

New Jersey State Federation of Women's Clubs of GFWC
Junior Membership of GFWC

Manual for Club Presidents



Junior Membership

**NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC
JUNIOR MEMBERSHIP OF GFWC**

MANUAL FOR CLUB PRESIDENTS

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A Brief History of Federation

General Federation of Women's Clubs (GFWC)

In 1868, a newspaper writer named Jennie June Croly was refused admission, because she was a woman, to a dinner given by the Press Club of New York honoring Charles Dickens. Her indignation was such that she interested some of her friends in forming a club for women which was named "Sorosis" (a collective fruit formed by the union of many flowers into a pulpy mass). In 1890, Sorosis was 22 years old and there were 97 clubs in existence in different states. Representatives were invited to a meeting in New York to create a permanent organization - the General Federation of Women's Clubs. Charlotte Emerson Brown of Orange, New Jersey, was elected as the first President and on December 29, 1893, the General Federation of Women's Clubs was incorporated in Newark, New Jersey.

The establishment of a permanent headquarters was considered in 1920. Agnes Schermerhorn, former New Jersey President and GFWC Second Vice President, was appointed chairman of a committee to establish a headquarters in Washington, DC. She located a beautiful historic site and began fundraising for its purchase. The GFWC motto "Unity in Diversity" was first stated in 1889 by Ella Dietz Clymer, President of Sorosis. She told those pioneering clubwomen, "We look for unity, but unity in diversity. We hope that you will enrich us by your varied experience."

Today GFWC has a membership of 8500 clubs with 350,000 members in the United States and about 10 million members in associated organizations in 40 other countries. It is the largest nondenominational, nonpartisan, international service organization of volunteer women in the world.

Causes for which GFWC members have worked or are working are: the first Child Labor Law, cancer detection campaigns, human rights, crime reduction, enactment of the 8-hour work day, election reform, equal rights and responsibilities for women, consumer protection legislation, creation of the Food and Drug Act, establishment of the Women's Bureau, improvement of the quality of life for older Americans, Workmen's Compensation Act, juvenile justice, establishment of public libraries, the Cooperative Forest Management Act, a uniform Probate Code, domestic violence protection, multiple use of federal lands, Social Security/Pension equality, lowering health care costs, and improvement of FCC regulations.

New Jersey State Federation of Women's Clubs (NJSFWC)

The NJSFWC was born on November 16, 1894, when approximately 150 women representing 36 clubs met in Union Hall in Orange, New Jersey. Before the day had ended, a constitution and bylaws had been written and adopted and officers elected. Margaret T. Yardley was the first President. At the third Board of Directors meeting, a badge in the shape of a shield with a plow, a rising sun, the word UNITY and the letters NJSFWC was accepted. Later, the lily of the valley was chosen as the Federation flower, and buff and continental blue as the Federation colors. By 1897, the first state Yearbook had been published listing five departments. It was during the 1902-1904 administration that clubs were first asked to send reports of their work to the Federation so that the information could be used to aid other clubs. By 1906, the Federation had grown to such an extent that it became necessary to reconstruct the organization by forming districts. In the years 1947-1950, the 6th District was divided into two, making our present 11 Districts. In 1911, "A Collect for Club Women," written by Mary Stewart, was read at the semi-annual meeting of the Federation. This, as revised, became the official collect for all federated clubs. The Junior Membership (JM) was organized in 1923, the Evening Membership Department (EMD) in 1937, and Juniorettes (girls aged 12-18) in 1948.

The achievements of the NJSFWC have been many, including the founding of the New Jersey College for Women (now called Douglass College), providing the Arts Center at Douglass, raising the funds to build the Douglass Disabilities Center for Autistic Children, and providing equipment and instruments for the Retinal Pre-Exam Room at the Eye Institute of New Jersey.

NJSFWC Headquarters

The NJSFWC is one of the few State Federations to have its own Headquarters building, located in New Brunswick. Prior to 1959, the NJSFWC met in Newark in any building where they could obtain a room. Then in 1959, the Federation moved to a four-room suite in the Griffith Building, where records could be stored for the first time. In 1964, a committee met to formulate plans for the establishment of a new headquarters, and it was suggested that the fundraising be accomplished through redemption of trading stamps. Suitable sites were researched in the Trenton, Princeton, and New Brunswick areas. A two-acre tract on Clifton Avenue adjacent to the Douglass College campus was found to be ideal, and on October 15, 1964, the final approval for leasing the land was granted by the Rutgers trustees. Fundraising began in earnest, and each club appointed a stamp chairman. The Juniors voted to include Headquarters in their 1965-1966 State Project. construction began in October of 1965 and the building was formally dedicated on May 1, 1966. Over half the funds for the building had been raised by collecting trading stamps. The first President to occupy Headquarters and assume responsibility for internal furnishings and maintenance was Geraldine Brown Sentell.

CHECKLIST FOR A PRESIDENT

MONTHLY

1. Prepare a complete agenda for each meeting. No matter how small the club, an agenda is essential for the orderly process of business. During the month before the meeting, you can write notes to yourself on a copy of the agenda so that you don't forget things. A copy of the agenda is needed by the Recording Secretary to help her keep accurate minutes.
2. Prepare a President's Message for the club newspaper/ newsletter.
3. Attend District Council. Ask other club members to come with you.
4. Keep your sponsoring club and club liaison informed of your activities.

ANNUALLY

1. All clubs should be incorporated. If a club is not incorporated and is sued, all of the members can be held responsible. Incorporation is handled online. Go to the NJ State Division of Revenue website at www.nj.gov/njbgs and follow directions to "File Annual Reports". This needs to be done annually. The current fee is \$25 each year. Any questions can be addressed by calling 609-292-9292
2. All clubs must submit New Jersey Sales Tax forms when necessary. Anyone doing business in this State, including Junior Clubs, is required to collect sales tax on certain items & services. For forms or information write: NJ Division of Taxation, Information and Publications Branch, PO Box 281, Trenton, NJ 08695 or go to <http://www.state.nj.us/treasury/taxation/index.html>.
3. Prepare an annual IRS income tax statement (Form 990 for tax-exempt clubs or Form 1120 for non-exempt clubs.) For tax forms, call 1-800-829-3676.
4. Renew club insurance. All Junior clubs must carry their own liability insurance. This covers injury claims for persons attending club events. Insurance can be obtained from the agency that handles the liability insurance for the NJSFWC, RLM Agency, Inc. in Pompton Plains at 973-835-6171.
5. All clubs should have 501(c) (3) status. This is most easily done through NJSFWC. Contact the NJSFWC State Treasurer (see NJSFWC Yearbook or njsfwc.org) for more information. This status allows clubs to apply for grants and for members to claim club related expenses on their federal income tax.
6. Update the club website.
7. Send in your club's subscription to GFWC "Clubwoman". If other members would like a copy or co-presidents would each like their own. The clubs president listed in the NJSFWC Yearbook receives automatically. It is a great way to find out what is happening in GFWC.
8. Appoint a chairman and a committee to review club bylaws & policies in alternate years. Any time your club bylaws have been revised, prior to the club's approval of any revisions, a complete copy of the bylaws should be sent to the NJSFWC Parliamentary Consultant to Clubs. She will let you know if you have any "loopholes" or errors in your bylaws. Her name and address is in the NJSFWC Yearbook.
9. The Nominating Committee & Chairman must be appointed or elected, according to your club bylaws. The President may not sit on this committee.
10. Appoint an auditing Committee. The books must be audited before the installation of the new officers each year.
11. Set up a budget meeting.
12. Invite your District Advisor to at least one meeting or function during the year.
13. With your club membership chairman, plan a Membership Drive. This drive will include publicity, and a special event. This should be held at least once a year, although new members may join at any time.
14. Answer all invitations promptly.

PROCEDURES BY MONTH

SEPTEMBER

1. Register members for State Fall Conference.
2. Purchase a Federation Yearbook.
3. In the even-numbered years, review the new GFWC Club Manual.
4. Fill out the form mailed to you by NJSFWC and pay the \$10 Charity Registration Fee to Headquarters by October 1st. This covers your club under the NJSFWC umbrella if your club's gross contributions (sum total of money deposited in the treasury from fundraising events before deducting expenses) are less than \$25,000 a year, and your club did not use a professional fundraiser. If your club's gross contributions are more than \$25,000, or it used a professional fundraiser, you must file separately. For information About the Charity Registration and Investigation Act or to request an application, you may visit www.njconsumeraffairs.gov/ocp.htm#charity or call the Division of Consumer Affairs, Office of Consumer Protection in Newark at 973-504-6215.
5. You will receive your club's dues bill (due November 1), your Delegates Travel Fund (due November 1), the Federation Continuing Funds form, and the registration form for Girls' Career Institute in the mail. **SAVE THESE!**
6. Attend State Fall Conference

OCTOBER

1. Attend State Fall Conference.
2. Be sure that District dues, State dues, and Delegates Travel Fund are paid prior to November 1.

DECEMBER

1. The December mailing from the Junior Membership Federation Chairman will contain nomination paperwork for State Board positions. Encourage members to consider running for a State Board position. In even numbered years it will also contain nomination forms for the Director of Junior Clubs. **SAVE THESE PAPERS!!**

JANUARY

1. Following your club's bylaws, begin the procedures for electing next year's club officers, i.e. appoint a Nominating Committee Chairman, have the committee elected, etc.
2. Start thinking about Convention.
3. Work on reports with your club's department chairmen.
4. Hold a club spelling bee.
5. GCI registrations and money are due by January 31 if your club is sending a representative.

FEBRUARY

1. Reports are due to the Dean of Report Writing with a February 15 postmark! Check all reports and make a copy to keep for reference next year.
2. Set due dates for Convention monies.
3. Encourage attendance at your District Spring Conference. It is a great way to network with other clubs in your district and to give your club members an understanding of the complete NJSFWC picture.
4. Send in nomination paperwork to the Federation Chairman of any member of your club who is qualified and wishes to run for a position on the State Board. The due date is a February 15 postmark.
5. After the report of the Nominating Committee, thank and then dismiss the committee.
6. Invite your District Advisor to conduct your club's installation of officers.

MARCH

1. If a child representing your club will be in the State Bee, make sure he/she has gotten all information needed and will be attending.
2. Fill out the continuing funds form and mail to Headquarters with a check for the total amount by April 1st. This form and amounts should be the same as the copy included in your reports.
3. Hold club elections.
4. All reservations should be completed for Convention. Send in an ad &/or boosters for the Convention program book.
5. Decide which members will represent your club at Convention as delegates and send in the Delegate Registration form.
6. Send in pink sheet from the Yearbook by April 15th to Headquarters in New Brunswick. If you sponsor a Juniorette club, the yellow sheet from the Federation yearbook must also be mailed. The number of members you report on this sheet will determine the number of members your club for which your club will be billed for dues. If you do not send this in, your club will be billed for the same number as the previous year.

APRIL

1. Begin looking for department chairman. The size and interests of your club will determine the number of departments you carry. Departments or interest areas can be combined. Even if a particular department is not active in your club, you can still have projects in that area. Try to insure that all members' interests are accommodated.
2. Attend the club budget meeting. Be realistic so you have a close approximation of the amount that must be raised to cover internal expenses.
3. Pay special attention to Convention deadlines, most are April 15th.
4. Meet with the incoming department chairman individually to discuss plans for the coming year. Since you will be the only one who has the complete picture at this time, try to avoid allowing the departments to plan big events too close together. Encourage your chairmen to get started right away and take advantage of the spring and summer months.
5. Read club files, past reports, etc. It will help give you background knowledge & ideas.
6. The April mailing will contain information on how to nominate a candidate from the floor. Review this and save if a member is qualified and interested.
7. Have your club vote for: Director of Junior Clubs (odd numbered years), or JM State Project (even numbered years). Your club's delegates will cast the votes at the JM Convention in May.

MAY

1. Hold a Board Orientation. Explain the importance of keeping good records. Discuss plans for the year. Remember that a project requiring club funding or club participation must be voted on by the general membership.
2. Begin work on the club yearbook.
3. Attend the JM Convention – Enjoy!
4. If your club is sending a representative to GCI – contact her and make sure she will be attending.

JUNE/JULY

1. Keep in touch with your members over the summer. A summer social is an excellent idea.

AUGUST

1. **Yearbook should be completed. Make extra copies for the Director of Junior Clubs, your Assistant Director, the Membership Liaison, your District Advisor, your club liaison, & Federation Headquarters. Your District Advisor will distribute these copies for you.**
2. **Encourage members to attend State Fall Conference and make a preliminary list of those attending.**

SUGGESTIONS FOR A SUCCESSFUL CLUB

1. **Simplify fundraising projects. Do those that are more effective and more profitable.**
2. **Make new members feel like they are an integral part of your club. Get them involved – now.**
3. **Make your community aware. Make an impact on your community. Service work and publicity go hand in hand.**
4. **Hold a "Federation Night" to educate your members on NJSFWC and GFWC and where your club fits in. Consider inviting your DA.**
5. **Have a secret sister or secret pal program in your club. Don't identify "pals" until Installation.**
6. **Have a "what does it mean" sheet – an explanation of Junior jargon, which "experienced" members understand, but which is a mystery to newer members. Distribute this to prospective and new members.**
7. **Have different members participate in the meeting each month by doing the invocation, the flag salute, etc.**
8. **Create a talent file, keeping a record of the talents of all your members. Use your members' talents whenever possible.**
9. **Don't be afraid to start new projects. A new project can excite your membership.**
10. **Start a "Member of the Month," an "Unsung Heroine" or some other kind of award program to recognize the efforts of your members.**
11. **Use a questionnaire in planning your year. The questionnaire should detail every project your club has done in the past few years. Let the members indicate which projects they would like to see continued and which they would be willing to chair or co-chair.**
12. **Hold a Leadership/Federation Night for your club. With the constant turnover in membership, it becomes crucial to educate our members. Use Federation resources that are available to you, such as the Director of Junior Clubs, your Assistant Director, your District Advisor, and your JM Chairmen. The GFWC Club Manual and the Federation Yearbook have essential Federation information. Let your members know that they are not only Junior Club members, but members of the largest women's organization in the world. Federation history and achievements add a dimension to our organization that makes us unique. Federation knowledge should be reinforced yearly.**
13. **Learn and understand the relationship of the GFWC, the NJSFWC, and the Junior Membership to your club.**
14. **Learn to delegate responsibility. It will help save your sanity and it will give training and leadership development opportunities to your members.**
15. **Update your club's website regularly.**
16. **When you get mail from the Junior Membership, the NJSFWC, or the GFWC, read it, and then give it to the appropriate member of your club.**
17. **Check www.jerseyjuniors.com monthly for the latest information.**
18. **Hold a new member orientation. It is very important that your new members understand the nature and organization of your club and be given some rudimentary explanation of Federation. It will help them feel more like members than rookies.**
19. **Examine your club's requirements for membership. If they are restrictive, it may be time to amend your bylaws.**

A PRESIDENT'S DUTIES, RESPONSIBILITIES, & PRIVILEGES

A president's duties include:

- a.) To be pleasant and gracious in manner, to set an example in fairness, courtesy, & obedience to rules.
- b.) To report frequently to the membership and keep it informed.
- c.) To plan each meeting well in advance and to prepare an agenda following the adopted order of business and including all items of business to come before the assembly at that particular meeting.
- d.) To call meetings to order on time, there being a quorum present.
- e.) To remember to use the gavel sparingly.
- f.) To call for the reading of the minutes of the previous meeting. If the reading of the minutes of the previous meeting is dispensed with, these must be read and approved at the next meeting or referred to the Board or a committee for approval.
- g.) To recognize and assign the floor to those who are properly entitled to it.
- h.) To state all motions properly introduced and seconded, to rule out of order those that should not be considered, and to declare a motion will not be considered for the lack of a second.
- i.) To permit no one to debate a motion until it has been properly stated by the Chair; to enforce the rules of decorum in debate; to insist that debaters attack ideas and principals ONLY; to refrain from discussing a motion while presiding; to be fair and allow both sides to be heard.
- j.) To be absolutely impartial while presiding.
- k.) To take the vote on each item of business properly, the affirmative first, then the negative; to clearly announce the result of the vote. Results are not official until announced.
- l.) To refrain from voting unless her vote will change the result, except in a ballot vote when she may vote with other members before the ballots are tallied. In a Roll Call her vote is called last, and she may vote or say "Present."
- m.) To delegate responsibility to others and to give praise where it is due.
- n.) To realize she has no more authority than that which is given to her by the bylaws and other rules of the club, or by a vote of the assembly; to refrain from speaking for, or acting for, the club, unless authorized to do so.
- o.) To be familiar with the rules in the bylaws and all other rules of the club, to have a copy of these rules with her at every meeting, and to enforce the rules at all times.
- p.) To have a copy of Robert's Rules of Order, Newly Revised with her at all meetings.
- q.) To show, by example, how members may work together as a team to accomplish desired results.

A president's responsibilities include:

- a.) To participate in District and Federation activities; to encourage membership participation and attendance at all meetings of the club, District, and Federation; to represent the club at meetings of other clubs or organizations and at District and Federation meetings and events.
- b.) To encourage clubwomen to accept club and District chaimanships, and to serve as candidates for state offices.
- c.) To answer all mail promptly and to distribute club mail to the proper chairman.
- d.) To appoint qualified members to serve on committees and not give preference to friends.
- e.) To be available for help at all times, but to refrain from interfering with the work of various departments and committees.
- f.) To assist in training future leaders in order to provide for continuity in the work of the club.
- g.) To urge new and shy members to take an active part in club work and affairs.
- h.) To discourage cliques.
- i.) To ensure that no part of the mailing list of the club or Federation be made public.
- j.) To follow club and Federation policies and procedures.
- k.) To answer, in person, all letters addressed to her as president of the club. The Corresponding Secretary will answer all club mail, and the chairmen of departments and committees will answer the mail related to the work of the department or committee.
- l.) To hold an Orientation meeting for the members of the Board after each election.
- m.) To explain Junior Membership Funds, Scholarships, to the members of the club and to encourage an interest in donation to each.

A president's privileges include:

- a.) **As a member of the club, the president has all the privileges of membership, including the right to make motions, debate and vote. In order to be impartial, she will refrain from making motions and debating while presiding. She will call upon the First Vice President, or the next ranking officer if the First Vice President is not present, to take the Chair if the president wishes to propose motions and debate AS A MEMBER. She will not resume presiding until after the vote is taken on the motion in question and the result of the vote is announced.**
- b.) **As a member of the club, the president has the right to vote, but she does not exercise this privilege in a voice vote, show of hands vote, or standing vote unless her vote will change the result. She may vote to make or break a tie, but she does not have to do this. In a ballot vote, she will vote with other members, but MUST do so before the ballots are counted. In this case, she may not vote to change the results. In a Roll Call vote, the president's name is called last. She may vote, or she may answer "Present" if she wishes to abstain.**
- c.) **If the club bylaws state that the president serves as a member, ex officio, of all committees, except the nominating committee, she has all the rights and privileges of other members of the committee, including the right to vote. Since it is a privilege, and not an obligation for her to attend committee meetings, she is not counted in the quorum.**
- d.) **The president is considered to be the Hostess at all social functions of the club. When refreshments are served, she is served first, then the guest of honor, and other guests are served. Members of the club should wait until all guests have been served.**
- e.) **As one who holds the highest office in the club, the president is accorded the honor and courtesy that should be given to a president of a federated club. Every club member should be encouraged to respect THE OFFICE.**

State Board Members in Your Club:

If you have a State Board member in your club, you can be proud. It shows that she learned a love of Federation and leadership skills in your club.

A State Board member needs a little special care and understanding. Offer your club's assistance in helping her to carry out her duties and take advantage of her special knowledge to aid your club. Remember that her first responsibility is to the State, not your club. She will be as active as she can in your club, but do understand that her duties are numerous and she has committed herself to the State, as did your club when you nominated her. As a courtesy, you should recognize her at each meeting and call on her for a report. At club special events, and at your Federation night, you should honor her as you would any other State Board member.

Nominations and Elections:

CLUB – it is essential to the smooth running of your club that the procedures for the nomination and election of officers for your club be clearly defined in your club bylaws. The president is responsible for making sure that these procedures are followed precisely. If you have any problems with the nomination and election of officers, contact your District Advisor immediately.

STATE – as club president, you will receive the information for the nomination of members to serve on the JM State Board. It is your responsibility to read to your club members the covering letter, which will come with the material. You should never assume that no one in your club is interested. If a club member is interested and qualified (see Yearbook for qualifications) send the nominations paperwork in with a February 15 postmark.

DIRECTOR OF JUNIOR CLUBS – because the Director of Junior Clubs is a member of the NJSFWC Executive Committee and the NJSFWC Board of Directors, she is elected by the delegates to the NJSFWC Convention. In order to allow the clubs of the Junior Membership to actually choose the Director, an "election within an election" is held.

Candidates for Director of Junior Clubs must be nominated prior to February 15 in the odd-numbered years. You will receive a mailing in March with the candidates and their qualifications. Have your club vote at the April meeting. This will be the candidate your delegates will vote for at Convention in May. The election will take place immediately after the close of the business meeting (Saturday morning) at Convention. The candidate who receives the most votes will become the only NJSFWC candidate for Director of Junior Clubs, and will serve as the next Director.

CONDUCTING EFFECTIVE MEETINGS

Bring to meeting: your club bylaws; Robert's Rules of Order, Newly Revised; your Membership List; and your agenda.

Call to Order

1. Presiding Officer stands at DESIGNATED TIME. ONE tap of the gavel. "The meeting will please come to order." (NOTE: By starting the meeting promptly, you are showing respect for those members who are there on time. Members who have been coming late will soon start coming on time.)
2. Wait for perfect order. Silently do a quick count to ascertain if a quorum is present.

Opening Exercises

1. "The invocation will be given by _____." (The Junior Collect is a prayer and may be used for the invocation.) The assembly rises and stands silently with bowed heads during the invocation.
2. "Please rise for the Pledge of Allegiance to the flag of the United States of America." (not "the pledge" or "Pledge of Allegiance")
3. If you usually sing a patriotic song, it is sung after the flag salute, unless it is the National Anthem, which is sung before the flag salute.
4. Other ceremonies as appropriate or customary. (NOTE: Remember, the guide to opening exercises is "God before Country.")
5. Secretary calls the roll. The President's name should be last on the list. (This is in case you ever have a roll-call vote. As each member's name is called she votes out loud. The President votes last so that she does not influence anyone else with her vote.)

Minutes and Correspondence

1. "The Secretary will read/circulate the minutes of the preceding meeting." (Not the "last meeting")
2. The Secretary stands to read the minutes, or they can be circulated at the meeting or via e-mail or the club newsletter. Previous Board Meeting minutes are read/circulated at Board Meetings, and previous Regular Meeting minutes are read/circulated at Regular meetings.
3. "Are there any corrections to the minutes?" (not additions or corrections – additions ARE corrections.)
4. "Seeing none, the minutes are approved as read." OR "If there are no further corrections, the minutes stand approved as corrected."
5. "The Corresponding Secretary will report." The Corresponding Secretary should read only those pieces of correspondence which require action, or which the President has asked her to read. She can report on all other mail received. Action required on correspondence can be taken at this point, or under New Business.

Reports of the Officers

1. "The First Vice President will assume the chair during the report of the President." (hand over the gavel.)
2. President reports. The First Vice President (or the next ranking officer in the absence of the First Vice President) thanks the President for her report and hands the gavel back to her.
3. Other Officers report in descending rank.
4. Treasurer's Report: a brief financial statement is normally given at regular meetings. An Annual Report is given once a year. No action is taken on the Treasurer's report. After the Treasurer reports, the presiding officer asks if there are any questions, and then says, "The Treasurer's report will be filed." (Not "filed for audit")
5. When the Auditors report, it is presented immediately following the Treasurer's report. This report must be adopted. "The question is on the adoption of the report of the Auditors."
6. The Recording Secretary will read any report of action from the Board meeting. If this report contains recommendations, they can be acted upon at this time, or under New Business. Each recommendation should be acted upon individually. The Recording Secretary moves to adopt the recommendation of the Board. This does not need a second, since it is the recommendation of a group.

Department and Committee Reports

1. The President should ascertain before the meeting which department and committee chairmen have reports. If a chairman does not have a report, do not call on her.
2. The Department Chairmen report in the order in which they are listed in your bylaws.
3. The Committee Chairmen report in the order in which they are listed in your bylaws.
4. If a Department or Committee Chairman needs action taken, she should notify the President before the meeting of the motion she will be making.

Unfinished Business

The President should NOT ask, "Is there any Unfinished Business?" or worse, "Is there any Old Business?" The President and/or the Recording Secretary should have a record of unfinished business on the agenda and it should be presented for consideration at this time. To ascertain whether or not there is Unfinished Business, the minutes should be checked.

New Business

1. Before business can be acted upon, it must be presented to the group in the form of a motion.
2. The President should be informed of any New Business before it is presented.

Announcements

1. The President announces the date of the next meeting and any other important matters.
2. She asks, "Are there any other announcements?" These announcements must pertain to club business.

Adjournment

1. The meeting can be adjourned before or after the program. This is up to the individual club &/or president.
2. Have the entire club stand and recite the Junior Pledge.
3. No motion is necessary for adjournment. This is the privilege of the presiding officer. ONE tap of the gavel, "The meeting is adjourned."

Program

1. The President presents the Program Chairman, who presents the Program. The President DOES NOT "turn the meeting over" to the Program Chairman.
2. Both the person who introduces the program & the President should thank the participants in the program.

THE GAVEL

The gavel is the "symbol" of authority. It should be used sparingly; ONE tap of the gavel to open the meeting and ONE tap of the gavel to close the meeting. It should otherwise be used only when necessary to maintain order. If the President taps the gavel (once, please) during the meeting, members should know that they must come to order. The President does not need to explain her use of the gavel during the meeting.

STEPS NECESSARY FOR MAKING A MOTION

1. Rise, or raise your hand, according to the custom of your club.
2. Recognition by the Chair.
3. State the motion: "I move that..." (Not, "I make a motion")
4. Second to the motion. If there is no second, the motion dies.
5. Statement of the motion by the Chair: "It has been moved and seconded that..." The motion should be restated exactly.
6. Chair: "Is there any discussion?"
7. Chair: "Are you ready for the question?"
8. Chair: "All those in favor, say AYE, those opposed say NO."
9. Announce the vote and the result of the vote. "The ayes have it and we will purchase a copier for the club at a cost of \$200."

RULES OF DISCUSSION

1. The speaker must:
 - a. Be entitled to the floor
 - b. Address her remarks to the chair, be courteous, avoid personalities
 - c. Confine discussion to the pending question
 - d. Observe the rules as to the number of times and number of minutes she may speak to the question
2. Person making the motion may speak first.
3. Try to alternate those speaking for and those speaking against the motion.
4. No one can speak for the second time until all who desire to do so have spoken once.
5. Unless otherwise designated, no one can speak more than two minutes on a subject.
6. No one can speak more than twice on a question.

VOTING PROCEDURES

1. Vote is taken by "voice vote." If the result of the vote is doubtful, the chair can call for a rising vote (or "standing vote"), first for the affirmative and then for the negative.
2. The Chair can count the vote if she desires to do so, but she cannot be forced to do so except by a properly adopted motion.
3. With a rising vote, the Chair may appoint tellers to help her count the votes.
4. When the vote is a tie, the motion is lost.
5. The Chair does not vote in a "voice vote." In a rising vote, after the vote has been determined, the Chair may vote if that vote will change the results. The Chair may vote to make a tie, or to break a tie, or to secure a 2/3 majority when required, if that is her desire. **THE CHAIR DOES NOT HAVE TO VOTE.**
6. If the Chair wishes to express an opinion during discussion, she must vacate the Chair (give the gavel to someone and have them preside) and she must not return to the Chair until the question has been properly disposed.

LINES OF COMMUNICATION

Between Clubs & State Board Members

Any questions, problems, or concerns you may have should be addressed to your District Advisor. If the District Advisor does not know the answer, she will turn to your Assistant Director, who can turn to the Director of Junior Clubs, if necessary. Questions about club projects in specific areas may be addressed directly to the JM State Department or Committee Chairman involved. The names and addresses of all the JM State Board members are found in the NJSFWC yearbook. The e-mail addresses of all JM State Board members can be found and accessed at www.jerseyjuniors.com.

Information from your JM State Board is given to the District Advisor at State Board meetings. She gives this information to the club presidents at the District Council meetings. The club president, after reviewing the information, gives it to her club members at the next club meeting.

Intra-club Communication

There are many ways to distribute information among your own club members. Try to employ as many of these as possible:

1. Club Newsletters. Even a one-page edition can have Federation news, news about your own members, biographies of new members, project information, things to save, things to bring to the meetings, and a club calendar. Newspapers can be electronic or hard copy. If you use e-mail, print some out to enter in the newsletter contest and to give to prospective members.
2. Bulletin Board. If there is one where you meet, think of clever ways to use it. You also might want to consider using a display table if one is available.
3. Clipboard. These can be circulated during each meeting. Members can sign up for future events, and letters and/or literature can be passed around in this fashion.
4. E-mail. Type one message and send to all members.

5. **Telephone Squads.** This is an excellent way to spread information between meetings. Use this for members who do not have e-mail. One member gets a call and then calls the next member on the telephone list. In a larger club, each squad member calls four or five members.
6. **Suggestion Boxes.** Solicit comments from all members.
7. **Questionnaire.** Use one to determine members' interests, types of program and projects wanted, interest in new departments, anything!
8. **Federation Secretary.** Do you have one? In many clubs, this position automatically goes to the immediate past president or a vice president. (This a great training tool for a leader before becoming president.) It is the duty of the Federation Secretary to pass on to club members all news of Federation projects, events, and fundraisers. It is her job not just to read the information, but also to explain it and to arouse interest in attending District and State functions.

A club president and Executive Board can stimulate "upward communication" by:

1. Taking time to listen attentively; circulating at club meetings.
2. Being open-minded and receptive to new ideas.
3. Being sincere; striving for better understanding between members.
4. Giving praise for a job well done. Writing thank you notes.
5. Following through on members' suggestions and ideas.
6. Planning ahead.
7. Endeavoring to understand other's problems.
8. Offering encouragement to all; assisting those taking on jobs for the first time.
9. Knowing club bylaws.
10. Thinking about how new members might feel.

COURTESIES

1. The same courtesy should be extended to the guest of your club that you would extend to a guest in your home.
2. When dignitaries (i.e. State Board members, local elected officials, etc.) are invited to visit your club, tell them if they are to be introduced, if they are to speak briefly, or if they are to make a speech, and be sure the guest speaker needs a lectern for her notes, or a table for exhibits. Provide a glass of water for the speaker. Cultivate among the members the habit of congratulating the speaker and thanking him/her for his/her talk.
3. Assign a hostess to take care of each special guest.
4. In seating guests at a head table, the guest of honor is always placed to the right of the presiding officer, the second ranking guest to the left of the presiding officer, the third ranking guest to the second right, the fourth ranking guest to the second left, etc.
5. Guests should be introduced in order according to rank. If guests are being introduced to stand and be recognized, introduce your highest-ranking guest first, and the rest of the guests in ascending order, so that your guest of honor speaks last.
6. When you will be introducing guests, take the time before the meeting to check on the correct pronunciation of their names. When a guest is new to your members, you **introduce** her. When a guest is known to your members, you **present** her.
7. When the State or National President of our organization, or the Director of Junior Clubs, is introduced or presented, the members rise to honor the OFFICE.
8. When a member of a club becomes a state or national officer, she is honored when visiting other clubs. On all special occasions, she should be honored in her own club.
9. Courtesy demands that the presiding officer should express the appreciation of the club to those who perform service. The Chairman and the committee of special events, such as a banquet, luncheon, etc., should be commended for their efforts.
10. When grace or a blessing is given before a meal, the assembly is asked to remain seated.

VIP DICTIONARY

ADMINISTRATION – The GFWC President and the Executive Committee, the NJSFWC President, Executive Committee, and trustees, and the Director of Junior Clubs, and Executive Committee are all elected in the even-numbered years for a two-year term. Each of these two-year terms is referred to as an administration. You may hear terms such as "the first year of an administration" or "Mary Smith's administration."

AGENDA – The order of business to be followed at meetings.

ALMANAC – This is a monthly publication of the NJSFWC. It is sent, free of charge, to all club presidents. Additional copies may be ordered. It contains information from the NJSFWC Officers and Department Chairmen, and many important forms.

ASSISTANT DIRECTORS – Elected for a two-year term, they visit clubs in their respective areas and have specific duties of their own on the state level. Southern – Garden, Southern Districts; Central – Bay, College, Liberty Districts; Northern – Palisades, Highlands, Ramapo Districts.

BOOSTERS – Names placed in program books for a nominal fee to help defray the cost of printing programs and tickets.

BYLAWS – Club bylaws must conform to State Bylaws. Bylaws cannot be in conflict.

Club – the rules, which govern a club. They are usually included in the club yearbook. All members must have an up-to-date copy.

State – the rules, which govern the State Federation. These are found in the State Federation Yearbook.

General Federation – the rules, which govern the GFWC (General Federation of Women's Clubs.) A copy may be obtained from the Headquarters in Washington, D.C.

CALL – The official notification of an upcoming event. It contains information and registration forms for that event. Calls are sent for State Fall Conference and Convention.

CONTINUING FUNDS FORM (GREEN SHEET) – This form is mailed to club presidents in September and is used for clubs to donate money for listed NJSFWC sponsored projects and charities.

DELEGATES TRAVEL FUND (DTF) – The money received from the clubs provides for the transportation expenses of the Director of Junior Clubs when attending GFWC meetings.

DIRECTOR OF JUNIOR CLUBS – The highest-ranking member of the Junior Membership. She also serves as a member of the NJSFWC Executive Committee, a trustee of the NJSFWC Board of Directors, and a member of the GFWC Board of Directors. She serves a two-year term.

DISTRICTS – There are 8 districts in the State of New Jersey. The clubs are grouped geographically into these districts to promote and encourage the free exchange of ideas and for mutual benefit.

DISTRICT ADVISOR – She is a member of the Junior State Board. She acts as the liaison between the clubs in the District and the Junior State Board. She should be kept informed of all state information and activities. She presides at District Council meetings and the District Spring Conference.

DISTRICT SPRING CONFERENCE – The annual spring meeting of clubs within a District.

DISTRICT VICE-PRESIDENT – An officer of the NJSFWC Board of Directors, the District Vice President is the liaison between the general clubs in the District and the Board of Directors. She is the equivalent of the District Advisor on the general club level.

DOUGLASS COLLEGE – The only college in the nation, which was founded through the vision and efforts of a State Federation. The NJSFWC launched the movement to establish this college for women in 1912. Douglass College is part of Rutgers University. The NJSFWC Headquarters building is located on the college campus.

DUES – Monies payable to an organization for the privilege of membership.

EMD (Evening Membership Department) – This is a department of a general club. Department meetings are held in the evening. The highest-ranking member of the EMD is the EMD Chairman, who serves on the NJSFWC Executive Committee and as a trustee of the NJSFWC Board of Directors.

CIP (Community Improvement Program) – This is a two-year project, which is sponsored by GFWC. Cash awards are presented to the winners in this national competition.

COLLEGE DAY – Sponsored by the NJSFWC. Students attending their Junior year in high school, and their parents, visit the campus of Douglass College and become acquainted with the curriculum and campus life through an assembly, seminars, a luncheon, and a campus tour.

CONTINUING FUNDS FORM – A form, provided by the NJSFWC, listing Federation projects, including Junior projects, usually forwarded in the mail with the dues bill. This form is usually a colored form (presently green) and is due to Federation Headquarters by April 1, along with a check covering the amounts given to the Federation projects.

CONTRIBUTION SHEET – A form, provided by the JM, to be filled out annually. It is almost a precise copy of the Continuing Funds Form, and must be filled out with the same information. Copies of this Contribution Sheet are returned with the end of year reports.

CONVENTION

Junior Membership – This is the Annual Business Meeting of the JM. The State Board members give their annual reports, elections are held for the following year's State Board members, and proposed Standing Rules changes and resolutions are voted on. The nominee for Director of Junior Clubs (odd numbered years) or the JM State Project (even numbered years) are voted on by the delegates. Held in May of each year, there are also informative workshops. Awards are given out to individuals and to clubs at the dinner meetings. New State Board members are installed.

NJSFWC – This is the Annual Business Meeting of the NJSFWC. It is held prior to the JM Convention. All Junior Clubs are entitled to send delegates to this Convention, as well as that of the JM.

GFWC – This is the annual Business Meeting of the GFWC. Delegates from each state meet, usually in June of each year in a different state. The JM is represented by the Director of Junior Clubs. Any Junior, Juniorette, or General Club Member may attend. The Call to the GFWC Convention is found in "Clubwoman" magazine.

DELEGATES – Representatives from each club selected to vote on behalf of their club.

DIAMOND DOZEN – Awarded annually at the JM Convention to 12 Junior Clubs in the State for their outstanding accomplishments in all areas of club work. A certificate is presented to president of each winning club. Special pins are available for purchase from the Federation Chairman.

DIRECTOR'S SPECIAL PROJECT – This is the statewide project chosen by the Director of Junior Clubs.

EXECUTIVE BOARD

Club – The makeup of a club's Executive Board is determined by the club's bylaws. Usually a club's Executive Board consists of all officers and department and committee chairmen. They may transact the business of the club, subject to the approval of the general membership.

JM – the JM Executive Board is the JM State Board. It consists of officers, District Advisors, Department Chairmen, and Standing & Special Committee Chairmen. Meeting monthly, the JM Executive Board has been empowered by the JM Standing Rules to conduct the monthly business of the JM.

NJSFWC – The Executive Board of the NJSFWC is called the Board of Directors. It consists of the officers, the District Vice Presidents, the Department Chairmen, and the Standing & Special Committee chairmen. Meeting monthly, the Board of Directors has been empowered by the NJSFWC Bylaws to conduct the monthly business of the State Federation.

FALL CONFERENCE – Annual state meeting to which all club members in the state are invited. There are informative workshops, special exhibits, and an opportunity to gather information and ideas. Both the JM and the NJSFWC hold a Fall Conference where members can attend either or both.

FEDERATION – This refers to the General Federation of Women's Clubs and the New Jersey State Federation of Women's Clubs.

FEDERATION YEARBOOK – Publication of the NJSFWC. It contains the minutes of the previous year's Conventions (NJSFWC, JM and EMD) along with the annual reports of each Board member; the names, addresses, and phone numbers of the Board of Directors, the JM State Board, and the EMD State Board; the bylaws of the Federation and the Standing Rules of the JM and the EMD; and certain forms which will be needed by all clubs.

GCI (Girls Career Institute) – Sponsored by the NJSFWC, the purpose is to provide an opportunity to encourage original thought on women's roles and careers in the 21st century, as well as experience campus life for rising high school senior girls. Clubs are encouraged to pay the cost to sponsor a student.

GFWC (General Federation of Women's Clubs) – One of the largest and oldest women's volunteer service organizations. Working locally in thousands of clubs in the U.S., and globally in over 16 countries, GFWC members support the arts, preserve natural resources, promote education, encourage healthy lifestyles, stress civic involvement and work towards world peace and understanding. Clubs shape their agendas to suit specific community needs and benefit form membership services, materials, and program support from the state and national Federation levels. GFWC Headquarters in Washington, DC, as National Historic Landmark, also houses the Women's History and Resource Center, a collection of books and periodicals devoted to women's history and women in volunteerism. Its motto is "Unity in Diversity." When a woman joins a Junior or Juniorette club, she automatically becomes a member of GFWC.

www.gfwc.org – The official website of the General Federation of Women's Clubs

GFWC JUNIOR SPECIAL PROJECT - Selected every two years, this is a special project chosen and supported by Juniors nationwide.

GFWC CLUB MANUAL – Published at the start of a new administration (even numbered years), this is a guide to all programs of the GFWC.

GENERAL MEETING – This is the monthly business meeting of your club membership.

GRADUATION – According to the NJSFWC Bylaws and the JM Standing Rules, a member of a Junior Club may only remain a member until the end of the club year in which she reaches the age of 40. At that time, clubs may have a special ceremony or recognition of some kind to recognize her contributions to the club.

HEADQUARTERS

NJSFWC – 55 Labor Center Way, New Brunswick, NJ 08901

GFWC – 1734 N Street NW, Washington DC 20036-2990

HISTORIAN – Responsible for recording the organization's annual accomplishments.

HONOR ROLL – Established in 1913, to perpetuate the names of outstanding members who have given loyal service to their club, community, or the Federation. Each page in the blue leather bound Honors Book is inscribed with a member's name and a 25-word tribute. A 50-word tribute is prepared to be read at Convention. It is the highest individual honor a club member may receive from her club.

INSTALLATION DINNER – This is the annual general meeting signifying the conclusion of one club year and the beginning of the next. Elected officers are installed, chairman announced, and graduation held.

JM (Junior Membership) – Organized in 1890, the first Junior organization in the country was in Roselle, NJ, the Clio Junior Woman's Club, which still exists today. When the NJSFWC became federated in

1894, this group of young women was invited to join the federation. By 1900, Junior Committees could be found all over the State. In 1925, the first official Junior Chairman was appointed. The first Junior State Convention in the nation was held at the New Jersey College for Women (now Douglass College) in 1928. In 1938, the Junior Committee became the Junior Membership Department. In 1988, the Junior Membership Department became the Junior Membership and each Junior & Juniette club was recognized to have full club status in the New Jersey State Federation of Women's Clubs and the General Federation of Women's Clubs. The motto of the Junior Membership is "Joy in Service, Pride in Achievement."

jerseyjuniors.com - This is the official website of the Junior Membership. Check this monthly for updates and information. There are links to other sites and to State Board e-mails.

JUNIOR MARCHING SONG – Elizabeth Van Deveer Jones wrote the words & music in 1931.

JUNIORETTES – Juniettes are young women, ages 12-18, who belong to clubs specifically designed for their interests.

LIAISON – A member of a general club that sponsors a Junior club. She serves as a liaison between the two clubs. She may attend the general meetings of the Junior club, and may be invited to attend other events.

NJSFWC (New Jersey State Federation of Women's Clubs) – This organization was founded on November 16, 1894, when approximately 150 women, representing 35 clubs, met in Union Hall, Orange, NJ. Before the day had ended, a constitution and bylaws had been written and adopted and officers elected. Margaret T. Yardley was the first president. The achievements of the NJSFWC have been many, including the founding of the New Jersey College for Women (now Douglass College), providing the Arts Center at Douglass College, working for the preservation of the Palisades, and the inclusion of kindergarten in the public school system.

ORDER OF THE LILY – Established in 2001 by the NJSFWC Board of Directors, under the leadership of President, Mary Ellen Brock, to honor clubwomen that go above and beyond the call of service to their clubs and the Federation. The recipient is honored at Convention with a lily of the valley corsage and her name will be inscribed in the Lily of the Valley Book at Headquarters. An honoree must first have been placed on the Honor Roll in order to be eligible for Order of the Lily. A member can be awarded this honor more than once.

PAGES – Volunteer members needed for all phases of state meetings such as registration and ticket taking.

PARLIAMENTARIAN – Appointed by the President to act as her parliamentary advisor. She must be familiar with the club bylaws and parliamentary procedure. She may speak publicly only if asked by the chair for an opinion. The chair then rules. This ruling may or may not be in agreement with that of the Parliamentarian.

PARLIAMENTARY PROCEDURE – The orderly conduct of business based upon a preordained authority. The basic principles of parliamentary procedure are: protection of the rights of the individual, protection of the minority, and the right of the will of the majority to prevail. The Parliamentary Authority of GFWC, the NJSFWC, and the JM is Robert's Rules of Order, Newly Revised.

PINS – Junior Membership, State Board, President, and Past President pins are available from Headquarters in New Brunswick. All other pins are available from the JM Federation Secretary.

POLICY BOOK – A course or line of action adopted and pursued by the club. It defines the duties of officers and chairmen, and includes rules of protocol. Each club should create this club guide for themselves.

PRESSBOOK – A record of the club's publicity taken from newspapers, etc.

PROCEDURE BOOK – Each officer or chairman in a club should keep a procedure book. In it she records what she did each month, and include all names, addresses, and phone numbers of people with whom she worked and contacted. A well-done procedure book enables the next officer or chairman to do a better job.

REPORTS

Department – Reports covering the accomplishments of the club in each area of interest are submitted at the conclusion of each club year. These are judged and awards are presented at the JM Convention for "Best Work" in each membership category.

President – Report submitted at the conclusion of each club year covering the club's activities. These reports are not judged.

RESOLUTIONS – The formal determinations of a body of persons adopted at the Annual Convention. These determine the guidelines, which will be followed by the Federation. Any club wishing to submit a resolution should look at the Federation Bylaws and the JM Standing Rules for information on how to submit a resolution.

SCRAPBOOK – Permanent record of the club's activities, achievements, and awards through pictures and memorabilia. This is usually presented to the president as a record of her term in office.

STANDING RULES

Club – Rules needed to assist in the orderly conduct of club business and yet not important enough to appear in the bylaws.

JM – Each organization can only have one set of bylaws. Since the JM is part of the NJSFWC, we are bound by the NJSFWC Bylaws. The rules of conduct specifically for the JM are spelled out in the JM Standing Rules, which can never be in conflict with the NJSFWC Bylaws.

STATE PROJECT – A project selected by all club delegates in the even numbered year of an administration. All clubs are urged to do work for this project during the club year following its selection.

TOP 5 – Awarded annually at the JM Convention to five Juniorette Clubs in the state recognized for outstanding accomplishments in all aspects of club work. A certificate or scroll is presented to the president of the winning clubs.

PROTOCOL INFORMATION

INVITATIONS

Club and District Information:

- ❑ The Club President may invite any member of the JM Executive Board to any special club meeting/anniversary/ federation night as the occasion warrants.
- ❑ If being invited to a dinner or banquet, the Director of Junior Club's meal must be complementary. If a club is financially unable to cover the cost of her dinner, she should not be invited.
- ❑ If a Past State President or Director of Junior Clubs resides in your District, she should always be invited to District events.
- ❑ When inviting an officer to speak, send out the invitation as early as possible and give them two dates to consider.
- ❑ Include in the invitation: time, place and type of meeting
type of dress
if you expect the person to make a speech and time allotted
contact person to reply to or ask for details.
- ❑ Reply to all invitations you receive immediately.
- ❑ Be prepared that a guest may say a short message or greeting when introduced.
- ❑ Have someone assigned to greet your guests as they arrive.

INTRODUCTIONS

Club, District and State Events:

- ❑ An out of state guest of "equal rank" as an in state guest is given the higher rank as a courtesy to a visitor. Among equal ranking guests, the higher rank is accorded those traveling the greater distance.
- ❑ When introducing guests who are asked to rise to be recognized or bring greetings, the lowest ranking guest is introduced first, proceeding up to the highest-ranking guest.
- ❑ Guests who are seated in the audience are introduced starting with the lowest ranking guest, before introducing guests at the head table.
- ❑ When introducing guests at the head table, start to the far left and proceed to the center (presiding officer); then start to the far right and continue to the center, which will leave the highest ranking guest to be introduced last. If there is an upper and lower tier, the lower tier is introduced in this same manner.
- ❑ If there is a speaker at the head table who will be giving a presentation later on, his/her introduction should be postponed until the time of the speech, but the name should be given with the statement that the guest "will be introduced formally a little later".
- ❑ Guests who may not be known to the audience are introduced; guest who are well known to the audience are presented.
- ❑ When introducing a speaker acquaint the audience to her background and qualifications. Introductions should be brief and include the reason for the talk. Mention the speakers name again at the end of the introduction.
- ❑ When the NJSFWC State President, the Director of Junior Clubs (at a Junior function), or the Governor of the State is introduced or presented, the audience rises to the office. Because club members are not generally aware of this, a good way to introduce this type of guest is to say, "Please stand and join me in welcoming our Director of Junior Clubs _____". The audience does not need to rise again if these guests are reintroduced after a break during the same event.
- ❑ Past Officers (Past District Advisors, Past Director of Junior Clubs, Past State Presidents) are introduced starting with the earliest to the most recent date served, and stating the years served.
- ❑ The presiding officer introduces all honored guests. If there is a special program, the presiding officer presents the Program Chairman, who then introduces the program.
- ❑ All guests should be given a copy of the program.

INTRODUCTIONS FOR PRESIDING OFFICERS

This list goes from lowest ranking to highest ranking, which is how guests are introduced, and ending with the presiding officer. The order will change somewhat when introducing a head table. In a printed program, the list should start with the highest ranking person.

Junior Membership State Event:

Members, EMD
Members, Women's Clubs
Members, Junior Clubs
Members, Hostess Club
Chairman, EMD
Presidents, Women's Clubs
Presidents, Junior Clubs
President, Hostess Club
EMD Board (low to high)
NJSFWC Board of Directors (low to high)
 Special Appointments, Special Committees, Standing Committees, Departments
JM Executive Board (low to high)
 Committee Chairmen, Department Chairmen, District Advisors
JM Executive Committee (low to high)
 Federation Chairman, Finance Chairman, Corresponding Secretary, Recording Secretary,
 Membership Liaison, Assistant Directors (North, South, Central) in order of rank
District Vice Presidents
GFWC Committee Members
GFWC Board Members
Past EMD State Chairman
Past JM Directors
Past State Presidents
NJSFWC Executive Committee (low to high)
 EMD State Chairman, Financial Secretary, Treasurer, Corresponding Secretary, Recording Sec.
 Third Vice President, Second Vice President, First Vice President
GFWC Executive Committee Members
GFWC Director of Junior Clubs
GFWC President
NJSFWC State President
Director of Junior Clubs (presiding officer)

Junior Membership District Conference:

Members, EMD
Members, Women's Clubs
Members, Junior Clubs
Members, Hostess Junior Clubs
Chairman, EMD
Presidents, Women's Clubs
Presidents, Junior Clubs
President of Hostess Junior Club
NJSFWC Board Members (low to high) see previous list
JM Executive Board Members (low to high) see previous list
JM Executive Committee - see previous list
Assistant Director from Region where conference is held (north, south, central)
District Vice President from District where conference is held
GFWC Committee Members
GFWC Board Members
Past EMD State Chairman
Past JM Directors
Past State Presidents
NJSFWC Executive Committee - (low to high) see previous list
Director of Junior Clubs
NJSFWC State President
District Advisor (presiding officer)

Junior Membership Club Anniversary or Federation Night

- Board members and officers who reside within the District should be invited to any Federation Night
- The Club President should be the one to issue the invitations to the Director of Junior Clubs and the JM Executive Board members. Only one of the following NJSFWC Officers: President, First Vice President, Second Vice President, or Third Vice President, should be invited to a club Federation Night or Anniversary. (with the exception of the 50th or special anniversary)

Charter Members

Past Junior Club Presidents

Visiting Junior Club Presidents

EMD Chairman

Counterpart Woman's Club Liaison

Counterpart Woman's Club President

EMD District Vice Chairman

Past Director of Junior Clubs

JM Executive Board Members (low to high)

Committee Chairmen, Department Chairmen, District Advisors

JM Executive Committee

Federation Chairman, Finance Chairman, Corresponding Secretary, Recording Secretary, Membership Liaison, Assistant Directors

Assistant Director from Region – North, South or Central

GFWC Committee Members

GFWC Board Members

District Vice Presidents

NJSFWC Executive Committee (low to high) see previous list

Director of Junior Clubs

NJSFWC President

Junior Club President (presiding officer)

Junior Club Meeting

- As a courtesy, the District Advisor should be invited to attend a regular club meeting of each Junior Club in her District at least once during her term of office. This courtesy can also be extended to the District Vice President.

Board Members of Junior Club

Counterpart Woman's Club Liaison

Counterpart Woman's Club President

JM Executive Board Members (low to high)

Members of the Junior Club on JM Executive Board

Members of Woman's Club on State Board of Directors

District Advisor

Assistant Directors

Assistant Director from Region of Club

District Vice President

Members of the NJSFWC Executive Committee (low to high)

Director of Junior Clubs

NJSFWC President

Junior Club President (presiding officer)

SEATING ARRANGEMENTS **LUNCHEON, DINNER OR BANQUET**

Head Table:

- ❑ If there is no lectern in the center of the table, with an even number of people, the presiding officer is seated to the right of center; with an odd number of people, the presiding officer is seated in the center
- ❑ If there is a lectern in the center of the table, the presiding officer is seated to the right of the lectern.
- ❑ The guest of honor or highest ranking guest is always placed to the right of the presiding officer, the second ranking guest to the left; the third ranking guest to the right; fourth ranking guest to the left, and so on.
- ❑ A club's executive committee would be seated at the head table for a club function, and if there are several guests, they may be placed between the officers.
- ❑ The number of persons at a head table should be governed by the size of the room and number of honored guests. The size of the head table should never be out of proportion to the size of the assembly. When a group is small and there are many introductions to be made, a head table of 6-8 is advisable with other honored guests seated in the audience at a table in front of the head table.
- ❑ When there are JM Executive Board members residing in the District, they would always be at the head table. Anyone who is presenting a program at a function should be seated at the head table.
- ❑ At a club function, club officers are at the head table. At a District Conference, the conference chairman is seated at the head table.
- ❑ The American Flag is placed to the right of the presiding officer at the head table.
- ❑ If there is no head table, just a podium, seat the guests in the front row in order of rank, with the highest ranking sitting closest to the aisle.

Processional:

The processional is organized from the lowest to the highest with the Presiding Officer entering last. The audience should rise when the processional begins as a courtesy to the officers and guests.

Service of Food:

If members at a banquet will be getting up to go through a buffet line, an announcement should be made to allow the head table to go first. The presiding officer is first in line, followed by the highest ranking guest, then other guests at the head table. If food is served at tables, the head table should be served first.

Receiving Line:

If there is a receiving line after a function, the presiding officer is first, then the highest ranking guest, and down the line in order of rank. Those in line introduce the people going through the line to the next person in the line. If there are several special guests, it is acceptable to place club officers between them to eliminate the necessity of a dignitary presenting someone to another dignitary. The presiding officer may designate members to keep the line moving and to discourage lengthy conversations. No special guest, dignitary or officer in a receiving line should step out of line unless it is an emergency.

Flag Protocol:

- ❑ When displayed from a staff in a public auditorium, the American Flag should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he faces the audience.
- ❑ Any other flag so displayed should be placed to the left of the speaker, or to the right of the audience.
- ❑ When displayed horizontally or vertically against a wall, the union should be uppermost and to the flag's own right.
- ❑ When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

General Internet Guidelines

The number one rule of the Internet is... virus protection! Always have an up-to-date virus program installed on your computer. Computer viruses are, at the very least, an irritation and can also cause serious damage to your computer, your files or your reputation. The best defense against viruses is to install anti-virus software on your computer and keep it up to date (regular updates are usually available online). Some web services do run anti-virus software that checks attachments in emails.

Always remember that just because you saw something on the Internet, doesn't mean it's true. Information on the Internet can be incorrect, misleading, or inappropriate. Check more than one source and verify that your source is reliable.

To protect the personal information of club officers and members, when possible create club websites. This will allow information to be distributed to the public without listing personal phone numbers, addresses, etc. Also, it may be best to use a PO Box instead of someone's home address for mailings and solicitations.

Always invite guests and presenters to attend general meetings. Don't meet anyone alone, for your safety and theirs.

Refer everyone to the State website and email addresses, not personal ones. Do not give out anyone's personal information unless you have express permission. In addition, be cautious about giving your own email address and other personal information to registration forms on websites, and putting your email address into public areas such as website "visitor books", as these may contribute to you getting more junk mail. Use your judgment about telephone numbers.

Email Guidelines

Club members sending email to State Board members must identify themselves and their club in the subject line of their email or it will not be opened.

Do not use your Junior Membership account or club list for personal use (i.e. to solicit sales for your business, your child's school fundraiser, etc.) Keep chain letters, "friendship chains", jokes and other non-Junior related correspondence to your personal account.

When you reply to an email, check to see if you are "replying to all" or just the sender. If it is not something that everyone needs to know (such as replying yes or no to a survey or sending a quick note), do not reply to everyone. This will cut down on the amount of emails everyone receives. Be careful about what you say in email. Messages are easily copied by the recipient and sent on to others, reaching a much bigger audience than the writer intended. False, inaccurate and abusive comments in email about people or companies, that damage their reputation or interests, can lead to embarrassment or even legal action in the courts. Email is not anonymous and can usually be tracked back to individuals. It is best not to say something in email that you would not be happy to make public.

Be aware that it is possible to fake the address an email has come from, so the real sender may be hiding his identity behind someone else's name. However, all emails are eventually traceable.

The body of incoming messages must have full contact information including the club member's name, telephone number and their preferred way and time of being reached (i.e. by phone in the afternoon).

Always identify yourself in the subject line when sending email to clubs or the general membership.

All requests and comments, incoming and outgoing, should be clearly stated.

When you are in doubt of the tone of a message or what the writer is asking, pick up the phone and give him or her a call. Many email messages have been misinterpreted and a seemingly innocent comment in email can be misread.

If you are giving out your telephone number in an email, put the times for when it is acceptable to call you (i.e. 9am-9pm).

Try to respond to all email requests within 48 hours even it is only to say that you received the email and are working on it.

Do not use all capital letters when sending an email, it is considered "yelling".

If you receive unsolicited email do not open it. If it is SPAM or junk mail you can report it to the Federal Trade Commission at spam@uce.gov. If it is "bullying" or abusive, you should contact the National Association of Attorneys General (NAAG) at www.naag.org. You will be directed to a local law enforcement agency that handles abusive email.

Passwords

Always password protect your email account.

Passwords should be at least six characters long and should include both letters and numbers.

Do not use the obvious for your password, such as your name, birthday, etc.

Be sure to change your password regularly.

Do NOT share your password with anyone.

Use common sense!

Ten Steps for a Smooth Transition

An effective leader is one whose successor does an even better job than she did. Your role as an organization leader does not end when a new officer/chairman is elected or appointed. It is your responsibility to share your thoughts, suggestions, materials and files with your successor. Smooth transitions from one administration to the next are vital to the success of the organization. Follow the ten steps listed below to ensure that your successor is prepared to follow in your footsteps...and beyond.

1. **REVIEW WHAT YOUR PREDECESSOR GAVE YOU** prior to taking office. Evaluate whether or not what you received was helpful. Based on this evaluation, develop a list of items that you will pass along to your successor.
2. **ORGANIZE YOUR RECORDS.** Divide your files into two categories. a) Files that you wish to save for your personal reference and b) Files that contain procedures, policies and practices that you will pass along to your successor.
3. **DISCARD DUPLICATE COPIES OF MATERIALS** and materials that are out of date or no longer applicable.
4. **MAINTAIN A CALENDAR** that highlights important federation and club dates. Copy pages from this calendar to share with your successor so that she has both an understanding of the time required for the position and a basis for starting her own calendar.
5. **MAINTAIN A FILE** of relevant contacts. Share this file with your successor so that she may easily contact those you've worked with. It is critical to the success of the organization that relationships with such contacts are maintained and fostered.
6. **REVIEW AND UPDATE JOB DESCRIPTIONS.** If a description for your job does not exist, draft one now. Job descriptions clarify duties. They are essential for new and continuing officers and chairmen.
7. **SCHEDULE A MEETING WITH YOUR SUCCESSOR** prior to leaving office and her installation/appointment. Take this opportunity to talk to her about your experience in this position. Share your thoughts, insights and suggestions. Answer any questions she may have.
8. **GIVE YOUR CONTACT INFORMATION** to your successor: address, phone number, e-mail address, etc. Keep the lines of communication open by inviting her to contact you after she begins this new job if she has any questions or concerns.
9. **DETERMINE IF THERE ARE ESTABLISHED PROCEDURES** for transitions in place. If not, work on establishing one that includes a list of materials and other items that should be passed from one administration to the next.
10. **REJOICE IN YOUR SUCCESS.** Reflect on your achievements. Recognize when it's time to let go.

THE PERFECT ONE HOUR MEETING

It's late. You want to go home. You were promised the meeting would only take one hour. It's now three hours later and still no end in sight! So how can the organization keep meetings at one hour? Simple. Know the rules of meeting procedures and follow them vigorously.

First, plan an agenda which means "things to be done" in Latin. An agenda is like a menu for a family get-together. If you were going to have twelve people to dinner, you would first plan what you are going to serve for dinner. You would get out your recipe books, see what ingredients that you need, go through the cupboards and refrigerator to see what you had on hand, and then make a list of those things that you will need from the store. If you were a smart shopper you would put the items on the list in the order that you buy them in the store. That way you would save time in shopping.

An agenda then is a plan for a meeting. The President and Secretary get together and see what needs to be accomplished at the meeting. The menu is the standard order of a business meeting as listed in Robert's Rules of Order Newly Revised, which is:

1. The reading of the minutes

(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)

2. Reports of Officers and Boards

(This includes correspondence, treasurer's report, etc. Treasure's report is never adopted or voted upon unless it has been audited.)

3. Reports of Standing Committees

4. Reports of Special Committees

5. Special Orders

6. Unfinished Business

(Any issue, which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section.

7. New Business

(This is when the chair and the parliamentarian can be surprised by the sequence of events. It is best to always anticipate issues the membership may present, or else be embarrassed by the complications. It is at this time that announcements, educational programs, and speakers are introduced)

8. Adjournment.

(A motion to adjourn may be made at any time of the meeting. The assembly should never be forced to meet longer than it is willing to meet.)

But you don't have to do all these topics at each meeting. You only put on the agenda what you need to do. If you knew only five people were coming to dinner you wouldn't plan for twelve. So when planning a meeting, the President and Secretary need to put on the agenda only those things that need to be done.

Lead Your Club Effectively by...

knowing how to process a motion

MAIN MOTION	<ul style="list-style-type: none"> • Member raises hand or rises and addresses the Chair
Chair	<ul style="list-style-type: none"> • Recognizes member by name, if possible
member	<ul style="list-style-type: none"> • States motion, I move that..(states action), (<u>not make a motion</u>) • Motion is seconded by a member who need not rise. (A second is required to prevent time being spent considering a question favored by only one person). If there is no second the chair states that the motion is not considered for lack of a second
Chair says	<ul style="list-style-type: none"> • “It has been moved and seconded that .. (states motion).....” (The motion should be repeated exactly)
Chair asks	<ul style="list-style-type: none"> • “Is there any discussion?”
Chair asks Chair puts vote	<p>After discussion ends</p> <ul style="list-style-type: none"> • “Are you ready for the question?” • “All those in favor of.....say AYE, those opposed say NO” ... Or “The question is on the adoption of the motion to As many as are in favor say AYE,.... those opposed say NO”..
Chair states	<p>Announcing the result of the vote</p> <ul style="list-style-type: none"> • “The ayes have it and the motion is adopted (or carried) and we will OR “The noes have it and the motion is lost”
AMENDING A MOTION	<ul style="list-style-type: none"> • Member - I move to amend the motion by adding/striking..... • A second is required
Chair	<ul style="list-style-type: none"> • It has been moved and seconded to amend the motion by
Chair takes vote	<p>After discussion ends</p> <ul style="list-style-type: none"> • on the amendment, THEN processes the entire motion
	<ul style="list-style-type: none"> • A motion may be amended twice before it must be processed • A motion presented by a committee, for example the Executive Committee or Board, requires no second. The Secretary can read it as a Board Recommendation.

HELPFUL INFORMATION ON FREQUENTLY USED MOTIONS

Action Desired	Main Motion	Sample Wording	Vote Required
Introduce Business	main motion	I move to donate \$500 to a homeless shelter	second-majority
Change or modify a motion before adoption	amend	I move to amend by striking \$500 and inserting \$600	second-majority
Have a few members study or take charge of a matter	commit or refer	I move to refer the motion to a committee to investigate and report with a recommendation	second-majority
Postpone making a decision	postpone to a certain time	I move to postpone consideration of this motion until after adoption of the budget	second-majority
Change rules of debate temporarily on this motion	limit or extend limits of debate	I move that the debate be limited (or extended) to five minutes on this motion	second-2/3 vote no debate
Stop debate and have a vote taken immediately	previous question	I move the previous question or I move to stop debate	second-2/3 vote no debate
Have a short intermission	recess	I move to recess for ten minutes or I move to recess until we obtain a quorum	second-majority no debate
Close a meeting	adjourn	I move to adjourn the meeting	second-majority
Set a time for a continuation of the present meeting	fix the time to which to adjourn	I move that when the meeting adjourns, it adjourns to meet again at 7pm tomorrow	second-majority
Do something against the rules or take up a question out of order	suspend the rules	I move to suspend the rules that prevent our completing action on this item before adjourning	second-majority no debate
Allow members an opportunity to reverse an affirmative vote taken on a motion	rescind	I move to rescind the vote adopted at the last meeting to donate \$500 to the homeless shelter	second- 2/3 or majority w/notice
Allow members to take another look at a decision they made	reconsider	Having voted on the prevailing side, I move to reconsider my vote on the motion to buy a TV	second-majority