

SUGGESTED

**GFWC CALIFORNIA FEDERATION
OF WOMEN'S CLUBS**

**PROCEDURES
FOR CLUBS**

And The District Connection

GFWC California Federation of Women's Clubs

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District Deans Meeting, Feb. 16, 2013 State Board

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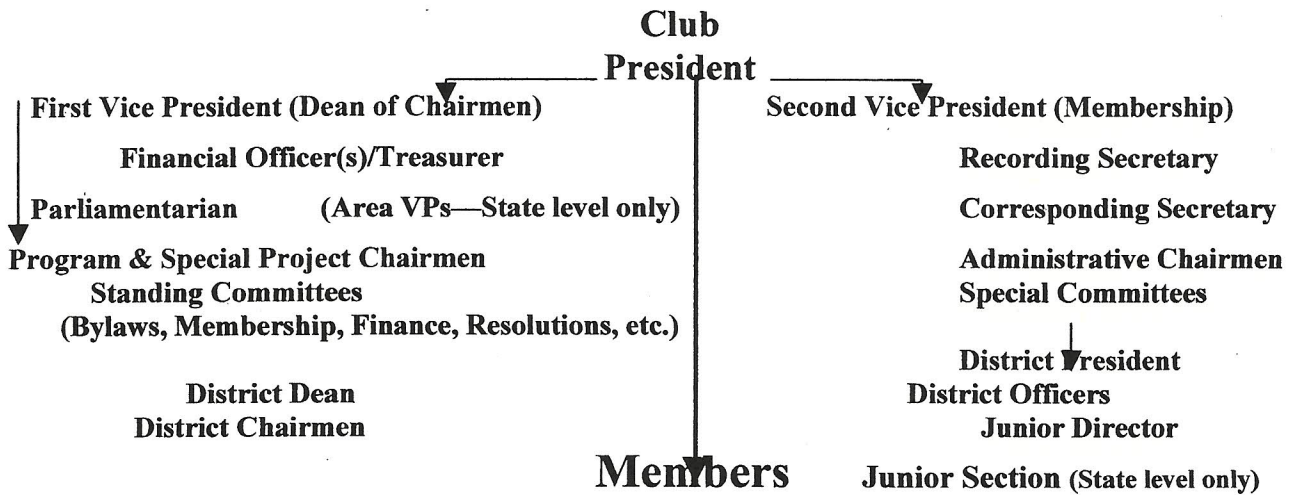
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This booklet is prepared for all members and may be separated and shared with members, club officers and district personnel. The information contained herein is designed to give an overall picture of how the various entities of the GFWC California Federations and General Federation depend on each other to carry out their respective responsibilities. Feedback is always welcome.

Compiled July 2006 by Jeri L Boone, Registered Parliamentarian

THE GFWC CALIFORNIA FEDERATION CLUB AND DISTRICT DEVELOPMENT TEAM

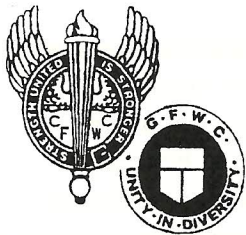
Each member is an important part of the Team—Success depends on the quality of the Members.



OFFICERS, BOARD, COMMITTEES AND OTHER ORGANIZATIONAL GOVERNANCE

LADDER OF ACHIEVEMENT

- 100% – I did.
- 90% – I will.
- 80% – I can.
- 70% – I think I can.
- 60% – I might.
- 50% – I think I might.
- 40% – What is it?
- 30% – I wish I could.
- 20% – I don't know how.
- 10% – I can't.
- 0% – I won't



Rights and Responsibilities of Members

Most GFWC CA FEDERATION of Women's Clubs are deliberative societies with all members having the right to *hold office, make motions, debate and vote*—the right to full and free discussion on items brought before the group to determine the will of the majority and sometimes a greater number, in the name of the entire group. The opinion of each member present has equal weight and responsibility for decision made by the group.

The Membership is the highest authority of the Club and each member is responsible for the Club's success or failure. All members are responsible for the content of its Bylaws, Policies and adopted Procedures, which they must follow in all acts of the Club. It is also the responsibility of the members to assist the presiding officer to expedite the business of the Club, to help protect the rights of other members and to help ensure order and decorum.

Mission Statement

The GFWC California Federation of Women's Clubs is part of an international community service organization, which provides education, training and interaction opportunities for volunteers who are committed to individual growth and community improvement to enrich the quality of life throughout California and the world.

THE CLUB PRESIDENT is a voting member of the District Executive Board and expected to be an active member responsible for assisting with the policy making of the District. The Club President is the official representative for the Club--accountable to the members of the Club and to the District.



IN THE BEGINNING, (even before the newly elected President assumes that office) The President should:

- 1) Develop plans for the new administration and set special events and calendar meeting dates and other important dates in consultation with the new Executive Committee (or Board)—taking into consideration dates of state and District meetings.
- 2) Review the previous several minutes to get the ‘feel’ of the Club and bring yourself up to date on items that were postponed or referred to a committee, as well as items of unfinished business that may need to be brought again before the Club or Board for the agenda of the next meeting. Survey the membership and set realistic, reachable goals.

IN THE CLUB, the President (Chair) is usually the meeting manager and facilitator. This person is responsible for the success or failure of what transpires in the meeting. Knowing and using the rules that govern your organization make the difference between success and failure in meetings.

- The President may, as directed by the Bylaws, appoint some Officers, certain Chairmen, Committees and preside at all meetings.
- The President understands that the members are the decision-makers and are responsible for making all decisions at regular meetings, as prescribed by the Bylaws. The presiding Officer makes rulings on procedure, but with a few exceptions the members may reverse them.
- If given the privilege by the Bylaws, the President is Ex-officio of all committees, except the Nominating Committee, and has all the rights extended to other members of committees. The President is not obligated to attend committee meetings (unless prescribed by the Bylaws) and is not counted in the quorum of the committee.

OTHER IMPORTANT DUTIES AND OVERSIGHT FOR THE PRESIDENT

1. With the outgoing Club President, work out details for ordering CFWC Procedure/Year books and the Data Blank/Dues Statement. These will be due from the Club to the District President prior to the GFWC California Federation of Women’s Clubs’ annual convention.

2. Suggest that a joint incoming/outgoing Board meeting be held for the purpose of a smooth transition for all Officers. Signature cards can be circulated. Bonding of certain Officers can be discussed as well as budgeting and financial reviews. This would be the time for the outgoing Board to make recommendations to the new Board. Encourage the outgoing Officers to become more active on the District Board. The outgoing Board would be excused at some point and the new Board would have its first official Board meeting. Meet separately with the outgoing President to gather supplies and materials and important reporting information that cover more than one-year

3. Consider inviting District/State Officers and Chairmen to do programs at your Club during the year.

4. Once most of the Clubs Officers and Chairmen are elected or appointed, send the information to the incoming District President along with any other information required by the District or State.

5. Plan to attend your District Executive Board Meetings, and encourage other members to attend with you to meet members from other Clubs and to advance their knowledge of Federation information.

6. Prepare “scripted” agendas for all meetings, giving advance copies to the members of the Executive Committee and portions to those having a part on the agenda. A briefer agenda may be placed in your newsletter or distributed at the beginning of the meeting. Keeping everyone informed will move the meeting along. Contact all Officers prior to the meeting to a.) see if they have something for the agenda and b.) if they will have a report and how much time they have for the report.

7. Assign the Dean of Chairmen, or whoever is responsible for this duty in your Bylaws, to contact all of the Chairmen and Committees to see if they are prepared, give them their time limit if they wish to

report and if they need something placed on the agenda. Have someone (on the Membership Committee) make periodic contact with all new members and members who were absent at the previous meeting.

8. Gather the correspondence: highlight only the portions you wish read at the meeting and separate those pieces of correspondence you prefer to be read under new business for possible action. Throw away past dated and give any pieces requesting donations to the Finance Committee for its recommendations.

9. Keep control of the meeting. Members need to go through the chair. If a member asks a question of another member, you as President, should immediately repeat the question yourself and ask the person (Treasurer, Dean, etc.) to answer the question. Private conversations disrupt meeting, so the President should say, "The members will refrain from talking among themselves." Do not let one or two vocal members dominate any discussions. Ask for new input from members who have not yet spoken.

10. As President, don't go over the same ground just covered by the previous speaker. Sometimes you will need to be mediator and occasionally referee if decorum is lax.

11. Keep a copy of the Articles of Incorporation with incorporation number and other communication from the Secretary of State's Office, Federal Tax ID and other important administrative files in a safe location (copies of these should also be placed in the Secretary and Treasurer's files, for quick reference). If you are a 501 (c) (3), you will need this information when raising funds.

12. The President must ensure that the Club is current with all financial matters including dues, state and federal filings and any group filings with CFWC and that, at least once a year; significant information is in the minutes.

13. Ask the Parliamentarian to prepare a list of items that must be on Club agendas and the date required, according to the Bylaws. The Parliamentarian should assistance, if asked, in preparing scripted agendas and work on a series of signals to be used by the parliamentarian when making suggestions to the President at meetings. The Parliamentarian should answer questions posed by members in a meeting, as directed by the Chair.

14. Don't "Hog the Show" or try to do everything yourself. Delegating shows real leadership and gives members real value and a chance to be creative. Let each Officer and Committee do their own job with limited oversight.

15. Give credit to others. Compliments and pats on the back build confidence and satisfaction. Recognize achievements often.

16. Encourage all Officers and Committees to set goals early in the administration and evaluate progress after a few months—a course change may be in order

17. Prepare for the future. Encourage all Officers to work to prepare others for their position next year. The 1st Vice President should keep the 2nd Vice President in the picture, asking for advice and/or assistance. All members should promote leadership in any way they can all year.

18. Most of all—have fun during your administration, while conducting community service projects.

CLUB VICE-PRESIDENT OR PRESIDENT-ELECT



Often Clubs have several Vice Presidents. These positions should be numbered for clarity of succession in office—the First Vice President is called on first to preside in the absence of the President, or as prescribed by the Bylaws. Some Clubs elect a full-term President-elect and a full-term First Vice President. Some elect a First Vice President who automatically becomes President-elect on some date, such as February 1 of the election year, while still serving as Dean of Chairmen. Some who elect a full-term President-elect, also authorize in the bylaws that the First Vice President, presides in the absence of the President, then the Second Vice President is next in line. This scenario tends to leave the President-elect out of the loop.

So, you have been elected to high office and should prepare yourself to step into the role of President at a moments notice. If the President's absence is temporary, you will assume those duties—if it is permanent, you will become the President.

- A. If you are President-elect or will become President-elect at some point, your responsibility is to prepare yourself for the next administration, creating goals and projects. You will evaluate the leadership skills of Club members, looking for potential future Officers or Chairmen.
- B. Your First Vice President duties will be stated in the Club Bylaws. In most Clubs you are also the Dean of Chairmen, responsible for overseeing the work, training and annual reporting of the Chairmen. You will find other specific duties listed in your Club Bylaws or as assigned by the President. Often the President-elect serves as Leadership Chairman. This falls in line with the GFWC California Federation of Women's Clubs' line up of Officers.
- C. You are responsible for communicating with the Chairman prior to meetings and letting the President know which Chairmen will have a report and the total time required for all Chairmen reports.
- D. In the absence of the President, the Officer presiding at the meeting refers to herself or himself as the Chair and carries out administrative and executive duties as outlined in the Club's Bylaws or as directed by the President, Board or assembly.
- E. If the Bylaws state that the President is ex-officio a member of all committees, this privilege does not transfer to the Officer serving in the President's absence.
- F. The President-elect and Vice Presidents must pay close attention to the business at hand if called on to preside (hope that the President is using a scripted agenda—it makes life much easier).

MORE ON BEING PRESIDENT-ELECT:

1. Read the Club, District GFWC CA FEDERATION Bylaws and Standing Rules. Your Club cannot be in conflict with these documents. Plan an organizational meeting with the incoming Officers.
2. Complete your prescribed duties as President-elect for the current administration, including leaving a well-documented procedure book for your successor. Give support to the current President and take an active role on the Team. Keep yourself well informed at all times.
3. Be a good listener and have an "open-door policy." Don't forget the pats on the back and the accolades for a job well done. Give a helping hand where necessary and be on the lookout for potential leadership giving encouragement to member to step up and take an office or try a committee appointment.
4. In some Districts, if you are the Club Dean, you are a voting member of the District or you may be filling in for the President who is unable to attend.
5. Attend as many meetings and workshops offered by the District, Area, GFWC CA FEDERATION Conventions, Western States Conference, and outside leadership workshops as possible.
6. Begin to learn basic Parliamentary Law and Procedures. You can find local NAP Parliamentary Units and join as an associate for about \$10 annually or find Parliamentarians who can assist you by going to the web sites of the National Association of Parliamentarians (NAP) www.parliamentarians.org; or the California State Association of Parliamentarians (CSAP) www.ca-parliamentarians.org; or your GFWC CA FEDERATION or District Parliamentarian. Some Federation Districts have Parliamentary Study Clubs who offer help.
7. Near the end of the current administration, begin to think about appointments you will make and set up a preliminary calendar, a preliminary budget and other items necessary to make a smooth transition. Decide on an Installing Officer if you plan to be installed. Some Clubs provide up to \$50 for the installing Officer, plus lunch or dinner.

MORE ON BEING FIRST VICE PRESIDENT:



Many of your duties will be the same as those listed for the President-elect, especially as you near the end of your term as First Vice President. You will have less time to plan for your administration, as your First Vice Presidential duties will take a lot of your time and you wouldn't want to let the current administration down. So be a good First Vice President "First" and represent your Club well on the District Board, when acting as an alternate for the President, or as a Board

member in your own right if the District Bylaws allow.

1. If you are a voting District Executive Board Member by the District Bylaws, you are expected to attend all District meetings. You may be asked on occasion to serve, as an alternate for your President who is unable to attend the District meeting.

2. You, along with the President or her alternate, will represent your Club's best interests and gather copies of reports and other information to bring back to your members. Materials and information given to you at meetings should be distributed to specific Officers and Chairmen prior to the next meeting; some will be new business or special reports at the Club.

3. As the Club Dean you should encourage the Club Chairmen to attend District meetings to hear first-hand, information pertaining to their Chairmanship.

4. You are the number one supporter of the Club President. You are also being watched by other members of the Club as a role model and by the District as a potential District leader...so put your best foot forward and be the best you can be--always.

5. Don't forget that potential members and your community are also looking at your Club and its projects. Part of your duties involved public relations to promote favorable public opinion. "Is this THE organization to which I want to belong?" You and the members of your Club should make a good appearance; show your members' special skills and knowledge and your Club's commitments and promises kept.

6. PR continued: Public relations in the United States started with George Washington who sent copies of his letters to the local papers. Abraham Lincoln did the same. So, why shouldn't we send copies of our annual reports or the President's annual report to the media? Public Relations is the total communication effort of a Club to the public, by means of the media. Personal outreach in the community is PR.

7. You are responsible for working with the Club Chairmen, be the motivator, interpreter and the "cheerleader." Promote and encourage new ideas for projects and cultivate vital, notable community service projects.

8. You should provide a copy of pertinent parts of the GFWC Administration Packet and CFWC Program and Project information, as well as reporting information, to each Club Chairman so they may learn as much as possible about their Chairmanship and what type of information is to be included in their Annual Report.

9. Hold a Chairman's workshop at the beginning of the administration to distribute the "tools" they will need to do their job to the best of their ability. This meeting will allow all the chairmen to discuss the responsibilities of being a Chairman and share ideas for success. Be sure to bring copies of the previous years reports for the new Chairmen to read and place in the procedure book given to them by the previous Chairman.

10. Distribute any bulletins, brochures or other pertinent materials or notices to the proper Chairman.

11. Assist the Chairmen with projects before, during and through the evaluation period. Hopefully your Club has adopted a preliminary form on which to gather information on each project as each is completed. This form should contain the needed information for report writing (e.g., number of members who worked on the project, number of hours spent, number of dollars spent, etc.).

12. If your Club is small, enlist the help of sister Clubs or other organizations who have some of the same goals within the community. It is always easier to tackle a large project when you have other resources and help.

CLUB SECOND OR THIRD VICE PRESIDENTS have many of the same responsibilities as the President-elect and First Vice President, plus the duties assigned to you by the Bylaws, the President, the Board or the membership. Often the Club Second Vice President is the Membership Director or Chairman. This falls in line with the GFWC California Federation of Women's Clubs' line up of Officers.

IF YOU ARE THE MEMBERSHIP CHAIRMAN you will work closely with the President, the



Membership Committee (appointed by you or the President, as prescribed by the Bylaws), and the Public Relations Chairman in your Club on membership events, goals and creation of membership materials. Try a contest among the members and promote District, GFWC CA FEDERATION and GFWC Membership ideas and special events among the

members. You are the “Cheerleader” for the Club in and outside the Club. Always carry Club Profiles and see that all members have several copies. Business cards are great for handing out to potential members, project supporters and donors. Keep in contact with your District/State Membership Chairman.

In addition to the Club Profile, a potential member should receive copies of the Club Newsletter, a list of Club contacts, a “Welcome Letter” and a brief overview of what the Club is doing in the community and should include what they will personally gain as a member. Always have membership applications with you. Federation orientations are your responsibility. Well-informed members are more productive.

With the Secretary and Treasurer, distribute a current membership roster. Follow-up on all membership inquiries and arrange transportation to meetings when necessary. Contact delinquent and absent members, reminding them of any deadlines and encourage them to continue their membership, as they are a valuable asset to your group. Work with the Newsletter Editor to keep mailing lists current, including any proposed new members.

CLUB RECORDING SECRETARY has basic duties that are about the same no matter the organization or level. However, you are more than just someone to record the minutes of your group’s meetings. You serve as custodian of all-important documents and location of certain Club equipment. You’re an assistant to the President and you work closely with the Parliamentarian, as well, to assure a smooth running meeting and to make certain nothing falls between the cracks.

It is imperative that the Recording Secretary listen carefully to motions as stated by the Chair. You also need to be sure you have all amendments written clearly to assist the President should she ask for your help. In addition to a list of all committees, including those appointed at meetings, you need to make note of their ‘charge’ and when they are to report.

In addition to sending the President a copy of the minutes of the meetings within 5 – 15 days (or as prescribed by the Bylaws), you should also notify the President of any motions that were postponed to the next meeting, those tabled or sent to a committee, etc. As an Officer of the Club you are a member of the Executive Committee (or Board) and as such you are expected to assist the Board in making decisions for the good of the Club.

You are also expected to have ballots at each meeting and certain other information at your fingertips as follows:

- List of all members
- List of all committees and their members
- List of items that have been tabled including any amendments
- List of items postponed to another meeting (exact wording of motions and any amendments)
- List of Officers of other levels of the organization (state/national)
- List of Board Recommendations to be approved by the membership
- Be prepared to read back the wording of motions as you recorded them, etc.
- A permanent posting of the location of the organization’s Charter, IRS status letter, Federal ID, name of band(s) and other important information that must be preserved.
- A copy of the most current Bylaws, standing rules, budget and policies.

If the minutes of the previous meeting are included in the group’s monthly newsletter, or each member receives a copy when entering a meeting, the minutes need not be read at a meeting. The Chair simply asks if the Secretary has received any corrections and calls for corrections from the assembly—

and the minutes are approved as written or as corrected. It is never too late for a member to offer a correction to any minutes. Until the minutes have been approved, they are only a draft.

In the rare event that the President and Vice Presidents are unable to be at a meeting, it is the duty of the Recording Secretary to call the meeting to order and preside until the assembly elects a Chairman. And you will perform other duties as prescribed in the group's Bylaws.

CLUB TREASURER/FINANCIAL OFFICER(S) are custodians of all funds and maintain current bank accounts, as adopted by the Club, as well as the current signature cards at the beginning of the administration. You are also responsible for notifying the Club of mailing accounts needing additional funds, CDs or other accounts maturing for a recommendation. Usually you are Chairman, or on the Budget Committee.

You will notify members of current procedures for obtaining reimbursements and furnish any forms or vouchers. You may be responsible for sending in funds and registration information for the members to attend various functions and pay all bills as approved by the Board or membership.

You will pay all bills that have been approved and sign checks as prescribed by the Bylaws. Work closely with the outgoing President on the Dues/Data Blank for the Club and meet all deadlines. Notify the President and Membership Chairman of delinquent dues. As an Officer of the Club you are a member of the Executive Committee (or Board) and as such you are expected to assist the Board in making decisions for the good of the Club.

You will prepare and present, for the Board and assembly as directed, the financial reports. Unless otherwise directed the Treasurer reads only the beginning balance, total receipts, total disbursements, total designated funds and the balance on hand of usable funds. If the Treasurer's report is included in the group's newsletter, it need not be read. The report is never adopted or filed for audit—it is simply filed. Annually or as requested, the Treasurer will prepare one or more year-end or annual reports, budget comparison statements, etc. and present the budget for approval. Set a date to close the books and prepare all documents for a financial review and transfer of files to the incoming Treasurer.

As the Chairman of the Budget Committee, you will work with a committee as prescribed in your Bylaws. Prior to the Budget Committee Meeting you should:

- a. Obtain the most recent membership count from the Membership Chairman
- b. Review the Bylaws and standing rules to confirm any designated funds that are to be included in the budget.
- c. Obtain a current copy of the budget as well as a copy of the previous two budgets and the most current budget comparison report and any other pertinent data.
- d. Also ascertain any additional program or project the incoming administration may be planning that will require new or additional funds (new member events, fund raising events, new projects, President's project, etc.).
- e. Prepare packets with the above information to give or send to all members of the budget committee prior to the meeting.
- f. After the meeting, present the budget to the Executive Committee for additional information, suggestions or questions before presenting the budget to the membership for approval. If possible the proposed budget should be published in the group's Newsletter and request members contact the Treasurer in advance of the meeting with questions or suggestions.

CLUB CORRESPONDING SECRETARY is an appointed Officer who works directly with the President as directed and performs other duties as prescribed by your Bylaws. As an Officer of the Club you are a member of the Executive Committee (or Board) and as such you are expected to assist the Board in making decisions for the good of the Club.

Smaller organizations may not have a Corresponding Secretary. But when there is a Corresponding Secretary, the unqualified word "secretary" used alone, refers to the Recording Officer.

In general, this Officer issues notices of meetings and conducts the general correspondence of the organization as directed. Writing or reading **official correspondence** is the duty of the Recording Secretary or the President—normal correspondence is written and read by the Corresponding Secretary.

Ideally, the Corresponding Secretary lives close enough to the President that he or she can review incoming mail prior to the meeting, reading only those portions highlighted or recommended by the President and displaying other organization's newsletter at the meeting as directed. This Officer sometimes acts as the President's Aide.

CLUB PARLIAMENTARIAN is an Appointed Officer who, upon request, advises the President, Board members and other members on Parliamentary procedures. You and the President should work together to establish means of communication during meetings that will not disrupt the President or the meeting procedures unduly. Your primary job is to make the President "look good" and to maintain the appearance of impartiality and fairness at all times. Robert's Rules of Order Newly Revised, 10th Edition should be with you at all meetings as well as the organization's Bylaws.

Robert recommends that the Parliamentarian should not make motions, enter into discussion or vote (except by ballot or at Executive Committee or Board meetings). The Parliamentarian should not speak at meetings (except Board meetings), unless directed to do so by the President.

You may answer Parliamentary questions at meetings, only when directed to do so by the President. You are ex-officio member of the Bylaws Committee and advisor to the Nominating Committee and in some cases the Election Committee.

You may be the Chairman of the Bylaw committee, if prescribed by the Bylaws. As such, you and the Committee will prepare proposed Bylaws and review Standing Rules for amendments as recommended by the Board, Officers or members for adoption. Carefully read the Bylaws and meet all deadlines and procedures for notification of proposed Bylaws to all members. Send proposed amendments to the Newsletter Editor for publication prior to the deadline required by the Bylaws.

Bylaws should be reviewed at least every five years. A complete set of the group's Bylaws and Standing Rules should be sent to the District Parliamentarian for review. Club Bylaws cannot be in conflict with parent organization's Bylaws. The Parliamentarian should review documents, notices and new proposed publications for errors or conflicting language before these are presented to the membership or community. Keep your eyes and ears open. Be the club peacekeeper—offering solutions as needed.

You may be asked to prepare Parliamentary articles for the Club's Newsletter, mini-workshops for the members from time to time, copies of Parliamentary Tips and other Parliamentary ideas for the members and other such duties as directed by the Bylaws or Standing Rules or the President.

THE CLUB EXECUTIVE COMMITTEE (or Board) in general is an administrative, managerial, decision making or quasi-judicial body of elected and/or appointed persons. **A board of an organized society is an instrument of the society and subordinate to it.** Its responsibilities and operation are determined and empowered as delegated by the Bylaws and members of the Club.

The Executive Committee (or Board) may create Special Committees (not necessarily made up of all Board Members) to investigate and bring information back information to the Executive Committee (or Board). The Executive Committee would make these appoints in cases where items would take too much time to research and discuss in detail at the Executive Committee Meeting. Committees created by the Executive Committee, report only to the Executive Committee. Once the Committee has given its final report the Committee no longer exists. It is usually advisable to provide in the Club Bylaws for the Executive Board to be empowered to act for the society when necessary between regular meetings.

Larger Clubs may have an Executive Committee and also an Executive Board. The Executive Committee is usually limited to the elected officers or as stated in the Bylaws. The Bylaws will specify the number of Board members, how they are to be determined; should define the board's duties and powers, and should provide for meetings, called and special meetings and the quorum for each.

Large boards (*more than a dozen members present*): Business is transacted in large boards according to the same rules of procedure as in other deliberative assemblies. A board can transact business only in a regular or properly called meeting or an adjourned meeting.

The personal approval of a proposed action obtained separately by telephone, email or individual interview, even from every member of a board, is not the approval of the board. The members must be present in one room where they can mutually debate the matter. If action on the basis of telephone conversations, emails or individual interview is necessary in an emergency, it must be ratified at the next regular board meeting to become an official act of the board. The exception to the above is the authorization of **electronic meetings** and detailed procedure in the organization's Bylaws.

Small board (*less than a dozen members present*) some of the formality that is necessary in a large assembly may hinder business of a small Board. Rules governing such meetings are different in the following respects: members are not required to obtain the floor before making motions or speaking; motions need not be seconded; there is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained; informal discussion of a subject is permitted while no motion is pending.

The President is still responsible for keeping order and may need to use more Parliamentary procedures. A clear vote can be taken without a motion's having been introduced. All proposed actions of a board must be approved by vote under the same rules as in other assemblies.

At Board meetings, the President and the Parliamentarian can speak in discussion without rising or leaving the chair. Subject to rule or custom within the particular board, the chair can make motions and usually votes on all questions.

Being a team player and knowing basic Parliamentary Law is just two of several important leadership skills of being an effective board member. A very wise person once said that success in *working with board members is to keep business and personal agendas/relationships separate*. By using this formula you can deal happily with many different types of Board personalities. Recognize the fact that each is a volunteer with ideas and opinions that may differ from your own, but their ideas may have merit and you can normally attain a good working relationship. Learn to listen and be flexible.

CLUB CHAIRMEN are usually appointed by the President and ratified by the Club Executive Committee (or Board). There are several types of Chairmen:

Administrative Chairmen such as the President's Aide, Amenities, Protocol, Hospitality, Phone Tree, Newsletter Editor, Inspirational, etc., work directly with the President and their duties are listed in the Bylaws or Standing Rules or as directed by the President. Most of these Chairmen are not required to write a report, but they are expected to prepare procedures for their successors.

A few notes on some duties: If your club has a **President's Aide**, that person's main job is to help the president with all her personal and Club books, etc. quietly and cheerfully and to be there early to help unload the car and stay until all materials have been returned to the car, to assist with any gifts and other items that may gather at the President's place at the headtable. You may be asked to shop for gifts for the President to give as thank yous. Sit where the President can easily catch your eye should something be needed during the meeting. Always approach the President from behind the headtable.

Amenities and Protocol, Sometime the President's Aide will also be responsible for the duties of this appointment. You will help all members to treat guests and members as they would if they were guests in their home. These are among your duties: Nametags, check table set up, table name tents, working microphone, flags in proper place, use special seating charts and sitting where the President can signal you. Greet and seat special guests, as requested and make special introductions. You may be responsible for collecting funds for special gifts to present to the President. **Hospitality/Phone Tree**, are often combined and given to a committee. Duties may include, telephone absent members to see if they are ill and as directed send greeting type cards, assist the membership committee to call new members between meetings or to offer a ride and to contact members with new and emergency type information.

Department and Program Chairmen are recommended by GFWC, GFWC CA FEDERATION and are listed in the GFWC and GFWC CA FEDERATION Administration Procedure Books along with many suggested projects and ideas. Some project ideas will come from community needs. These Chairmen are the “worker bees” of the organization and the projects developed by the Chairmen with assistance from the Dean of Chairmen and suggested by members, are extremely important to the Club. Project successes are dependant on the participation of the members and thus must be of interest to a majority of members. Community projects will often be the catalyst for new members and help develop the Club’s image.

Small Clubs usually only have Department Chairmen. Normally these are: The Arts, Conservation, Education, Home Life, International Affairs and Public Affairs and a few Special Project Chairmen. Larger Clubs may have Program Chairmen as well. These Chairmen are expected to write annual reports of the activities within their Chairmanship and what they did to promote their projects. Often Clubs will have Report Writing Session/Parties that result in great reports and members having fun.

Special Projects Chairmen are also recommended by GFWC, GFWC CA FEDERATION and are listed in the GFWC and GFWC CA FEDERATION Administrative Procedure Books along with many suggested projects and ideas. These Chairmen are also under the direction of the Club First Vice President, Dean of Chairmen and often work with a committee appointed by the President or Board or in some cases by the Chairman. These chairmen, in many ways, strive to enhance leadership, personal skills and knowledge of the members of the Club. They may have responsibilities that will improve the Club, such as increasing membership, community awareness and raising funds necessary to permit the Club to accomplish more.

Special Projects Chairmen are often changed, to some degree, with every two-year administration of GFWC and GFWC CA FEDERATION and may be programmed as follows: Community Improvement Contest, Empowering Women, Exploring Our Heritage: Women’s History and Resource Center, Fundraising, GFWC President’s Special Project, Junior Special Project, Leadership, Membership (under the direction of the Club Second Vice President who is the Membership Chairman), Public Policy (Resolution and Legislation), Public Relations (publicity/marketing) and sometime a Webmaster.

CLUB COMMITTEES may be Standing or Special. **Standing Committees** along with their function are listed in the Club Bylaws and they report in the order listed. A Standing Committee has a continuing function and remain in existence permanently with the members serving for a term corresponding to that of the Club Officers, with the exception of the Nominating Committee whose, term, election and duties are authorized in the Bylaws.

Usually these committees, are appointed at the beginning of a new administration and may be: Bylaws, Budget, Leadership, Membership, Nominating and Ways & Means and others deemed necessary and listed in the Bylaws. The Bylaws normally specify how the Chairman of each committee is determined. Such as the Bylaws may say, “The Treasurer shall be Chairman of the Budget Committee.” The Bylaws determine the make up the members of the committee and when they are to meet and report.

Special Committees are appointed, as the need arises, to carry out a specified task, at the completion of which—that is, on presentation of its final report to the membership—it automatically ceases to exist. A Special Committee may not be assigned to perform a task that falls within the assigned function of an existing Standing Committee. The bylaws should specify who and how these committees can be constituted and who appoints or elects the Chairman.

CLUB, DISTRICT AND GFWC/CFWC CONNECTIONS will vary somewhat from District to District, but the basic purpose and connection between each District and their Clubs is to disseminate information to and from the clubs to the General Federation of Women’s Clubs and the California Federation. And further to offer leadership training and assistance as needed to strengthen Clubs, develop new Clubs and make our communities aware of the benefits of belonging to our Federation and offer Federation materials and publications for members.

The Club Connection

1. The Club President or her appointee (and in some Districts, the Club First Vice President (Dean of Chairmen)) are voting members of the District Executive Board and are expected to attend all District Meetings. Many Clubs provide, in the Club Budget, funds to send these two representatives to each District Executive Board Meeting and the District Convention. Reports from the President and Dean at the next Club meeting are expected. Additional funds are sometimes provided to send additional club delegates, as prescribed according to the size of the club and other Club member who desire to attend.
2. All members are welcome to attend District meetings where they will have an opportunity to share ideas with members of other Clubs and participate in all the activities. Some Districts offer Clubs an opportunity to host a District meeting. Clubs may use this as a way to earn additional funds for their treasury.
3. Club members are encouraged to serve the District in some capacity, especially in their area of expertise or in an area for which they wish to become skilled. Members, new to District level Federation work, should send a letter or email to the incoming District President to express their wish to apply for a District Chairmanship and give at least three choices. Some Districts send out a notice asking for recommendations.
4. District Chairmen are voting members of the District Executive Board. Other opportunities are serving on Committees. One such Committee is the District Nominating Committee and there are a few Special Committees such as Fundraisers and various District Convention assignments.
5. Taking new Club members to District meetings is the very best way to motivate and begin a new member orientation to different levels of Federation and often builds, more quickly, a long-term skilled Club and a future District leader.
6. The Outgoing Club President, with assistance from the Incoming Club President, is responsible for preparing the annual GFWC CA FEDERATION Data Blank, a current Club roster of members and per capita dues check payable to their District. To be listed in the GFWC CA FEDERATION yearbook, each Club must return to the District President, before May 1st, three typed copies of the completed data blanks.
7. Clubs wishing to invite a District or GFWC CA FEDERATION Chairmen or Officer as a speaker at their Club must apply to the District or GFWC CA FEDERATION Itinerary Chairman for dates, even though the desired Chairman may live within the District.
Itinerary Visits: Schedule District and GFWC CA Federation visits early. District Executive Board Meetings are a good place to look over potential District Officer or Chairmen to invite. Be prepared to offer home hospitality, if needed and an opportunity for your visitor to meet your members informally. Usually the District and State visitors receive reimbursement for their travel and limited other expenses. Donations to the GFWC CA Federation Itinerary Fund are always welcome. The State President handles her own itinerary.
8. Club Presidents shall send a written report of activities to the District President and to the District Dean of Chairmen by February of each year or as directed. The Club Presidents usually give oral reports at District meetings as requested by the District President.
9. Clubs have the privilege to offer candidates for District and/or GFWC CA FEDERATION Office in the even numbered years. Clubs should follow the District's and GFWC CA FEDERATION rules and policies closely to protect their candidate.
10. Clubs receive the CALL to meetings and conventions from District, GFWC CA FEDERATION and GFWC. In addition to information about the credentials, agenda, hotel, etc. the CALL may contain proposed Bylaw Amendments and proposed Resolutions for your consideration and should be discussed in depth. Members should consider how these changes might affect their members or Club and go to the Convention, to vote if a delegates or just as a non-voting supporter. Conventions are the time to celebrate and meet new friends and the workshops are well worth the expense and effort. Most members share rooms and car-pool and lots of fun.

The District Connection

11. GFWC CA Federation offers an IRS Group 501 (c)(3) exemption. Unless your Club has its own IRS 501 (c)(3) exemption letter, you should consider taking advantage of this offer through the GFWC CA Director of Finance.
- * 12. GFWC CA Federation also officers Group Filing of the Form 199 so the Clubs do not have to file. If your Club does not wish to participate, you will need to file with the Franchise Tax Board and send the \$10 Fee. Check you status with your District President or Treasurer.
13. District Officers, and Chairmen often support various Club events and should be invited as often as possible. Announcements made at a District meeting will often bring more members to your Club fundraisers.
14. Proposed Resolutions and Bylaw Amendments may also be adopted by the club and presented to the District and/or GFWC CA FEDERATION for consideration. Be sure to follow the rules of submission and deadlines.
15. Clubs should offer qualified members of their club at the District Convention, to serve on GFWC CA FEDERATION Committees. This service and District service will build leadership among the members, get the Club more involved and enhance the value of our Federation.
16. The District First Vice President usually calls for District Chairmen's Reports during the District meeting and many District Chairmen will have material to distribute.
17. District meetings offer an opportunity for Club Chairmen to get to know their District counterpart better, receive motivate learn ways to promote and market their Chairmanship to Club members.
18. The District Second Vice President (Membership Chairman) often has membership information and sometimes sponsors a contest in which Clubs can participate to increase their membership. Often the District will offer special Membership Events and workshops for Clubs and Members.
19. The District also receives ideas, reports and other information from the Clubs that help strengthen and improve the District and GFWC CA FEDERATION. Check the District Master Calendar before planning your next event if you wish District participation and help.
20. Clubs pay minimal per capita dues to the District, which help defray a small percentage of the District's annual operating expenses.
21. Most Districts have established scholarships to which Clubs may contribute. The Club may also recommend or submit a possible scholarship recipient to the District. When possible Club members should attend as many District and other Federation meetings, conventions and special functions as possible. Member support is a win-win for the Club and the District.

GFWC INFORMATION AND MEETINGS IN BRIEF

General Federation of Women's Clubs, Inc. headquartered in Washington D. C. is our parent organization. GFWC distributes the *Clubwoman Magazine* to every club in the nation and other countries as well as the 2-year *GFWC Club Manual*. Both of these publications have valuable information for every member. The Staff at Headquarters and our website www.gfwc.org can be most helpful to clubs.

GF holds an Annual Convention in June to which all members are welcomed and each club receives the appropriate delegate cards (according to the GFWC Bylaws) and all information to attend and participate. It is recommended that all Clubs make an effort to send delegates to vote on Federation business, attend workshops and share information with their Federation sister across the country. GFWC has many displays where shopping is great and an opportunity to purchase various federation materials. GFWC sponsors Eight Regional Meetings, which in some ways are like mini-conventions, less expensive and closer to home.

Western States Region Meetings offer an opportunity for all Club Members to meet the International President and President-elect, some GFWC Chairmen and the Region Officers in a setting usually closer to where they live. All members who attend have a vote at the Region Meeting. Workshops and opportunities for sharing various aspects of Club work are always available, as well as tours. Spouses and guests are always welcome to these meetings, especially the Saturday Banquet.

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