alison Davis, 2006.
- *Full Frontal PR*—Building Buzz about your business, your product, or you, by Richard Laermer, paperback edition, 2004.
- *Under the Grammar Hammer*—The 25 most important grammar mistakes and how to avoid them, by Douglas Cazort, second edition, 2002.
- *The Fall of Advertising and The Rise of PR*—Ads don't build brands, PR does, by Al Ries and Laura Ries, paperback, 2002.
- *Writing Effective News Releases*—How to get free publicity for yourself, your business, or your organization, by Catherine V. McIntyre, 1992.
- *Newsletter Editor's Handbook*—Quick-start guide to the Internet, news writing, interviewing, copyright law and desktop publishing, by Marvin Arth, Helen Ashmore & Elaine Floyd, 5th edition, 1997.
- *Quick and Easy Newsletters*—How to spread the word about your business, service, store, association, non-profit, school, club or family! (workbook), by Elaine Floyd, 2002.

In 2022, All these books are still available on line, most through Amazon

SECTION XIII

PUBLICATIONS

YEARBOOKS

Guidelines for Yearbooks

Yearbooks should meet the needs of the individual club and be complete enough to satisfy the needs of individual members. A yearbook may be bound by stitching, spiral, stapled or loose leaf, printed, according to the requirements and finances of the organization. It should open flat, have an easily identified cover. You may wish to print the following in the inside front cover, "This Yearbook for Members' use only. Not for commercial use."

"Must" for All Yearbooks

- Name of organization, address, current year, year federated, theme and motto (if it has a theme or motto).
- List of officers – full names, address, e-mail addresses, telephone number(s) and exact title;
- List of Chairmen – full names, addresses, email addresses, telephone number(s) and name of community service program or committee.
- Roster/Role of members – full names, addresses, e-mail addresses, telephone number(s) and year joined the club (if available).
- List of Past Presidents.
- Bylaws and Standing Rules (if not otherwise available to all members).
- Names, addresses and e-mails of GFWC and CFWC Presidents, District Presidents.
- Calendar of Club, District, Areas Meetings, Western States Region Seminars and General Federation events and deadlines.
- List current community service projects.
- The Collect for Club Women, by Mary Stuart.

Possible Additions

- Applications for Membership.
- Budget
- Table of Contents
- Short history of the organization.
- List of members serving at other Federation levels.
- List of Charter members.

CFWC PROCEDURE/YEARBOOK

Procedure/Yearbook of the California Federation of Women's Clubs

This is a manual of instruction in procedure and community service programs. It can be one of the most valuable tools for any officer or chairman. It is a compilation of information, programs and community service programs of GFWC and CFWC. It contains the listing of all clubs and districts in California.

It is compiled and published as a "working tool" for clubs and districts in carrying out community service programs offered by CFWC and chosen by clubs. These choices are made to further serve the club's community.

The goals, suggested action, and awards for community service programs are listed by various chairmen. They offer opportunities and guidance for community service programs in your communities.

Officer's or Chairmen's Procedure Book

An Officer's or Chairman's Procedure Book is one that is compiled for use in the club, district or state as a manual of information and instruction in procedure and community service programs. It can be a most valuable tool for any officer or chairman for it can contain much information about the job she has undertaken. It should be kept up-to-date with a record of all the work done from the beginning of the responsibility. All the material should be dated. Your successors will be most grateful if you provide them with this guide. (This procedure can be shared by a printed copy or electronically)

Procedure books are the property of the organization. Contents will vary according to the needs and policies of each office or chairmanship.

Following is a possible guide for contents:

I. **Title Page**
   - Title of Chairmanship
   - Name of Club
   - Name of District
   - GFWC – CFWC

II. **Chairmanship**
   - List of the name of the Chairman and year served.
   - Copy of the most current Bylaws and Standing Rules.
   - Basic duties and responsibilities (job analysis sheets, stating who does what, when, where and why).
   - Chairman's report with evaluation, recommendations and necessary details including financial report.
   - All materials necessary to assist your successor to carry out duties.
   - A copy of your final report must be submitted to the organization's president, secretary and a copy included in the Chairman's Procedure Book.
   - A calendar listing all Board and regular meetings, conferences, conventions and social events to be attended by the Chairmen.

III. **District Section**
   - Note all Chairmen are urged to attend all District Board meetings as are all members.
   - Pertinent information received from the District should be included in a Procedure Book.

IV. **California Federation of Women's Clubs**

V. **General Federation of Women's Clubs**

Remember: At the conclusion of your term, check to see that your book is complete. Weed out outdated and duplicated materials which will not benefit your successor. In case of resignation during office or chairmanship, the Procedure Book should be turned in to the President or dean with your letter of resignation. Be sure to turn your Procedure Book and files into your President or Dean of Chairman within the prescribed time at the end of your term of office.

SECTION XIV

RESOURCES

RESOURCES

Following is a partial list of resources available to you. Please see the addresses given below. Information can also be obtained from officers and chairmen whose names and addresses can be found in the CFWC PROCEDURE MANUAL/YEARBOOK.

CALIFORNIA FEDERATION OF WOMEN'S CLUBS MAILING ADDRESS

32565 B Golden Lantern, #280, Dana Point, 92629
Website: cfwc.org

- *California Clubwoman* magazine
- *GFWC Clubwoman Magazine*
- CFWC Procedure/Yearbook
- *Federation at a Glance*
- *GFWC Club Manual*
- Membership Handbook
- Officer's Job Description Guide
- Resolutions (on line at CFWC.org)
- *Roberts Rules of Order Newly Revised*
- *The Art of Leadership*
- Membership Orientation (Flip Book or PowerPoint)
- Patriotic Profile
- Membership Pins

GENERAL FEDERATION OF WOMEN'S CLUBS HEADQUARTERS

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A complete list of materials is available from the GFWC Marketplace at: www.gfwc.org/marketplace

The *GFWC Clubwoman Magazine* and *GFWC Club Manual* may also be ordered from the GFWC Marketplace.