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U.S.W.T. CREED
We, the United States Women of Today,
Are dedicated to serving our community and nation,
Are committed to strengthening our individual talents,
And stand united by our friendship and belief in the future.

GETTING STARTED

Your first steps are to get organized, to begin educating yourself and your chapter about all that is offered by the Women of Today organization. Then establish your own traditions for your chapter.

1. Set a meeting Date, Place and Time:

- a. Date: It is necessary to set a date for your regular meeting and your board of directors meetings.
Example- Regular meetings held every 2nd Tuesday of the month.
Board of Directors meeting held every 1st Monday of the month
(Making sure this meeting is prior to Regular meeting)
- b. Place: Some chapters meet in chapter members homes while others use a restaurant or community rooms available at banks, churches, apartment complexes, etc. The advantage to using the same location each month is that publicity may be done in local newspapers, flyers at library, stores, etc.
- c. Time: Establish a set starting time, by having all members agree on the best time for their schedules. A suggestion is to begin with a social time at 7:00 and meeting to start at 7:30. The extra ½ hour gives members a chance to visit and socialize- a vital ingredient to building and strengthening your membership.

2. About meetings:

- a. Board meetings are held by the officers to get ready for the regular membership meetings and to make plans for the upcoming months. This meeting may be for the officers only or it can be open to any member wishing to attend or bring new business that needs to be addressed at the regular meeting.
- b. Membership meetings are for all members and guest or prospective. A program can be planned for each meeting but must not run longer than 20-30 minutes in time. Be sure to have agendas at the meeting. Reports should be given on activities that have been completed as well as planned activities that will be occurring. (A Sample Agenda is included in this manual.)

3. Charter events:

This is an event to celebrate the start of your chapter. Members will be officially installed as members; officers will be officially installed as your chapter officers. (An Installation ceremony is included in this manual.)

Usually a state officer is asked to help with the installation of a new chapter. It is your choice; you could invite one officer to be a guest speaker and another to install the members and officers. Some chapters have a guest install officers and then the new president installs the chapter members.

Decide on the type of event you want. It could be a cookout, a tea, a party with a theme, a dinner at a restaurant or a member's home, with everyone bringing a covered dish. It is entirely your choice.

Decide who to invite; husbands, children, guest, members of the extending chapter, state officers. Set the time and place, mail invitations early and be sure to invite local media.

Have an agenda for the event. Be sure someone takes pictures that day. Ask your extending chapter, your extension team or your state officer (District Director, Region Director or other) to assist with plans for this event. They will be happy to assist you!

OFFICER ELECTIONS

1. First Elections:

If you have appointed temporary officers, then election of officers for the first year as a chapter should be held as soon as possible. Discuss among members what office each of you would like to hold and elect officers as listed in your Chapter's By-Laws.

Election Procedure: Temporary chairman asks

“Are there any nominations for the office of _____?”

Members can now nominate members for the office in question, ie.

“I nominate _____ for the office of _____”.

Temporary chairman says “ Are there any future nominations?” (pause) “If none, the nominations are closed.

A member may say “I move that _____ be elected for the position of _____ by acclamation”.

The temporary chairman would then say “ All in favor say aye, -- all opposed same sign”.

Continue this process until all offices are filled.

If there is more than one member nominated for an office then individuals cast their vote by written ballot. Two Members should count the votes and announce the election winner.

2. Future Elections:

New Women of Today officers are generally elected each year. You will need to establish your election guidelines and record them in the chapter's By-Laws. Suggested procedure is outlined in the sample constitution included in this manual.

Once elections are held, you will want to establish your installation tradition. Some chapters install officers at their meetings; others hold a special event (banquet, picnic, party, etc.) to install officers and celebrate the end of their year. Either way, it is impressive and meaningful to use an installation ceremony.

CHAPTER MANAGEMENT

To insure a smoothly run chapter, you will need to establish a record keeping system, do some projects and event planning and train officers as to their duties.

Be patient with your progress. It may take some time to iron out all of the details. DON'T be afraid to try something one way, then change in the months to come.

1. Chapter Records:

A. Each month you should record the following.

- a. Attendance at general membership meetings.
- b. Attendance at Board of Directors meetings.
- c. Treasurer's report
- d. Minutes of general membership meeting.
- e. Minutes of Board of Directors meeting.

B. Keep copies of the following items:

- a. Official chapter correspondence.
- b. Articles or reports from chapter officers.
- c. Project reports.

C. Suggested Guidelines. It is easier to get in the habit of doing certain things right away to get you off to a good start.

- a. Update chapter records regularly.
- b. Complete project reports within 30 days of project completion.
- c. Submit any new member information and dues on a monthly basis.
- d. Submit any certifications on a monthly basis.
- e. The president needs a copy of everything. This continuing file should be passed on to each new president. Each officer and chairman should make an extra copy of her report for the president also.

- D. Project Reports- Chapter keeps on each project ran. Not only does this provide history for your chapter, it provides a detailed guide for a project chairman of the future.
- E. Scrapbooks- It is suggested that your chapter keep a memory book of each year.
 - a. Appoint someone to be in charge of the scrapbook.
 - b. Appropriate funds in your budget to purchase a scrapbook and to develop film.
 - c. Take lots of pictures! In five years or twenty these will do more for your recorded history.
 - d. A nice year-end gift for your president is a scrapbook. It may be the chapter book, or you may want to do an additional book for her.
 - e. Record your history each year.
 - 1. Beginning with presidents
 - 2. Record charter members names
 - 3. Yearly, clearly write a chapter history:
 - a) Include major projects.
 - b) Describe major changes or challenges.
 - c) List special events or guests at your chapter functions.
- F. Membership Information- It is a good idea to keep a file on each member. In the future, she or you may want to know some information; for an award, for renewal ceremony, or just for curiosity. It is also a good way to get to know your members.
 - a. Recorded date joined
 - b. Personal data
 - 1) Address and phone
 - 2) Husband and children's names and birthdays
 - 3) Birthday and anniversary dates
 - c. Keep up to date records on her involvement
 - 1) Offices held
 - 2) Programs participated in (include certifications received)
 - 3) Projects chaired- include project names and significant accomplishments
 - 4) Awards received

2. Chapter Pride

Your member's pride in their organization will be a key to your success. After you become a little better established and have some money in the bank, you may consider the following.

- A. Order items that will help with chapter identification
 - a. Chapter stationery
 - b. Nametags for each member
 - 1) Some chapters include enough money in their dues to cover the cost of nametags.
 - 2) The size, color and logo should be decided by the chapter.
 - 3) An officer's title and the year should be on her nametag.
 - c. Women of Today chapter shirts
 - 1) Each member should pay for her own shirt, if she wants one.
 - 2) The chapter should decided on the color, style and logo for the shirt.
 - 3) The chapter name should be on the shirt.
- B. Selecting a theme for the year is fun and a good team builder
 - a. President should decide.
 - b. Use theme on chapter communications and in newsletter.
 - c. Use theme for incentives, meetings and notes.

3. Communication

A. State mailings, the chapter will receive newsletters form the State Women of Today organization, keeping you informed of programs, activities and events of both the state and the U.S.W.T. organizations. You should read it as soon as you receive it. You should make copies of what falls within their duties and give them to your officers. Include information sections in your chapter newsletter if it pertains to all members.

- B. Chapter newsletters, A monthly newsletter keeps members informed and reminded of chapter plans is essential to the membership of a chapter. Include minutes of the previous membership meeting so they will not have to be read at the next meeting only approved.
- C. Reports, your state organization will inform you of any requests or reports that need to be filed with them.
- D. Any personal touches you can add will go a long way to activate your members. This can be very effective through personal notes and phone calls.
 Examples: “Thank You” “Birthday”
 “Good Job” “Thinking of You”
 “How is it going”

4. Chapter Planning

- A. Planning is the basis for a successful year. Without proper planning, maximum success will not be achieved. It is a time to consider the chapter member’s interest and concerns. In order to involve all of the members, they each should feel they are needed and welcome.
- B. All members should be invited to the planning session for the year. Consider and discuss some of the needs of your community. Do not overdo in the beginning. It is important to become strong internally before you attempt large scale community projects.
- C. Some project ideas are included in this manual.
- D. Projects
 - Internal:
 - a. Those that are done within the chapter or for an individual member.
 - b. Examples are socials, Effective Speaking, S.T.E.P., Women of Today family activates, Personal Enrichment Programs
 - Community Involvement:
 - a. Those that are done for others in the community.
 - b. Examples are nursing home visits, March of Dimes, Relay for Life, Food Pantry, Christmas Party for Children’s Ward, Walk for MS, etc.
 - Ways & Means:
 - a. Those that are run for the profit of the chapter treasury.
 - b. Examples are Donut sales, Bake Sale, Garage Sale, Cookbooks, Children’s Beauty pageant.
 - Membership:
 - a. Those projects run to recruit new members or to retain the ones you have.
 - b. Examples are free dues for First new-signed member in the March, Membership nights with theme parties, Bring your photos of your years in Women of Today, etc.
- E. Participate in projects from each of the defined areas above will help build a strong and well-balanced chapter. Many chapters choose to participate in a project from each category during each quarter.
- F. Standing Chairman

Some projects are on going and need a chairman who is responsible for the area during the year. These chairmen can be selected at the beginning of the year. The president can appoint standing chairman or ask for volunteers.

These and other chairmanships can be appointed as your chapter determines the need and as the membership grows. These are in addition to project chairman.

Newsletter, S.T.E.P., Membership and Effective Speaking and Writing are some areas that would need a standing chairman.
- G. Scheduling, to help you get off to a good start, you will find a yearly calendar helpful for your chapter. Many chapters print the upcoming two-month’s calendar in the newsletter. This is a good tool for organization and helps members focus on planned activities. The Plan of Action is also a Guide for your chapter. It may be changed during the year to fit your needs.

5. Awards Program

- A. There are several reasons to establish an awards program in your chapter:
 - a. To thank your members for their participation.
 - b. To add some fun to your meetings.
 - c. To encourage participation from members.
 - d. To provide motivation.
 - e. To give the recognition that is deserved when a job is well done.
- B. You may be as elaborate or simple as you like:
 - a. Awards need not be expensive.
 - b. Use your imagination.
 - c. Certificates are always nice and are inexpensive.
 - d. It is not the gift you give, but the spirit and thought behind it.
- C. Ask your state about awards offered to the local members and chapters
- D. Some ideas:
 - a. Member of the month/quarter/year
 - b. Board member of the month/quarter/year
 - c. Project of the month/quarter/year
 - d. Outstanding Women of Today of the Year
 - 1) Give at your year-end celebration
 - 2) Attends 75% of all meetings
 - 4) Chairs or co Chairs projects
 - 5) Selection by the membership, president, or by board; not to be given to one member more than once in succession.
- E. Outstanding 1st Member
- F. Fun awards, you can have fun in presenting creative awards to your members.
 - a. Light bulb – good idea
 - b. Dramamine for motion- an outstanding parliamentarian
 - c. Spark Plug- member with lots of enthusiasm
 - d. Office supplies- for member who is organized
 - e. Stamps- for member who has written a lot of letters
 - f. Glue stick- for member who has “put together” a great project
 - g. Scissors- for someone who is a “cut up”
 - h. Paint brush- for member who “painted the town” at your last social
 - i. Road map- for members who have traveled to a lot of meetings
 - j. Baked items- are always nice Thank You’s

OFFICER OUTLINES

1. Chapter President

The chapter President is the leader of the local organization. As such, she/he must be aware of each member and all facets of the chapter’s operations. In many ways, she/he sets the image for the local chapter within the community.

As presiding officer at all meetings, the President may call for items on the agenda and recognize others to speak. She may NOT express an opinion either pro or con. If she chooses to do so, she must pass the responsibility of conducting the meeting to the Vice President (“Pass the Gavel”) until the discussion has ended. She may speak to cover points of clarification during discussion.

In conducting the meeting, the President must remember to be fair to all members and respect everyone’s right to express an opinion.

Duties of President are listed in the U.S.W.T. Operations Manual

2. Past President/ Chairman of the Board

The Past President/COB continues to serve her chapter as a member of the local board for one year after her year as President in the capacity of Chairman of the Board or advisor to the President. Her experience and knowledge of the organization is an asset to the chapter and to the local Board of Directors.

The COB must always be open to new ideas and encourage the Board of Directors members to be open to change. Her support, encouragement and enthusiasm will help the new board members gain confidence to succeed.

3. Vice Presidents

The Vice President is the second in command in the chapter structure. She assumes the duties of the President in her absence, as well as overseeing the Vice Presidential duties. She may act as a special assistant to the President in fulfilling the goals of the chapter.

Duties of Vice Presidents are listed in the U.S.W.T. Operations Manual

4. State Director

Serves as a liaison between the chapter, region and national Women of Today organization.

Reports on communications received pertaining to the state activities, discuss matters to be voted on at state meetings, so your chapter views will be represented.

Providing information on competitions or recognitions available to the chapter and individual members.

Encourages members to attend region and state meetings.

Set up a visitation to another Women of Today chapter.

5. Treasurer

The chapter Treasurer has a very important responsibility, as she is the one handling all financial transactions for the chapter. She should be someone who is responsible, dependable, orderly and prompt.

A checking account should be opened for the chapter, requiring TWO Signatures per check. The Treasurer and President should be co-signers, with one other office listed as a third signature. Some banks offer free accounts and checks to nonprofit organizations so be sure to check around. Unless you have a permanent chapter address, checks should be printed with the chapter name and city only.

As Treasurer you should chair a Budget committee. The proposed budget should be presented to the membership for approval. Budgets are not set in gold and can be changed to reflect the needs of the chapter.

The two elements to chapter bookkeeping are the checkbook and the ledger. A ledger should be kept with one page for each line item of the chapter budget and each project. Each page should list the income and expenses for that particular account.

For example if on 12/5/04 \$122 income was received from hosting a Holiday dance and a voucher for \$7.50 was paid for decorations, the following entries would be made in the ledger:

Holiday Dance	Income	Expenses	Balance
			(previous) \$34.00
12/5/04 Proceeds	\$122.00		\$156.00
12/5/04 Decorations		\$7.50	\$148.50

Every time a check is written, enter the amount for which it is written in the “expense” column of the appropriate account and indicate the account’s balance, which will either be positive (more income than expenses) or negative (more expenses than income). Every time income is received, enter the amount in the “income column of the appropriate account and indicate the account’s balance.

All bills must be presented in writing. Disbursements should always be made by check, not in cash.

(A sample expense voucher is included in this manual)

Duties of Treasurer are listed in the U.S.W.T. Operations Manual

MEMBERSHIP

The lifeblood of your organization is your member's. You must constantly be aware of the need to recruit new members and keep your chapter filled with enthusiasm. Membership is everyone's responsibility.

Establishing a Membership Program

- A. Appoint or elect someone to oversee the membership area.
 - a. This could be the duty of one of your officers, such as a Vice President or a state Director.
 - b. A standing committee position.
- B. Have a monthly report on your membership progress.
 - a. Always list membership on the agenda
 - b. List "New Member Installation on your agenda (as needed)
 - c. Try to provide fun or educational activity to help your members become aware of the membership needs, using skits and handing out awards.
- C. Understand that the more you discuss membership, the more your members will be aware of needs and will become involved.
- D. Hold regular membership activities in addition to your monthly reports and efforts.
 - a. Membership recruitment nights (M-Nights)
 - b. Renewal ceremonies
 - c. Orientations
- E. Be aware of membership incentives and programs that are offered by your state and the U.S.W.T. organization.
- F. At the beginning of each year plan your membership activities.
 - a. Review your membership and estimate how many members will renew
 - b. Decide how many members you will need to recruit in order for chapter growth
 - c. Renew your plan quarterly to make sure you are on track

1. Recruitment- the active, ongoing process of asking others to join your chapter.

- a. Members asking members- There is no better time than now to get your members into the habit of asking friends and acquaintances to join your chapter. Encourage members to MONTHLY bring their guest to the meeting.
- b. Membership Nights- Know as M-Nights, are a special night dedicated to recruitment, make the event fun.
 - Use a theme (western, game night, Beach Party, Bun-co, etc.)
 - Send out invitations
 - Follow up with phone calls and offer to pick them up
 - Have a program booklet that outlines Women of Today and pass it out to guest let them know if they would like to join they are more than welcome too.
 - Socialize with guest, letting them know that if they would like to join your chapter would love to have them be part of a wonderful organization.
 - If someone shows interest in joining contact him or her in a couple of days and invite them to the next meeting.
- c. One on One visits
 - Sometimes it is effective to personally visit prospective members in their home.
 - Call them and ask if you can visit for a few minutes about Women of Today.
 - Take a small gift went visiting; coffee cake, plate of cookies; you can eat this while talking about the events your chapter will be doing in the next months.
 - Invite them to join, members do not have to attend a meeting or M-Night before they join.
- d. Publicity, use your local newspaper articles to recruit new members. This method gives good publicity for your chapter plus lets them know you are looking for new members.

2. Orientation

Once you have recruited a member, you must take the time to explain the organization to them and help them become familiar with projects, procedures and traditions. A new member orientation should be held within a month of the join date. Explain projects your chapter runs, talk about how often the meetings are held and who is suppose to attend them, explain officer details, tell of any special programs you participate in (secret sisters, awards, socials, annual events) and talk about the affiliation with state and national Women of Today. General orientations should be done yearly to keep your chapter updated with projects and programs. A 5-10 minute orientation about the topics for S.T.E.P., Effective Writing/ Speaking, Focus on Women competitions from the state and national; and when they are due. Information on the U.S. Founder's Club Charities along with what is entailed for being nominated for an Ambassador Award.

3. Activation

Members will stay members if they become active right away and become a part of the chapter team. Make them feel welcome, greeting them at each meeting. Ask them to get involved by asking their opinion on an upcoming project or if they have any ideas for new projects.

Some chapters establish a Big Sister/ Little Sister program, an established member takes a new member under her guidance and helps her to learn how the organization works and encourages her to participate in all the areas of Women of Today. The established member sits by new member at meetings and contacts her to answer questions the new member may have.

Another way of activation is to have a Secret Pal program to encourage new members to learn more about the other members; hoping to find out who her secret pal is.

Building a friendship with new members is the best way of activation.

Have new members participate in fun activities outside of meetings, events or projects. Examples: Invite them to a Movie, Party, Dinner, and Book Club.

4.Retention

Retention is the process of having members renew their membership with your chapter. Retention begins the minute a member join's, it's promoted through orientations and activation of members.

A. Follow a renewal procedure for the quarter:

- a. Have a list of all members with dates of when they are to renew.
- b. Put notice in your newsletter as a reminder.
- c. Contact each personally to Thank, them for renewing.
- d. Arrange to pick up their check if they aren't able to attend meeting.
- e. If they hesitate to renew, ask them why?

B. There are special activities you may want to establish to recognize renewing members:

- a. Hold a special renewal ceremony each quarter for those who renew also announcing how long they have been members.
- b. Give little gifts when they renew their membership (gum, spices, pencil, Thank you card)
- c. Establish a Hall of Fame section in your scrapbook with long time members, 10-20-30 years of being a member.
- d. Give renewing cards stating they are a member of "Any town" Women of Today. (These can be made on business cards; leaving a place with them to sign their name)
- e. List renewing members in your chapter newsletter.

Follow your state's procedure for submitting dues and adhere to set deadlines!

PUBLIC RELATIONS

Much of your chapter success will depend on community awareness. Through public relations you will establish a good working relationship with your community. It will make the implementation of projects easier, along with membership recruitment easier and your chapter will enjoy chapter pride.

The U.S. Women of Today has a detailed Public Relations Manual available to purchase from the national Treasurer; her address will be available from your extending chapter or state officers.

A. Basic Public Relations Program Includes:

- a. Local Newspapers
 - 1) Put monthly notices about meetings
 - 2) Announce upcoming events or projects
 - 3) Put articles about completed projects
 - 4) Announce awards and attendance of members at state or national meetings
 - 5) Have periodical do a feature on the foundations your chapter is supporting
- b. Radio
 - 1) All radio stations are required to air a certain number of Public Service announcements. Take advantage of that and ask them to advertise an upcoming event or project your chapter is doing.
 - 2) Many smaller radio stations may let you be interviewed about what your chapter is doing for the community- Try to set this up at least once a year.
- c. Cable Access Station and Local Television Stations
 - 1) Local cable and Television stations usually offer a community bulletin board on a channel, make sure to send in material in advance to make sure of posting.
- d. Other Public Relations
 - 1) Use posters or flyers for advertising projects and events
 - 2) Post flyers or brochures in stores, library, school bulletin boards, business marquees

WOMEN OF TODAY WEEK

The U.S. Women of Today and your state promote a public relations activity each year called “Women of Today Week”. This is the last full week of September and is a week of advertising and education for your chapter. Ideas and guidelines are published each year by the U.S.W.T. Public Relations Director and are available by the end of summer each year. Notice of ideas and guidelines may also be obtained on the U.S.W.T. website. uswt@.org Your chapter can take these ideas and decide what activity or activities to do during this week, the most important is to make an appearance in your community as a chapter.

U.S. WOMEN OF TODAY PROGRAMMING

Programming areas are promoted by your state and national organization with them sending the information and requirements. State programming often includes U.S. Programs, as well as their own. Ask your extensions team or state officer to explain the programs to your chapter.

All programming areas in-depth details are available in the U.S.W.T. Programming Manual or Individual Area Manuals and Certification forms are in the U.S.W.T. Operations Manual.

External Programming:

- A. Includes Service works- fundraising for charitable foundations, education and awareness of medical research.
- B. Community service projects- a list of Project Ideas are included in this manual
The U.S. Women of Today works with one foundation for a 3-year term; determined by bids at the National June conventions.

Internal Programming:

These areas promote the personal growth of our members, leadership training and fellowship.

- A. Effective Writing and Effective Speaking- are programs which fine tune skills in writing and speaking. These programs are optional to members, but are not difficult to participate in.
- B. Focus on Women- deals with contemporary issues and topics of concern to women. These include health and personal concerns, careers and economics, American involvement and lifestyles along with women’s legacy.

- C. S.T.E.P –Success Through Enthusiastic Participation is a program offered to help individuals become a well-rounded member/ person.
- D. Awards, chapters have an opportunity to submit a special project to be judged and recognized by the national organization.
- E. Socials- in Women of Today provides much more than an opportunity to do community service. In the progress of helping others, you are also gaining friends that can last a lifetime. The socials that you sponsor can help promote the closeness of your chapter members and help you get to know one another.
 - a. Pizza Nights
 - b. Shopping outings
 - c. Family Weiner Roast
 - d. Christmas Party

PARLIAMENTARY PROCEDURE

Women of Today chapters are encouraged to learn proper use of Parliamentary Procedure. It keeps meetings running smoothly and quickly, providing a fast way for business to be conducted.

Why of Parliamentary Law

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. But if one knows the vocabulary, the rules come easy.

The purpose of a meeting is to promote and carry on the business of the organization effectively and efficiently. This may be done in many ways without violating the rules of good parliamentary procedure, in fact the following the rules of good parliamentary procedure can enhance the quality of one's business meeting.

Purpose of Parliamentary Law

- A. To enable an assembly to transact business with speed and efficiency.
- B. To protect the rights of each individual.
- C. To preserve a spirit of harmony within the group.

Five basic Principles

- A. Only one subject may claim the attention of the assembly at one time.
- B. Each proposition presented for consideration is entitled to full and free debate.
- C. Every member has rights equal to every other member.
- D. The will of the majority must be carried out and the rights of the minority must be preserved.
- E. The personality and desires of each member should be merged into the larger unit of the organization.

Motion

A proposal that the group take certain action on.

Motion Classification

- A. Main Motion- Brings a question before the assembly.
- B. Subsidiary Motion- For the purpose of modifying or disposing of the main motion under discussion. Example: To amend; to table; to refer to committee
- C. Privileged Motion- Has no connection with the main motion, but is of such importance as to demand immediate consideration. Example: To adjourn; recess; call for orders of the day
- D. Incidental Motion- Miscellaneous motions which cannot be placed in any of the groups listed above. Example: Division of the house; reconsider; appeal the decision of the chair

Steps Necessary to Present and Dispose of a Motion

- A. Address the chair, rise if desired by the chair
- B. Be recognized by the chair
- C. State your motion- "I move" is the key
- D. Motion needs a second by another member
- E. Chair states motion
- F. Debate is held, maker of motion has chance to speak first, alternating the pros and cons to the issue
- G. Vote is taken
- H. Presiding officer announces result of vote and action to be taken

NOTE: Members should never talk against their own motions, even though they have changed their minds. They may however, vote against their own motions or withdraw them.

Amendments

The purpose of an amendment is to change or modify the motion. Anyone who wishes to change or modify the original motion may propose an amendment. The need for an amendment may be apparent at once or as a result of discussing the motion. An amendment must be related to the subject of the main motion.

There are 3 kinds of methods of amending.

- A. By striking out a certain word or words
- B. By adding a certain word or words or a sentence
- C. By substitution of word, phrase, clause or an entirely new motion

An amendment, once it has been moved, must be seconded, is debatable and requires a majority vote to pass.

If the amendment passes, the question before the group is the "motion as amended". If the amendment does not carry, the original motion is still before the group.

Methods of Voting on a Motion

By Voice- the Chairman states "all in favor, say Aye" "all those opposed, Nay"

By Roll call- Secretary calls each person's name and he responds with "yes" or "no"

By Ballot- Members write their vote on a slip of paper

By Division- Members raise their hands or stand "for" or "opposed" to the motion

PROBLEM SOLVING

Regardless of how efficient and capable your officers are, there will be occasional problems. Most likely they will be "people problems". Don't be alarmed when they happen and don't feel alone. Every chapter has them!

What kind of problems? There is a personality conflict between Debbie and Chellie. You see, Debbie is too busy and always has to have her own way. She's been chairman of the last 6 projects in the last 3 months and isn't delegating responsibilities very well and with little tact Chellie was very much against running one of the projects and still has not accepted it, even after the chapter voted to do it. Chellie is still fighting with hard feelings, as she sees Debbie not following through on her duties as the Chairperson of the project. If Debbie is asked to resign as the chairperson, the chapter may lose her and a few other members.

Despite the fact that your members are legally considered adults, they will sometimes revert to their teen years. The results can be a divided chapter, friends becoming enemies and constantly worried President! The wise President will be quick to spot the problem and remain neutral!

If the problem involves only one or two members, get them together for a frank discussion of the situation. Hopefully, this will resolve their differences and result in a better understanding of each other. Sometimes just listening is very important and lets members know that you care. Patience, time and extra care with communication are often the most helpful tools when working out problems.

All organizations have "people problems". The chapter will survive as long as everyone remembers what is best for the welfare of the chapter as a whole. Women of Today is a leadership training organization. Learning to work with all kinds of individuals and handling conflicts is part of that training. When dealt with in a positive manner, this can be excellent experience.

Remember...Be Positive at all times... Set a good example.... Help is available from state officers

SAMPLE - PLAN OF ACTION

Anytown Women of Today
2005 Plan of Action

MAY

Board & Membership Mtg.
Installation Ceremony
Planning session

NOVEMBER

Board & Membership Mtg.
Thanksgiving Baskets to needy
Holiday Bingo with Nursing Home

JUNE

Board & Membership Mtg.
Officer Training
M-Night membership drive

DECEMBER

Board & Membership Mtg.
Family Christmas Party
Toys for Tots

JULY

Board & Membership Mtg.
Founders Day Picnic
Food Drive / food pantry

JANUARY

Board & Membership Mtg.
Certification Party
M-Night- Bun-co Party/ membership drive

AUGUST

Board & Membership Mtg.
Summer All State Meeting
Garage Sale

FEBRUARY

Board & Membership Mtg.
Valentine Social
P. E. Speaker on Women in Government

SEPTEMBER

Board & Membership Mtg.
Women of Today Week
Bake Sale

MARCH

Board & Membership Mtg.
March Madness / membership drive
Hats for Children's Oncology

OCTOBER

Board & Membership Mtg.
Kids Halloween Parade
P.E. Speaker on Breast Cancer

APRIL

Board & Membership Mtg.
M.S. Walk
Elections for chapter

SAMPLE – AGENDA

Any town Women of Today
Membership Meeting
Date

Call to Order	President
Pledge of Allegiance	Member
Invocation	Member
Introduction of Guest	President
Secretary’s report and Roll Call	Secretary
Treasurer’s report	Treasurer
Vice President’s report	Vice President
State Director’s report	State Director
Introduction of speaker Program	Mary Ann Smith “Women in Government”
Unfinished Business	
1. Bake sale	Various Committee Chairman
2. Nursing Home Halloween Party	“
3. Flea Market	“
New Business	
1. Founders Day celebration	Various Committee Chairman
2. Food Drive/ food pantry	
3.	“
Awards	President
Announcements / Good to the Order	
Adjourn with Women of Today Creed	Chapter member

U.S.W.T. CREED
We, the United States Women of Today,
Are dedicated to serving our community and nation,
Are committed to strengthening our individual talents,
And stand united by our friendship and belief in the future.

When the monthly Treasurer's report is given, it requires no approval. It is helpful if there is copies of the written report, so members can refer to it. The President asks if "there are any questions" and then the report is filed for later audit. Any outstanding expenses needing approval should be handled at this time. Expenses already included in the chapter budget do not need to be approved again.

SAMPLE- TREASURER'S REPORT

Treasurer's Report
Any town Women of Today
Date

	Balance on hand November 5, 2005		+\$120.00
Income:			
	Dues 3 @ \$30	\$ 90.00	
	Paper Drive	\$ 30.00	
	Bake Sale	\$ 75.00	
	Holiday Dance	<u>\$220.00</u>	
Total income:		\$415.00	+\$415.00
Expenses:			
	Decorations for Holiday Dance	\$ 50.00	
	Tickets printed	\$ 20.00	
	Dues to State 3 @ \$20	\$ 60.00	
	Flyers to advertise	<u>\$ 10.00</u>	
Total Expenses:		\$ 140.00	<u>-\$140.00</u>
	Balance on hand January 5, 2005		+\$395.00

SAMPLE- EXPENSE VOUCHER- Attach all Receipts for this Project

Name _____ Date _____

Address _____

Project name: _____ Budget area: _____

Items: _____ Cost: _____

Total Expenses _____

For Treasurer's Use:

Date _____

Paid: _____ Check#: _____

CHECKLIST FOR NEW CHAPTERS

Careful planning and organization will pay off in a more relaxed and efficient meeting. You will be able to spend more time with members and enjoy the fun, friendship and satisfaction that will result from your involvement with the Women of Today organization.

Prior To Meeting:

- _____ 1. Do you have a definite purpose for the meeting?
- _____ 2. Is an agenda planned out and written?
- _____ 3. Have minutes of previous meeting been mailed to membership?
- _____ 4. Do officers and chairman understand that they are to give a report on their area?
- _____ 5. Was ample notice given of meeting, time and location given to membership?
- _____ 6. Have someone confirmed the following with the guest speaker or VIP? (If applicable)
 - _____ a. Date and time of meeting.
 - _____ b. Time limit of speech, with starting time on agenda
 - _____ c. Subject to be covered.
 - _____ d. Is there a speaker's fee?
 - _____ e. Will the chapter cover travel expenses?
 - _____ f. Do you have information for introduction of speaker or VIP?
 - _____ g. Who will meet speaker or VIP?
- _____ 7. If this is a dinner meeting, have arrangements for menu, cost, serving time, minimum guarantees been made?
- _____ 8. Have arrangements been made for audio-visual equipment? (If applicable)
- _____ 9. Are you familiar with the meeting room? Does table and seating arrangements include a head table? (If applicable)
- _____ 10. Has a gift been arranged for speaker or VIP?
- _____ 11. Are awards ready for presentation?
- _____ 12. Will the news media need to be present? Have they been notified?
- _____ 13. Will you need nametags or place cards?
- _____ 14. Have arrangements been made for flag, podium, and Chapter banner? (If applicable)
- _____ 15. Are decorations needed?

At The Meeting:

- _____ 1. Is there someone to greet members and guests?
- _____ 2. Will the meeting start on time?
- _____ 3. Are there nametags for everyone?
- _____ 4. Do you have awards ready?
- _____ 5. Is there water and glasses for head table? (If applicable)
- _____ 6. Have individuals been notified that they will be at the head table?
- _____ 7. Are agendas and other reports or handouts available to members?

After The Meeting:

- _____ 1. Have Thank You notes been sent?
- _____ 2. What follow-up is needed on commitments made?
- _____ 3. Have you evaluated the success of the meeting?
 - _____ a. Were members given an opportunity to express their opinions?

- _____ b. Was program or speaker effective?
- _____ c. Was action taken on needed items of business?

GUIDELINES FOR PROJECT CHAIRMEN

Initial Thoughts- Take time to sit down and think the project out and ask yourself some questions:

- a. What are the goals or purposes?
- b. How many committee members will it require (manpower)?
- c. How much time will it take?
- d. When to start it and when will it be finished?
- e. How much money will it take to run the project?

Organize-

- a. Meet with your committee and remember to include them in all discussion.
- b. Delegate jobs to others, but make sure each person understands what they are supposed to do. Keep in direct contact with them. Make sure they understand that they are responsible for their area.
- c. Plan to attend work nights and show interest.

Follow Through-

- a. Check frequently with the committee and see that they are doing their job.
- b. Be sure to keep the board members and the general membership informed on the progress of the project.
- c. Don't spend money unless it has been budgeted. Make motions concerning this prior to the project, not after it is started.

Records-

- a. Make sure that a project report is written. Keep a copy for your chapter as a permanent record. The sooner you do it the easier it is fill it out.
- b. Submit a final report to the chapter and publish it in your chapter's newsletter.

After Thoughts-

- a. Make recommendations concerning the project on your project report.
- b. Recognize the efforts of the members for their help. Try not to be a one person project. Be thankful for others efforts!

Other Hints-

- a. When making reports to the chapter meeting, be prepared and remember, too many details may be boring. Many small details can be left in the hands of a committee member for personal decisions.
- b. Try to remember when you delegate responsibility that you also delegate some decisions too.
- c. Be Tactful..... these ladies are VOLUNTEERS, working ladies and mothers with many other responsibilities. Don't be upset if everyone does not share your interest and excitement.
- d. Don't be afraid to admit mistakes and don't get upset with others mistakes----this is how we learn and grow.

- e. Be reasonable with your time schedule. Give people enough time to get the job done. Make your assignments clear to them. Be specific; remember they must understand you to carry it out successfully.
- f. Remember, there is always someone who will help you; if you need assistance. Ask for it! People will not assume you need help unless you make it know.

PROJECT IDEAS

Community Involvement- Non-Fund Raising

Babysitting Clinic- Speaker presents a program including child care, fire safety, games and activity ideas, CPR and other tips on being a good sitter. Participants take a test and receive a certificate upon passing.

Adopt a Family in Need- Furnish a needy family from the community with food, clothing and gifts at the Holidays. Obtain a list from the family of what is needed, donations of items can be brought by members or obtained from others.

Halloween Costume Party- Sponsor a community Halloween Party, giving a safe environment for children to enjoy. Have games, skits and treats.

Kiddies Parade- Can be ran in conjunction with your city's celebration. Organize into categories or have a theme. (fairy tales, TV characters, age groups, etc.) Give ribbons, candy bars and acquire savings bonds from a banks or donations for top prizes.

Essay Contest- Mother's Day/ Father's Day- coordinate through the school or advertise in paper. Give a prize for best essay. Have a special ceremony announcing the winner and have the winner's parents come as a surprise.

Senior Bingo- Sponsor a bingo party for seniors citizens. Prizes can be simple little items. (dollar store, baked items, can foods, paper products)

Crimes Against Women- Educate women on specific crimes against women, resources available and where to go for help. Work with the police department and with community education to present this workshop.

Children's Fingerprinting- Offer free fingerprinting to the community. Contact your local police station for help.

Bloodmobile- Contact the Red Cross and ask to sponsor a blood drive in the community.

Community Involvement- Fund Raising

Celebration Grams- Members dress in outfits and deliver singing celebrations to community members.

Action Luncheon- Sell tickets for the luncheon; which can be catered or held at a restaurant. Have items to auction (donated). While eating, people can bid on items. Select a foundation or area to donate funds to.

Baby Beautiful contest- Ask for entry fee, and hold a picture or actual pageant. Have government officials in community or shop-keepers be the judges. Give Trophy for top boy and girl. Certificate to all those who participate.

Spaghetti Dinner- Sponsor a spaghetti dinner (or other meal) to raise money for a community project.

Wreath Sales- Sell and deliver Christmas wreaths, donate profit to local food pantry.

Fashion Show- Contact local stores and ask them to help coordinate a fashion show. Could include a luncheon or just dessert and coffee.

Ways & Means

Concession Stands- Taco's, Lemonade, Popcorn, Pie, or Bottled Water stands at local community events. (city celebrations, fairs, holiday parades, etc.)

Pancake Breakfast- Chicken & Noodle Dinner- Chili Dinner

Holiday Gift Shoppe- Homemade crafts items and baked goods

Winter Survival Kits- Sell winter kits to local residents for their cars

Santa's Secret Shop- Make craft items or purchase small items to be sold at the shop for children. On shopping day kids can come and buy gifts for mom, dad and other family members. Wrap and tag gifts for them.

Garage Sales- Have members collect items they want to get rid of and hold an annual sale at a members' house.

Cookbooks- Produce a WOT member's cookbook and sell ad's. Many easy companies to work with or produce it yourself.

Bake Sale- Ask local bank to hold a Bake Sale in their lobby on a Saturday morning. (first of the month is the best) Package items in disposable ware and tag.

Home parties- Tupperware, Pampered Chef, Home Interiors, Mary Kay, Avon, Aromatherapy, etc.; serve refreshments. Most dealers will work with you on a % of the sales.

Socials / Internal Projects

Golf Social- For members and guest. Have prizes for the winning golfers.

Miniature Golfing- Have members and guest meet to play a round of miniature golf a go for pizza afterward.

Scavenger Hunt- Members need to locate items from various stores in town. (Dairy Queen napkin, grocery store ad, church bulletin, etc.) Also can list items to find and use disposable or Polaroid camera to take pictures of those items.

Pool Party- Host a pool party / cook out at a members home or park. Members and family members bring covered dishes to share.

Progressive Supper- Have a meal with a theme, each course is served at a different members home.

Sunday Sundae's- Host member brings ice cream and others bring their favorite toppings.

Surprise Breakfast- Show up at member's homes early and pick them up for breakfast. Serve a brunch, have a PJ fashion show. (let spouse know so babysitters can be arranged)

Family skating party- Make arrangements with roller skating rink to use their facilities. Everyone pays his or her own way into the rink.

Certification Parties- Members bring snack items and get together to help each other fill out their certifications for the Women of Today areas.

NEW MEMBER INSTALLATION

“Becoming a Women of Today member is solemn occasion- a time for you to dedicate yourself to the Women of Today Creed. Always remember that a Women of Today member is ready and willing to assist her /his fellow Women of Today members, grow in leadership ability, gain lasting friendships and grow individually. Be proud of this organization to which you belong. As you grow, so does the Women of Today organization.”

OATH

“RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.....

I, _____,(State your name) / Do Solemnly Promise / To Uphold The Bylaws And Ideals /
Of The _____(Your chapter/state name) Women Of Today / As Embodied In The Women of Today
Creed / And Will To The Best Of My Ability / Continue To Serve As A Living Example / Of This
Organization’s Philosophies And Beliefs."

OFFICER’S INSTALLATION CEREMONY

(Can be used with or without candles)

“Taking the oath of office is an exciting, yet solemn occasion. It is a time for each Women of Today member to re-evaluate and rededicate herself / himself to the Women of Today Creed by which she / he lives and to the responsibilities she / he has consented to accept.

Always remember that a Women of Today member is ready and willing to assist her / his fellow Women of Today, grow in leadership ability, gain lasting friendships and grow individually. Be proud of this organization to which you belong. As you grow, so does the Women of Today organization.”

(If using candles, call forward each of the new officers by name and title and have them light their candle from an existing burning candle

“This is moment of anticipation as we look to another great year for the _____(Your chapter/state name) Women of Today. I would like to call forward the officers for the 20__year,

Treasurer _____;Secretary _____;

VicePresident _____;President _____;

Etc. _____

OATH of OFFICE

“RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.....

I, _____,(State your name) / Do Solemnly Promise / That I Will Faithfully Execute The Office
Of _____ (officer position) OF The _____(Your chapter/state name) Women of Today /
And Will To The Best Of My Ability / Serve As A Living Example / Of This Organization’s Philosophies And

Beliefs / As Embodied In The Women of Today Creed / So Help Me God.”
SAMPLE-BYLAWS ANYTOWN WOMEN OF TODAY- BYLAWS
January 5, 2005

ARTICLE I- NAME OF ORGANIZATION

Section 1. The name of this organization shall be the _____Women of Today.

ARTICLE II- PURPOSE

Section 1. The purpose of this organization will be:
a. To promote community involvement through projects and programs.
b. To promote the development of leadership skills.
c. To promote the personal growth of all individual members.

Section 2. This organization will be non-partisan and non-sectarian.

ARTICLE III- AFFILIATION

Section 1. This organization is affiliated with the _____Women of Today and the United States Women of Today and is subject to the Bylaws and Policies of such.

ARTICLE IV- GOVERNMENT

Section 1. The government of this organization shall be vested in the members, represented by the Board of Directors.

Section 2. The officers shall consist of a President, Internal Vice President, External Vice President, Secretary, Treasurer. These shall be elected by the general membership, as prescribed in the Bylaws.

ARTICLE V- AMENDMENTS

Section 1. This constitution may be amended by a two-thirds (2/3) vote of the membership of this organization at any regular or special meeting providing a quorum is present.

Section 2. Written notice of the proposed amendment must be presented to the membership at least 7days prior to date of such meeting.

ARTICLE VI- MEMBERSHIP

Section 1. Membership in this organization shall be open to any person at least 18 years of age.

ARTICLE VII- DUES

Section 1. Annual dues for membership of this organization shall be each year. Renewal dues are payable to the Treasurer on or before the 10th day of the last month of the Quarter during which the member is due.

Section 2. Notice of dues owing shall be given to the members by the Treasurer 30 days prior to the due date. If dues are not paid by the member, that member shall be dropped from the roster of the _____Women of Today and the United States Women of Today.

Section 3. This organization shall pay State and U.S. dues for all members.

ARTICLE VIII- FINANCES

Section 1. The fiscal year shall be from May 1 to April 30.

Section 2. A budget shall be prepared by the Board of Directors and must be presented to and approved by the general membership.

Section 3. Disbursements of monies under \$25.00 not provided for in the budget shall be approved by the Board of Directors. Disbursements of over \$25.00 shall be approved by the general membership.

ARTICLE IX- MEETINGS

Section 1. General membership meetings will be held on the _____ of each month. Board meetings will be held on the _____ of the month.

Section 2. A majority of the membership present, in good standing is entitled to vote, constitutes a quorum for the transaction of business.

Section 3. A special meeting may be called by the President, or upon application of twenty-five (25) percent of the membership. Membership shall be notified of such meetings.

ARTICLE X- ELECTIONS

Section 1. The April meeting will be the annual Elections meeting.

Section 2. A nominating committee will be appointed by the President and will consist of three (3) members. This committee shall propose candidates for all elective offices at the April membership meeting.

Section 3. Nominations from the floor will be accepted at the Elections meeting. Elections will be conducted by secret ballot. The candidate receiving the majority votes will be declared elected.

Section 4. Each member will be entitled to one vote upon each matter submitted to a vote at a meeting of the organization, providing the member is present.

Section 5. When a vacancy on the Board occurs, the President may fill this vacancy by appointment , until an election can be held at the next general membership meeting.

Section 6. Officers elected at the annual Elections meeting will take office on May 1.

ARTICLE- XI BOARD OF DIRECTORS

Section 1. Duties of the officers:

President- The President will preside at all general and board meetings and will have general supervision of the organization. She / He will be an ex-officio member of all committees.

Internal Vice President- In the absence or resignation of the President, the Internal Vice President will assume her duties. She will be responsible for the internal programs offered.

External Vice President- The External Vice President will be responsible for any external programs held and finding chairman for such.

Secretary- The Secretary will record and keep minutes of all meetings and record the attendance of members. She / He will conduct correspondence for the chapter.

Treasurer- The Treasurer will receive and keep all funds of the organization, distributing funds with the consent of the President and Board of Directors. A monthly and annual report will be made to the membership.

Section 2. The Board of Directors may meet on call of the President or on request of one- half (1/2) of its members. One more than half of the members of the board shall be present to constitute a quorum.

ARTICLE XII- RULES OF ORDER

Section 1. Robert's Rules of Order, Newly Revised, shall decide any matter not covered in the Constitution and Bylaws of this organization or not covered under the United States Women of Today Bylaws.

ARTICLE XIII- AMENDMENTS

- Section 1. These Bylaws may be amended by a two thirds (2/3) vote of the members present at any regular or special meeting providing a quorum is present and prior notice has been given.
- Section 2. The members shall receive a notice of pending amendments at least seven (7) days in advance of the meeting where voting will take place.

SAMPLE- POLICIES

Policies should be adopted by your chapter to help you begin a systematic and functional way of operating. The Following example is set up to show you what some chapters have included in their policies. **NONE OF THESE POLICIES NEED TO BE ADOPTED BY YOUR CHAPTER!! They are simply a guideline.** It is much easier to find information if you categorize it, as indicated herein. However, you may simply number your policies as you go along.

ANYTOWN WOMEN OF TODAY – POLICIES January 5, 2005

A. Policy

1. This set of policies is presented to assist members in understanding the operations and functions of this corporation. It includes motions and policies adopted during regular membership meetings and explanations of methods of operation.
2. These policies and the bylaws shall be reviewed annually by the Board of Directors, who shall from time to time recommend revisions.

B. Outside Requests

1. No officer, director or member of this corporation shall publicly state any policy, enter into agreement or otherwise obligate this corporation except upon authority of the general membership provided. However if a question must be decided prior to the next general membership meeting, the Board of Directors or an email vote may decide it.

C. Finance

1. The President and the State Delegate or their alternates shall have their registration paid to attend state, regional, district or a national meeting.
2. If the above representative registers for said meetings and do not attend, they must reimburse the chapter.

D. Committees

1. The Board of Directors shall determine the standing committees deemed necessary and prepare to fulfilling the object and purpose of the chapter.
2. Each committee shall submit a written report upon completion of the project.

E. Sunshine

1. The Secretary will serve as chairman of Sunshine, sending cards for hospitalization, deaths in family, illness, etc., for members of this chapter.

F. Gifts

1. The Any town Women of Today will contribute \$???.00 each year towards the purchase of a gift for the outgoing President of the state/ region/ district.
2. Chapter Presidents outgoing gift shall be presented when she/ he completes the term of office.

G. Awards

1. The following shall be given at the end of the year:
 - a. Outstanding officer- to be voted on by the Board of Directors

- b. Outstanding new member- to be voted on by the Board of Directors
 - c. Outstanding Women of Today member- to be voted on by the general membership
2. Further awards may be decided on closer to the end of the year, at the discretion of the President.

H. State Officers and State Managers Position

1. Any local member running for a State Officer or bidding for State Managers position should obtain the endorsement from their local chapter.
2. Any local member serving as a State officer or State Manager shall be considered an ex-officio member of the chapter's Board of Directors; without voting powers.

SAMPLE – AWARDS CERTIFICATE

