

# President's Handbook



**GFWC Florida Federation of Women's Clubs**  
**Revised September 2012**

## Your Responsibilities to Your Club

### Read your club bylaws!

1. Study your club bylaws carefully, checking on your stated duties and those of the other club officers.
2. Check your club bylaws against club custom. Do not be guided by remarks, "We have always done it that way", for customs may have arisen that are contrary to the rules voted by the club.
3. Resolve to abide by the club bylaws. If they are inadequate or antiquated, take the steps outlined in the article on amendments to change them so they reflect the procedures the club really wants and actually follows. Until any desired changes are made, however, they must be followed as written. Check to be sure your club bylaws are not in conflict with those of GFWC Florida.
4. As president, you are an ex-officio member of all committees except the nominating committee and may attend any and all committee meetings, except that of the nominating committee, if authorized by the club bylaws. Otherwise, you are invited to committee meetings only through the courtesy of the chairman without voice or vote.

Do not try to remember dates and important events in your head or make small notes all over the place to keep up with things. Efficiency experts also share that one calendar instead of several will be more accurate and tend to be less confusing. Your calendar should include the following.

1. Dates of all club, board of directors, and committee meetings
2. Dates of all district and state meetings
3. Dates on which your bylaws require the election or appointment of certain club officers or committees
4. Dates of all community meetings you, as president, should attend
5. Dates when dues and contributions to GFWC Florida headquarters are due

6. Dates to send certain reports to district and state

<b>Select Your Club Chairmen Wisely</b>
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1. Ask for suggestions for names of active and dependable volunteers from past presidents, officers, and chairmen. Listen to all recommendations and consider them carefully before you make your appointments. Hasty decisions will be with you your whole term.
2. Choose chairmen with whom you can confer closely. Do not continue to appoint the same chairmen year after year. New leadership with fresh ideas can do much to revive a stagnant club. Be sure those who are appointed will do a good job for the club.
3. A club preference sheet is an ideal way to poll your members to ascertain their interests and willingness to assume a chairmanship. It is a good idea to explain the chairmanships listed with brief job descriptions so the members will have an idea of the kind of commitment she will be making.
4. Be objective in naming committee chairmen. Your closest friends may not always have the special capabilities the position requires. Good leaders put the good of the club before their personal feelings.
5. Never persuade a member to accept a chairmanship by saying, "You won't have to do a thing....or....there isn't much to it". When she finds out there IS work to be done she will be resentful and perhaps unable to perform her job satisfactorily.
6. Tell each chairman your general theme, discuss with her the possibilities and projects her committee might undertake agree on general procedure; then allow her committee to work in their own way. Be helpful and supportive but do not interfere in something you have asked someone else to do unless absolutely necessary. Your job as club president is enough to handle without attempting to take care of someone else's job also.
7. Tell each chairman what her stated duties are and what will be expected of her. Procedure books that are handed down from year to year are most helpful.
8. Remind your chairmen well in advance when they are expected to report to the board of the club. Postcards are super reminders. Ask for a written report complete with facts and figures. Inform the chairmen when their GFWC Florida reports are due. Show each chairman how to keep good records. Give each

chairman a folder or notebook at the beginning of the year and ask her to place all programs, plans, etc. in it so the information will be readily accessible at reporting time.

9. Praise the chairmen and committee members privately and publicly. All volunteers like to feel that their work is appreciated.
10. If a chairman does not work, try to find out why. Arrange for assistance if she needs/wants it. Go over the specific tasks she is to do. If she feels she cannot continue in the position, thank her and name another chairman. If she says she can but still does not do her work, name another chairman. You owe the club the service of an active chairman.

## Presiding At Meetings

1. Keep a list of all business matters, reports, introductions, and any other items which should be presented at the next meeting. Begin this immediately after the close of the preceding meeting and add to it until the day before the meeting...then make up your agenda. Confer with the recording secretary and refer to the minutes of the previous meeting to be certain no business is omitted.
2. Rehearse the agenda....even the routine statements you will make. If you know exactly what you are going to do, you and the club members will both be at ease. Write everything down and go through it several times. Try to use an outline, but if you must read it, do so, in order that the meeting moves forward.
3. Try to anticipate any unusual parliamentary procedure which may arise and be prepared to handle it. Discuss it with your parliamentarian or refer to an **up-to-date copy of Robert's Rules of Order**. Do not hesitate to ask your parliamentarian for advice during a meeting. This is her job. Your intention of carrying out the matter correctly will be appreciated by everyone.
4. Be gracious and tactful, but businesslike. Be humorous on occasion, but always maintain the dignity of the office. Keep your cool no matter what happens. Give fair consideration to speakers on both sides of an issue. Keep personal feelings out of your presiding. If you feel that you absolutely **MUST** speak to an issue, ask the vice president to take the chair.
5. Begin the meeting on time! Do not wait for any certain person. Officers and members will soon learn that you begin promptly and will be there. If you delay, members will drift in later and later. People do not like to have their busy time wasted. It is not fair to those who are there not to begin on time.
6. Allow time for necessary discussion and debate, but proceed as rapidly as possible. Recognize all members who wish the floor. Sate all motions, put the vote on all questions moved, and then state the results. Be sure to take the vote and announce the results.

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## Submit Reports on Time

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1. Reporting procedures may be found in the GFWC Florida Reporting Handbook and the junior reporting procedures may be found in the Junior Handbook. These books are on our web site and can be purchased at Headquarters or you can buy them on line. Each club president receives a GFWC Manual during the summer of the even numbered years. Extra copies may be purchased as needed.
2. Read over the reporting procedures carefully. If possible, have copies distributed to each department/special chairman. Many club presidents purchase a second GFWC Florida Reporting Handbook for club members.
3. Check to see which GFWC special contests your club would like to enter. Many have nice cash prizes for the winners. Reporting is optional but a great way for your club to keep records of projects and to help the state of Florida and GFWC, share projects with other clubs and reflect the good work of our volunteers.
4. Contact your district director or junior district director if you have any questions or need help.
5. **Observe each deadline!** Your club members deserve to have their efforts recorded. It is up to you to see that the appropriate reports are completed on time.

## Route Information To Proper Sources

1. Be sure to send the names of your clubs' officers, along with their
  - i. correct addresses to the current Corresponding Secretary and to:  
GFWC Florida Headquarters  
4444 Florida National Drive  
Lakeland, Florida 33813
  - ii. The GFWC Florida Corresponding Secretary will distribute this information for you to the proper sources.
  - iii. When your term expires, make certain that the names and addresses of the new officers are sent to GFWC Florida Headquarters.
  
2. You, as club president, receive great quantities of materials and information from the state chairmen. PASS THIS ON to your club chairmen immediately. You will wish to review this material and may want to make a copy for yourself before passing to the proper chairman. You might also wish to underline items which you feel are especially important and need their immediate attention. Suggest that your club chairmen write or call the state chairmen of their department or special area for any special information or advice.
  
3. See that your club yearbook is sent to your district director/junior district director as soon as it is published. Include addresses and telephone numbers of members in your yearbook.
  
4. Remind your club treasurer to complete the Excel membership listing of all your club members and to submit it with your club's dues by the deadline of December 31<sup>st</sup>.
  
5. Remind your program chairman to extend an early invitation to your district director to visit your club. If there is a GFWC Florida department or special chairman or GFWC Florida Officer residing in your district, you may wish to extend an invitation to have her visit as well. Read the Florida Clubwoman publication carefully for news and important events. Share the publication and articles with your membership.
  
6. Keep your publicity chairman well informed on all future club projects and activities. Give her information as far in advance as possible so she may send new releases to local newspapers and to the Florida Clubwoman. Other

community groups may be able to assist your club if they know what you are doing.

7. When making up your club budget, if possible, include funds for projects suggested by state chairmen and for the standing projects of GFWC Florida. Also try to include a donation to your district director and junior district director to help defray their expenses serving you.
8. Check the Honor Score form, the GFWC Florida remittance form and the Lois Perkins Award form early to be sure that provision is made to include all of the required activities in the club program.

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## District Information

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The district is made up of all member clubs residing within its geographical boundaries.

**District Officers:** are a district director, junior district director, and a secretary, all of who serve for two years. Districts may also have a treasurer, if they wish. The directors were elected by the club's delegates at the annual district meeting during the odd numbered year. The district directors are state officers. The district secretary and treasurer are district officers and are appointed by the district director under whom they serve.

**Annual District Meeting:** is held in the fall with the date set by the GFWC Florida President-elect, who with the advice of the GFWC Florida President, makes up the itinerary of the touring state officers. This is commonly referred to as district tour, as there will be visiting officers of the federation in attendance.

Representation at the annual district meeting shall be as follows: Each woman's club, each junior club and each county federation shall be automatically represented by its president or her alternate. In addition to the president or her alternate, if the membership of the club is less than 50 — the number shall be 2; if the membership is 50 but less than 100 — the number shall be 4; if the membership is 100 and less than 150 — the number shall be 6; if the membership is 150 and less than 200 — the number shall be 8; if the membership is 200 and less than 300 — the number shall be 10; if the membership is 300 or more — the number shall be 12. No club shall be entitled to more than 13 delegates **including** the president or her alternate.

**District Workshops:** are usually held shortly after the GFWC Florida state meetings. Club presidents or their alternates are encouraged to attend. Urge as many of your club members to attend as possibly can. At this time, details of the GFWC Florida state meetings and of district meetings are given. Workshops are also held on subjects as reporting, leadership, membership and timely topics/projects as of interest to our members. These are not business meetings so there will be no delegates from the clubs.

**District Directors:** your district director is in charge of advancing the work of GFWC Florida in her district. She assists the state officers and chairmen in promotion of their programs. She is your direct link to federation. She helps to organize new clubs. She can help you with questions and problems. She is also a source of ideas on programs and projects.

**Junior District Directors:** work closely with the district director in all district work. The junior district director is in charge of promoting all junior work among district junior clubs and serves in an advisory capacity as well as helping organize new clubs.

## State Federation Information

By virtue of your office, you are a member of the GFWC Florida Board of Directors. You are expected to attend the state Board of Directors meetings held in the fall each year and immediately preceding the annual convention and immediately after the annual convention in the even numbered years. If you cannot attend, an alternate who must be an officer of your club should represent your club.

Each club shall automatically be represented by its president or her alternate at GFWC Florida convention. In addition to the club president or alternate, representation shall be on the following basis: if the membership of the club is less than 50 — the number shall be 1; if the membership is 50 and less than 100 — the number shall be 2; if the membership is 100 and less than 150 — the number is 3; if the membership is 150 and less than 200 — the number is 4; if the membership is 200 and less than 300 — the number is 5; if the membership is 300 or more — the number is 6. No club shall be entitled to more than 6 delegates, **including** the president, or her alternate. Each delegate shall be entitled to one vote; if absent, an alternate may vote in her place.

**Dues:** the club president should check to be certain that the club treasurer sends to state headquarters, By **December 31<sup>st</sup> of each year.** An Excel file is sent to her from headquarters via email.

**State Projects:** are carried on from year to year, with some being "adopted" for each administration. Consult the GFWC Florida bulletins and reporting manual for a current listing of state projects. Contributions for state projects of your choice should be sent to GFWC Florida headquarters along with your club's dues.

***Florida Clubwoman*** is published four times a year and copies are emailed to each GFWC Florida President. Club news is reported in it as well as information regarding departments, special areas, projects, etc. Check each issue for the deadline of the next one. Clubs are encouraged to submit articles about their club's projects, complete with photos, if available.

**Honor Score:** is awarded for a total of 100 points for participation in GFWC Florida. These certificates are presented at the GFWC Florida convention. Consult the GFWC Florida website for a copy of the current Honor Score sheet.

**Headquarters:** is located at 4444 Florida National Drive, Lakeland, Florida 33813. Telephone is 863-647-2642. All dues and contributions are mailed to

headquarters. Pins for club presidents and past presidents may be ordered from headquarters on our web site, as well as other materials with insigne.

## **General Federation Of Women's Clubs**

The General Federation of Women's Clubs (GFWC) is one of the largest women's organizations of its kind in the world with approximately 500 thousand members living in the United States and a number of foreign countries. Through it, local clubs can combine opinions for effective action on a national scale, and by uniting their efforts on projects of general interest, can extend their achievements far beyond their own areas.

Each club and each club member in the GFWC Florida is automatically a member of GFWC. A portion of each member's dues goes to GFWC headquarters to help disseminate by your vote.

Each club will receive a *CALL* to the GFWC convention, usually held in June. Follow the instructions given on the registration card enclosed in the *CALL* if you are able to attend. Your club delegate helps in the formation of federation policy by your vote.

Subscriptions to the *GFWC Clubwoman* publication are available to all club members. You, as club president, will receive a subscription to be shared with your club. Urge your officers and chairmen to subscribe as there is much up-to-date information in each issue.

## District Invitations

1. Each club is encouraged to invite their district director/junior district director, state officers, or state chairmen to speak on some phase of federation at least once during the club year.
  - a. Many clubs invite their district director/junior district director to speak, attend a special program, or to install officers.
  - b. State officers or chairmen in your district usually appreciate invitations to present programs or discuss their work with the clubs. Take advantage of their expertise.
  
2. Federation guests should be invited as far ahead as possible. Be specific concerning the date, time, and nature of the meeting. If it is to be a dinner meeting be specific as to whether their spouse or their traveling companion will be a guest also. If the speaker/guest is unfamiliar with the area, send a map or written instructions to the clubhouse or meeting place. Include a landmark which is easily identifiable. The clubhouse phone number or that of someone who can be contacted in case she is delayed en-route or needs to be contacted in an emergency is a must.
  
3. It is discouraged to extend a verbal invitation to a person while going down a receiving line or at a large meeting. It is appreciated if you contact the person by phone, e-mail or note a few days in advance of their scheduled visit to confirm the arrangements.
  
4. Do not invite two state officers or chairmen to address the club at the same meeting for neither will have adequate time to present their material. Do not schedule another outside speaker or long entertainment on the same day as a federation speaker.
  
5. Indicate the topic on which you wish your guest to speak and explain any local club specifics you hope the speaker will emphasize. Give the length of time for the speaker but do not ask someone to travel a long distance and speak only five or ten minutes. Give consideration to allowing the speaker to precede the business portion of the meeting in case lengthy discussion leaves members restless and disinterested. This is also helpful if she must travel a long distance from home.

6. Federation officers and chairmen are not paid for speaking to clubs and their expenses must come from their small allotments. They do not expect remuneration, but some clubs offer them travel expense and accommodations as a courtesy for their time and effort.
7. Arrange to have the program chairman or some designated club member watch for the guest at the door. Be sure to have a reserved parking place for her as close to the entrance as possible and clearly marked. She will want a glass of water on her table.
8. Familiarize yourself with her exact title and position and some of her background. Introduce her briefly and enthusiastically. Her chief reward is the interest you and your club members show for her presentation.
9. Many clubs invite state officers or district directors to attend their president's receptions. Be sure to include on the invitation or in the envelope a name and address or telephone number to which the guest can reply.
10. If federation officers are invited to stand in the receiving line at a reception, include information concerning the time they are expected to arrive and the type of dress to be worn (business, church, cocktail).
11. Express your appreciation on behalf of the club from the chair and individually after the meeting. If time permits, give members an opportunity to meet the visitor. Send a note of appreciation a few days later.
12. When speakers who have no connection with club life are invited to appear on the program, it is considerate to tell them briefly the club's project or main projects so they will know how to gauge their approach. Sending them a GFWC Florida and club profile ahead of their visit will help them become familiar with the organization. They should be extended the same courtesies as a federation guest.

## Receiving Lines

Club receptions are usually held to honor the club president after her election and often she has little to do with the plans. However, she should be consulted about the list of federation guests outside the club who are to be invited. Usually other club presidents in the area, state, district, and county officers as well as chairmen from the groups are invited, but the choice is made by the president and the committee.

Often, as a means of honoring state, district or county federation officers, they are asked to receive with the club president or officers. Avoid long receiving lines. If any club member holds state, district, or county office, it is courteous to invite her to stand in the receiving line.

The chairman of the reception is the hostess representing the club. She heads the line, greets the guests, and introduces them to the club president who stands to her right.

Order of precedence after the club president is determined by the position held by the guests. The GFWC Florida President is always first; then elected GFWC officers; GFWC Florida state officers (president-elect, first, second vice presidents, recording secretary, treasurer, finance officer, corresponding secretary, director of junior clubs, member-at-large) district director; junior district director; GFWC appointed chairmen; GFWC Florida appointed chairmen; district chairmen; county officers. Next to the club president is the highest ranking federation guest who has been asked to help receive. The club officers in the order named in your club's by-laws make up the remainder of the line. Sometimes when there are a number of outside guests in the receiving line, they are spaced between two club officers. See alternate pattern.\*\*

When the junior club president is in the general club receiving line, she is placed immediately after the state, district or county guests and before other club officers. The same applies to the general club president/ or advisor in a junior club receiving line.

Junior clubs place the junior district director next to the president and the district director next to the junior director when both are in a junior club line; while woman's club's honor the district director first and place the junior director next in their lines.

The GFWC Florida President is the highest ranking officer in her own state and no officer in any branch of the federation or outside official precedes her.

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Club President's Reception

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Line facing to right of page

1. Club chairman — hostess
2. Club president
3. GFWC Florida president
4. GFWC elected officers — in order of their rank
5. GFWC Florida officers — in order of their rank — including district director and junior director
6. Elected district officers
7. GFWC appointed chairmen
8. GFWC Florida appointed chairmen
9. District chairmen
10. County federation president
11. Junior club president
12. Club officers in order of their rank

Alternate Pattern\*\*

Line facing to right of page

1. Club chairman — hostess
2. Club president
3. GFWC Florida president
4. Club first vice president
5. GFWC elected officers
6. Club second vice president
7. GFWC Florida officers — in order of their rank — including directors
8. Club third vice president
9. GFWC Florida appointed chairmen
10. Club recording secretary
11. County federation president
12. Club corresponding secretary
13. other club officers

Not all of the federation officers outside the club who are listed above will be present at any one time but the order is indicated when they are.

Corsages may or may not be worn by the members of the receiving line. It should be decided by the club president whether or not to have them

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## **Luncheons and Dinners**

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The general plan for seating federation officers at a luncheon or dinner is the same as for receiving lines, except that the order is planned by rank to both the right and left of the presiding officer. The first place of honor is to her right and the next is to her left. For instance, if the club president presides in the center, she places the GFWC Florida president on her right and the district director, or next highest ranking officer, to her left. Other visitors are arranged in order of their rank, first to the right; and then to the left.

Sometimes other club officers are interspersed, in the manner of the alternate position for receiving lines, between two visitors to give them an opportunity to talk with the guests. At other times all of the honored guests are seated in order of rank of the presiding officer's right and the club officers, in order, on the left. In general, the positions of honor are those nearest the presiding officer.

If a new president is being installed, the retiring president sits in the center, with the incoming president on her right and the remainder of guests, in order of rank, alternating to the retiring president's left first, and then to the right.

### **Club Luncheon/Installation (facing to the right of the page)**

4. Retiring officers in order
3. Retiring first vice president
2. State chairman or speaker
1. Retiring president  
    Chairman (center)
1. President elect
2. State officer or district director
3. First vice president elect
4. Other officers elect in order

### **Club Luncheon (facing to the right of page)**

District director or speaker  
Club president (center)  
FFWC president or district director  
Club first vice president

### **General Suggestions:**

District directors are expected to visit each club in the district once during the two-year term. If the district has many clubs, or if distances are great, they may not be able to come more than once. Invite them as often as you wish, but please by understanding if they cannot arrange for a second trip. They, too, have home duties to consider. State officers who cover an even larger area cannot be expected to visit every club though they try to accept as many invitations as possible.

When working with state or district officers consult them before planning a program or making arrangements. They are in charge and should have an opportunity to make suggestions first. It is their place to appoint chairmen for state and district events.

Committee chairmen should extend an invitation to the club president to attend committee meetings, although the president is a member. In turn, the president should allow the chairmen to conduct the meeting and offer information or her opinion only upon request or when it will clarify a situation.

The action which shows the greatest degree of consideration for the officers and visitors and reflects the type of courteous treatment you also most appreciate is most likely to be the advisable thing to do. No one will complain if you accidentally vary the customary pattern, for warmth of greeting and friendly intent are the most important points of all.

## Parliamentary Primer

Parliamentary law is a system of rules based upon fundamental principles of justice to all, courtesy to all, one thing at a time. The rules are practiced in organizations to ensure order and to expedite business.

### Steps in bringing about action:

1. A member stands, addresses the Chair and is recognized by the Chair.  
(Address the Chair as Madam President).
2. The member states her motion.
  - a. "I move that\_\_\_\_\_ " (Never "I make a motion that\_ ").
  - b. When possible, have your motion ready also in writing to give to the Recording Secretary for her records. Some clubs require motions to be written on printed motion forms.
  - c. To get action on a subject, it must be presented in the form of a motion, whether you agree or disagree, as discussion must be preceded by a motion.
3. The motion is seconded or will not be considered for lack of a second.
4. The motion is restated by the Chair. (Say, "The Question is on ").
5. The motion is opened for discussion.
  - a. The maker of the motion has the right to discuss the motion first, if she wishes.
  - b. No member may speak twice on the same motion until everyone who wishes to speak has had an opportunity.
  - c. No member shall speak longer than ten minutes.
  - d. No member shall speak more than twice on the same motion.
  - e. During discussion, STAND and address the Chair.

6. The motion may be amended at any time during the discussion.
  - a. You may "Move to amend the motion":
    1. "by adding" — words are added to the end of the pending motion.
    2. "by inserting" — words are added in the beginning or middle of the pending motion.
    3. "by striking" — words are removed from any part of the pending motion.
    4. "by striking and inserting" — words are stricken and new words are inserted.
    5. "by substituting" — to change a whole phrase.
  - b. The amended motion goes through the steps outlined in numbers 3 through 6 above. (the amendment may also be amended).
  - c. You may postpone discussion:
    1. Refer — "I move to refer \_\_\_\_\_ to committee for report on \_\_\_\_\_. (More study is needed before a decision is made).
    2. Table — "I move to lay on the table the motion that \_\_\_ until\_\_\_\_\_ ". (State specific time no later than the next meeting)". (The postpones further consideration until the stated time).
7. The motions are voted on in the reverse order in which they were presented. (Refer or table, amendment to amendment, amendment, and then the original motion.)
  - a. The person who presented the motion does not have to vote "for" it, but cannot speak against it.
  - b. The motion may be referred to committee or tabled at any time before the call for the question by a motion to that effect.
8. To bring a motion to a vote, someone must cease discussion by a "call for the question. (I move the previous question.)"
9. The vote is taken and declared by the Chair.
10. If the motion is carried, action is to carried out.

## The Gavel:

The Gavel is the "symbol" of authority. It should be used sparingly. One firm tap to open the meeting... one firm tap to close the meeting. It should be used otherwise only when necessary to maintain order.

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### **By-Laws Review Committee Selection**

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Be guided by your specific by-laws, if there is a statement in them of how this committee should be selected. Some clubs' by-laws call for the election of this committee from the floor by the membership, while others call for appointment by the President, or a combination of the two methods.

Try to include a good representative sample of the various types of club members you have when selecting the committee members, but don't get so many on the committee that no work can be accomplished.

If members are elected by the membership, suggest that these be included — If the President appoints, remember to include the following:

- A. Both a member who is employed outside the home and one who is not.
- B. Both a new member and an experienced member.
- C. One who is very active and one who has not been so active (maybe she has not been because of problems which may be remedied in the revision process, if many others seem to be having the same problem).
- D. At least one Board member.

This committee should meet far enough in advance of the next business meeting that a written notice of the proposed changes can be sent (either by the club newsletter, or separately) to each voting member of the club. Some club bylaws require 30 days of notice, others just two weeks, or one week. Check your own club's by-laws to see that you are following their requirements.

Appoint the chairman (or elect, if your by-laws state this) of this committee, who in turn should appoint a recorder of all changes proposed. One completely revised copy should come from this meeting.

REMEMBER ---the changes made by this committee are just PROPOSALS and must come before the full membership for a vote. Each change should be voted on separately.

Up-to-date by-laws should be in accord with the actual club practice. If the need for more or fewer offices arises, or job responsibilities change, revisions need to reflect this. By-laws should be guidelines, specific enough to cover questions regarding operation, but not so confining that they must be constantly revised.

Reviews should be held once a year, even if no changes result from the action. It is nice to know that things are going as they were intended to when set forward in the by-laws.

### *The Prayer of a New President*

*I see the traces of a new day,  
Make me thus aware and hear what I say,  
Show me the difference in right and wrong,  
Help me to retain the knowledge and to be strong.*

*Give me the foresight to meet each need,  
Grant me the confidence and assurance to lead,  
Guide my existence in meeting each new situation,  
While I strive to make a trust a daily creation.*

*Humbled by the knowledge of the task I undertake,  
Awed by the weight of the decisions I must make.  
Awaiting the experience I know I must learn,  
Reminded even in friendship at times I must be stern.*

*Smiling now at familiar faces and  
Remembering what they've meant,  
This then my prayer -  
Make me worthy to be their President.*

*By Paula Goodman*

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## **Sample Meeting Agenda**

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### **Call to Order**

(Ascertain if a quorum is present)

### **Opening Ceremonies**

Invocation

National Anthem

Pledge of Allegiance to the Flag of the United States of America

(make certain there is a flag and it is properly displayed)

other ceremonies or pledges, as appropriate.

### **Reading and Approval of Minutes**

Minutes are read and approved "as read" or "as corrected".

Roll call may be taken at this time by the Secretary, or by written checklist than aloud.

### **Correspondence**

All correspondence not requiring club action is read at this time. That which requires action should be taken up under New Business.

### **Officers' Reports**

(In order of their rank, and only if they have a report to make)

### **Treasurer's Report**

A brief financial statement is normally given at each meeting, with a full report at the annual meeting. All reports should be filed for audit.

### **Recommendations from the Board**

Each recommendation should be acted upon individually.

### **Committee Reports**

(President should ascertain before meeting time which committees will need to report and should call only on those who do.)

- a. Department reports (alphabetically)
- b. Standing committees (as listed in by-laws)
- c. Special committees (in order of appointment)

Recommendations which require action, the reporting member of the committee makes the recommendations at the end of the report and moves their adoption. No second is necessary and action is taken at that time. Recommendations which are adopted become effective immediately. Each should be considered separately.

### Unfinished Business

(The President should have on her agenda a record of unfinished business which should be presented for consideration at this time).

Unfinished business includes:

- a. Business postponed from the previous meeting
- b. Business on which action was not completed at the previous meeting.

NOTE: it is not the President's duty to take motions from the table. Any club member can take a motion from the table. Tabled motions must be taken from the table at the time specified in the motion to lay on the table.

### New Business

(Before business can be acted upon, it must be presented to the group in the form of a motion, resolution or recommendation, with appropriate second when required.)

### Announcements

- a. President announces the next meeting and any other important matters.
- b. Other announcements from the membership.

### Adjournment

- a. The meeting can be adjourned before or after the program. This is up to individual club preference and/or President.
- b. The motion to adjourn can be assumed, does not need to be voiced, does not require a second or a vote, unless there is an objection.

### Program

This may precede the business meeting, if that is the club's preference.

The President should present the Program Chairman, who will present the program. She should not turn the meeting over to the Program Chairman.

Both the person who introduces the program and the President should thank the participants in the program.

NOTE: If the business meeting must be interrupted to present a program or for other reasons, it should be "recessed" and continued after the interruption.

	Is it in order when	Does it require a	is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?	
* Fix the time which to adjourn	No	Yes	No	Yes	M	Yes	<b>PRIVILEGED</b>
** Adjourn	No	Yes	No	No	M	No	
* Recess	No	Yes	No	Yes	M	No	
Raise a question of Privilege	Yes	No	No	No	(1)	No	
Call for the orders of the day	Yes	No	No	No	(2)	No	
Lay on the table	No	Yes	No	No	M	No	
Previous	No	Yes	No	No	2/3	Yes	<b>SUBSIDIARY</b>
Limit or extend	No	Yes	No	Yes	2/3	Yes (3)	
Postpone to a certain time (definitely)	No	Yes	Yes	Yes	M (4)	Yes	
Commit (refer to a committee)	No	Yes	Yes	Yes	M	Yes (5)	
Amend	No	Yes	Yes (6)	Yes	M	Yes	
Postpone indefinitely	No	Yes	Yes	No	M	aff. onl	
Main Motion	No	Ye	Ye	Ye	M	Ye	<b>MAIN</b>