United States Women of Today
SECRETARY MANUAL

MISSION

"OUR MISSION IS TO PROVIDE OPPORTUNITIES IN THE AREAS OF COMMUNITY SERVICE, LEADERSHIP TRAINING, PERSONAL GROWTH AND WORK IN PARTNERSHIPS WITH MULTIPLE CHARITIES."

VISION

"WE ARE PASSIONATE PEOPLE OF ACTION… EMPOWERING INDIVIDUALS TO MAKE A DIFFERENCE IN THEIR LIVES AND COMMUNITIES." BENEFITS FROM PARTICIPATING IN WOMEN OF TODAY:

BENEFITS

BENEFITS FROM PARTICIPATING IN WOMEN OF TODAY:

- UNITED IN OUR VISON TO MAKE A DIFFERENCE THROUGH SERVICE AND COMMUNITY INVOLVEMENT.
- ENRICH AND EMPOWER WOMEN IN OUR COMMUNITIES.
- FOSTER A WELCOMING AND INCLUSIVE SOCIAL EXPERIENCE.
- WOMEN GAIN CONFIDENCE TO LEAD.
- CREATING SUPPORTIVE CONNECTIONS AS WE DEVELOP LIFELONG FRIENDSHIPS

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I. INTRODUCTION

This manual has been compiled to help you have a successful year as secretary of your organization. It contains information regarding the organization and history of the Women of Today, general responsibilities of a secretary at all levels, record-keeping information, and hints for preparing an agenda and keeping minutes.

As secretary, you are one of the leaders of your chapter/state. To be an effective leader, you must have certain priorities that will help keep you motivated and manage your time most effectively.

Despite all your responsibilities as a leader in the Women of Today organization, you should also remember your family and work responsibilities. Your commitment and involvement in Women of Today will go smoother if you make sure to keep your family aware, and even often involved, in your Women of Today activities. Holding a leadership role in Women of Today will bring a greater time commitment and "sharing of time/skills". It is, therefore, important that you let your immediate work supervisor know about your participation in Women of Today. It is not uncommon for many employers to view this involvement in a civic/community organization as a very positive quality. Feel free to discuss with your employer your reasons for taking on these new responsibilities and how they are benefiting you as an individual – and often, therefore, as an employee.

A. Organization of US WT

The United States Women of Today bylaws and policies state, "The officers of this organization shall consist of the President, Membership Vice President, Programming Vice President, **SECRETARY,** Treasurer, Chairman of the Board and Parliamentarian" (Article V, Section 1) and that the "President, Membership Vice President, Programming Vice President, **SECRETARY** and Treasurer shall be elected by the voting delegates at the Annual meeting." (Article V, Section 2). The National Secretary is responsible for "maintaining minutes of all meetings of the organization and provide[Ing] copies as follows: (1) Executive Meeting to Executive Committee within thirty days; (2) Board of Directors Meeting and Annual Meeting to the President within thirty days and the Board of Directors within forty-five days." (Article VI, Section 5) Also, according to the policies, the national secretary "shall be responsible for the National Newsletter" (Policy 3, Section 4B) and "shall be responsible for the National Directory and its distribution" (Policy 3, Section 4c).

The Board of Directors consists of all National staff as non-voting members and all State Presidents as voting members.

B. History of United States Women of Today

<u>1985-86</u>

- United States Women of Today founded on July 1, 1985.
- Chose National logo

<u>1986-87</u>

- Completed trademark for "United States Women of Today".
- First US Women of Today Directory printed and distributed to national officers and state presidents.
- Secretary assigns and puts list in USWT Directory
- Uniform awards and membership year of May 1 through April 30 established

- Last full week of September recognized as U.S. Women of Today Week
- July 1 to be known as Founder's Day
- US Women of Today Creed adopted.

1987-88
- National Directory completed

1988-89
- 11 issues of national newsletter published and sent to Board of Director members

1990-91
- Twelve issues of national newsletter sent out to Board of Directors
- Reach Out and Touch program initiated

1991-92
- Name the newsletter contest held – *Today's Leader* chosen by those attending National Convention.

1992-93
- Began using name "*Today's Leader*" for national newsletter

1993-84
- Secretary in charge of publication/distribution

1994-95
- *Today's Leader* mailed monthly, with November/December issue combined to Board of Directors and chapters

1995-96
- *Today's Leader* sent bi-monthly – to chapters, Board members, and past presidents.
- "Cards of Cheer" instituted

1996-97
- "Personals" available in Today's Leader (for $2)

2002-2011
- Six issues of Today's Leader mailed out
- *Today's Leader* put on US WT website

2012-2014
- *Today's Leader* put on USWT website
- USWT Directory to staff (no cost); all other members, including Past Presidents were able to purchase a copy: hard copy, CD or email.

2024-2025
- New webmaster elected and new website developed

RESPONSIBILITY OF BOARD MEMBERS

A. General Guidelines

In most organizations, including Women of Today, the secretary is part of the "governing board". As a "board member" you have certain responsibilities that must be met:

1. Attend ALL meetings – as secretary one of your duties is to record the minutes of the organization. Also, as an elected officer, you have a duty to those who elected you to attend meetings, offer input, give reports and, thereby set an example for the rest of the members.
2. Be prepared. Meetings run much smoother when members are prepared to report on activities.
3. Be attentive to other's reports. You are responsible for making sure ALL important information from the chapter is recorded.
4. Assist the president, whenever possible.
5. If you must miss a meeting, be sure to arrange to have someone else "fill your position", i.e. give your reports and take minutes.
6. ALWAYS HAVE A POSITIVE ATTITUDE! Nothing can destroy an organization faster than negativity. As a leader it is up to you to set an example for all members, to always look on the bright side of issues, to look at both sides of any issue and be realistic; to use facts, and to make recommendations.

B. Board Responsibilities

1. Hold regularly scheduled meetings, separate from the general membership meetings. Although these meetings should be open to all members of the organization, it is also a time for the "board"/leadership to review issues before they are brought to the general membership.
2. Review bylaws/policies before submitting them to the general membership for approval.
3. Hold orientations and training sessions for the membership on an on-going basis, i.e. for new members, or quarterly/yearly "refresher" courses for the general membership.
4. Compile the year's plan of action and the budget – for approval by the general membership.
5. REMEMBER: US WT cooperate – they don't compete!
6. GENERAL PROTOCOLS (these are suggested for ALL members)
    a. ALWAYS BE PROMPT for meetings
    b. Remain quiet when others are speaking
    c. Stand when speaking – this way the attention is focused on you – and what important information you are about to give out!
    d. Address comments/suggestions to the chair and the group, not individuals
    e. When making motions, be recognized by the chair, then state "I move …."
    f. Confine all comments to the motion under discussion

III. RESPONSIBILITIES OF A SECRETARY

A. What is a Secretary?

Webster's dictionary defines a "Secretary" as" a person who writes letters and keeps records of a person, company, club, committee or the like."

In Women of Today, the "secretary" is a member who is elected to record minutes of all business meetings within their respective chapter/district/state; keep a permanent file of

all minutes, and perform other duties as outlined in the bylaws/policies, or requested by the membership.

B. Secretary's General Duties

1. Be the president's right hand.
2. ALWAYS BE ACCURATE in your recordings. As secretary you are creating the historical records of your group – who, what, where, when, why, and how.
3. ALWAYS BE PROMPT. Since you are keeping the minutes, it is important that you are there for the entire meeting to record all information.
4. SPEAK CLEARLY – especially when reading minutes or correspondence.
5. Keep an up-to-date list of members and their addresses and always have a copy of the minutes of preceding meetings available for reference.
6. Printed records are easier to read than hand-written ones.
7. Make sure the president receives a copy of the minutes within a reasonable time after any given minutes.
8. Receive and send any correspondence for the group – as requested by the president.
9. Keep the original minutes as part of the permanent records – as well as the typed ones.
10. Distribute copies of meeting minutes to officers and members. This can be done by printing them in the newsletter, emailing or having copies available at the beginning of the next meeting.
11. At the end of each year, have the minutes bound together as a permanent record and placed in the appropriate files (secretary and/or president). And/or save on zip drive – to be passed on to next Secretary, another option is to use electronic methods for storing permanent records, making sure access to electronic storage is secure and not limited to one person.

C. National Secretary

1. Work with state secretaries and provide support and training
2. Maintain records of all meetings and proceedings for the permanent files
3. Gather contact information and publish and distribute the US WT Directory (unless other arrangements are made with the National President)
4. Take minutes of Executive Board, staff and Board of Directors meetings (Type minutes and give them to president for distribution)
5. Provide motion slips at each meeting
6. Take attendance at Executive Board, staff and Board of Directors meetings
7. Help parliamentarian establish a quorum
8. Give brief but specific reports at Executive Board, staff, and Board of Directors meetings
9. Publish and distribute the *Today's Leader* on a bi-monthly schedule to all chapters, Board of Directors, past national presidents, Foundation president, and Ambassador president, and subscribers.
10. Compile and copy staff reports for mid-year and annual meeting
11. Participate on committees as requested by president
12. Perform other duties as requested by president
13. Train incoming secretary
14. At the end of the year, submit copies of all meeting minutes, all issues of Today's Leader and copy of the USWT Directory to the USWT Archives, located at the Minnesota Women of Today Chapter Service Center)

D. State Secretary

1. Work with local secretaries and offer support and training
2. Take attendance at board and general business meetings
3. Maintain records for permanent files
4. Publish a directory/roster of officers and chapter presidents (at a minimum)
4. Take minutes at each board and general membership meeting and provide copies for approval (Publish minutes in the newsletter distributed before each state meeting)
5. Provide motion slips at each meeting
6. Minutes should include:
   a. call to order including date, time and location of the meeting
   b. name of organization
   c. type of meeting (membership, board, regular or special)
   d. establish a quorum is present
   e. statement that the minutes of the previous meeting were approved
   f. Highlights of officer and standing committee reports – Treasurer's report should include beginning balance, receipts, disbursements, and ending balance and approval of report
   g. Highlight of project reports
   h. Include all parliamentary action, i.e. motions, points of order and appeals
   i. Adjournment
   j. End your minutes with: Your Name, Secretary
7. Assist Parliamentarian with credentials for voting at meetings and during elections
8 Take care of outside correspondence (sometimes the president will do this)
9. Publish and distribute state newsletter (this may be delegated to another person)
10. Assist president when requested and able

E. Local Chapter Secretary

1. Take attendance for each board and general membership meeting
2. Maintain records for permanent files
3. Maintain and distribute directory of members (Unless otherwise designated, i.e. Membership VP)
4. Take minutes at each board and general membership meeting
   (Minutes should only record decisions made and actions taken, Print minutes in chapter newsletter if possible. otherwise provide copies at meetings for approval)
5. Provide motion slips at each meeting
6. Minutes should include
   a. Call to order including date, time and location of the meeting
   b. Name of organization
   c. Type of meeting (membership, board, regular or special)
   d. List of those in attendance (first/last name).
   e. Establish a quorum is present
   f. Statement that the minutes of the previous meeting were approved
   g. Highlights of officer and standing committee reports – Treasurer's report should include beginning balance, receipts, disbursements, and ending balance, including approval of report
   h. Highlight of project reports
   i. Include all parliamentary action, i.e. motions, points of order and appeals
   j. Adjournment
   k. End you minutes with: Your Name, Secretary

7. Credential or verify voting eligibility when necessary
8. Take care of outside correspondence (the president may do this)
9. Publish and distribute chapter newsletter (this may be delegated to another member)
10. Assist president when requested and able.

IV. MEETING MINUTES

A. Minutes are:

1. A written recording of all actions taken during a meeting.
2. The official record of meetings
3. An unbiased account of the meeting.
4. A record of decisions made and action taken - not what was said.
5. A means of refreshing the memories of members on points of fact.
6. Concise - includes a brief, but full account of actions taken during meeting.

B. Approval of Minutes of Meetings

The main reason for keeping minutes is to maintain an accurate and permanent accounting of actions taken during meetings of organizations. To be official, the record must be approved by the body for which the minutes were taken. (This means the board members should approve minutes of board meetings, but the general membership should approve minutes of general membership meetings.).

There are several ways to obtain approval of minutes:

READING COMMITTEE: The organization authorizes a selected committee to read and approve minutes on their behalf.

CIRCULATION OF MINUTES: Copies of minutes are distributed to each member: either through mail, e-mail, printed in newsletter, or have copies available prior to the beginning of the next meeting.

READING OF THE MINUTES: All the minutes are read at the following meetings, followed by a vote of approval by the membership.

C. Rules for Writing Minutes

1. Minutes should be written into and read from the permanent copy. They should be kept in a permanent book to prevent loss, and pages should be numbered. Or if done electronically, they should be kept in the chapter's files on Google Drive or Dropbox.

2. Margin: leave blank margins on the left of each page - to allow room for corrections and/or additions. If done electronically, track changes when correcting the minutes.

3. TIMING: transcribe minutes as soon after the meeting as possible so you will be able to transcribe your notes more thoroughly.

4. CONTENTS: minutes should include:
   - Organization's name, time, place, type of meeting, name of presiding officer and names of those in attendance. List attendees by name (first and last) at beginning. Then throughout the meeting you can just list their first name (and last initial if

more than one member with the same name).

- Approval (or correction/addition) of minutes and agenda
- Treasurer's report: balance on hand as of meeting date
- List of committees reporting
- Action taken during on-going or new business (who made the motion, state the motion and action taken. If a vote was "counted" (as opposed to a general voice vote), the count should be recorded
- Conclusion: "There being no further business, the meeting was adjourned", and note the time of adjournment

5. KEEPING ITEMS OUT OF THE MINUTES. There are two ways to do this: Move into a "committee of the whole": only members of the organization are allowed to be in the room during discussion, and none of the discussion/actions/proceedings are recorded. Once discussion is complete, someone will move to go out of the committee of the whole - at which point any proceedings will then begin to be recorded.

   If items have already been discussed, i.e. "on the record", a member may move to strike it from the minutes.

6. Minutes are not "respectfully submitted". . . they are read for approval. When minutes are approved it is noted in the minutes of the meeting where they were approved (i.e., the November meeting minutes were approved at the December meeting). Correction to minutes should appear in the minutes of the meeting where the minutes are reported on.

7. REMEMBER: the secretary is merely the “recording instrument” of events/actions. She does not have the right to interpret reports. Secretaries have no right to use adjectives in praise or condemnation of a speech, problem or refreshments served!

MINUTES ARE FOR <u>FACTUAL</u> RECORDING OF ACTIONS TAKEN.

D. Hints for Taking Minutes

1. Develop a method of taking notes with which you are most comfortable. Examples include:
   a. Develop a generic outline that can be used for every meeting - filling in the sections as you take notes.
   b. Use the agenda prepared for the meeting - and make notes within the spaces allowed.
   c. Write notes on a separate sheet of paper.

2. Minutes should include:
   a. Date, time and place of meeting
   b. Name of organization
   c. Type of meeting (general membership, board, regular, special)
   d. Name of presiding officer
   e. Names (first/last) of those in attendance
   f. Establishment of quorum.
   g. Statement of reading and approval of minutes from preceding meeting, with or

without corrections. If there are corrections or additions, these should be stated in the minutes.

- When correcting minutes, draw a line through the error and write the correction in the margin beside the error
- When adding to minutes, note the additions in the margin nearest the appropriate place.
- If minutes are typed on a computer, and therefore on a file, it is easy to go back and make any changes before printing the permanent record copy.
- When asking for approval of minutes say "Are there any additions or corrections to the minutes?" If there are any, note these, then proceed to say "Are there any other additions or corrections?" Then state, "Seeing none, the minutes stand approved as written/printed/corrected."

h. Written reports: The secretary's job is made much easier if all those making reports (officers, committee chairs, etc.) have a written copy of their report, which can be given to the secretary after they finish giving their report.

i. Treasurer's report: this should be a written report, and should include beginning balance, receipts, disbursements and ending balance.

j. Project reports: REMEMBER not to list ALL information in minutes - only the highlights. Information to be included in the minutes:

- Names of those volunteering to chair and/or serve on the committee
- Date, time, place of event
- Service hours spent on project
- Monies raised/spent
- Number of members/guests attending the project
- Name of chairperson(s)

k. Include all PARLIMENTARY ACTIONS:

- Motions should be presented as "I move…." or “the committee moves. . .”
- Any member may second a motion. Seconding does not show preference for or against a motion, just that the member wishes to have the motion brought to the floor for discussion.
- Once the motion is made and seconded, the chair will state, "It has been moved and seconded that…. Is there any discussion?" (NOTE: comments made during discussion ARE NOT recorded)
- Points of order and appeals, whether sustained or not
- Motions that are withdrawn are NOT recorded in minutes.
- When doing a count vote, include number of ayes and nays.
- RECORDING MOTIONS: M = Moved, S = Seconded, A = Amended, P = Passed, D = Defeated. Once the vote has been taken, it is recorded, listing the member making the motion as well as the member who amended it (if this is done).
- M/S/P Joan Johnson/Sally Smith to hold a candle sale (Motion made by Joan Johnson, seconded by Sally Smith and motion passed)
- M/S/A/P Joan Johnson, Sally Smith to hold a candle sale, with proceeds going to the nursing home. (Motion made by Joan Johnson, seconded, amended to indicate where proceeds go by Sally Smith, seconded amendment and motions passed)
- M/S/D Joan Johnson /Sally Smith to hold a children's carnival (Motion made by Joan Johnson to hold a carnival, after second by Sally Smith and discussion, motion defeated)

- Note the time of adjournment. Meetings can be adjourned by a motion, or when all agenda items are completed. In this case, simply state in the minutes "There being no further business, the meeting was adjourned at ……
- End minutes with: (Your name), Secretary.

3. Record decisions made and action taken - NOT WHAT WAS SAID.

4. Even though written reports are HIGHLY ENCOURAGED, if one is not provided, you must still record the facts. The only time "no report" should appear in the minutes is if the member actually stated there was "no report'.

5. Minutes should be kept in short paragraph form with headings and marginal division.

6. A permanent record book should be kept and passed from secretary to secretary each year or the records should be kept on the chapters Google Drive or Dropbox. They can also be placed on a flash (USB or thumb) drive.

7. Set a deadline for having the minutes done - it is easier to do the minutes when the meeting is fresh in your mind.

8. If minutes are not published, either in the newsletter or a copy given to each member, they MUST be read aloud at the next meeting or on the chapter's website

9. Leave wide margins on either side in the permanent record book of minutes, to allow for corrections or if done electronically, track changes when making corrections

10. Attach to the minutes and reports of the treasurer and other statistical reports that should be a matter of record. Sign-in sheets, if used, should also be attached to minutes. If kept electronically, scan the other reports and sheets in and include them with those minutes.

11. Don't be afraid to ask for something to be repeated, clarified or have someone go slower. You are responsible for keeping ACCURATE records of the proceedings and, therefore, must hear and understand the information to record it.

V. BYLAWS AND POLICIES

ALL organizations should have a set of written bylaws and policies - which should be available to all members.

BYLAWS should include the "rules of the organization". These are the major definitions of the organization, its members, board of directors, how often the group meets, and rules for changing the rules. (If so stated in the bylaws, they can be changed/edited, but only with advance notice to the membership and usually requiring a two-thirds vote to pass.)

POLICIES are the "customs" of the organization - those procedures that need to be documented, but can be changed easily (usually by a vote of the organization with no prior notice required)

Bylaws and Policies are the responsibility of ALL Members. Everyone should review their organization's bylaws and policies at least once a year; report any recommended changes to the parliamentarian - and then be sure to participate in the annual bylaws committee review.

VI. PARLIAMENTARY PROCEDURE

PARLIAMENTARY PROCEDURE is the rules for running meetings and making decisions. Many members worry that they don't understand parliamentary procedure and feel that it is not necessary. However, by using PARLIAMENTARY PROCEDURE at meetings, the meetings should run more smoothly and be completed in a timely fashion.

1. Procedures
   - Customary process for new projects (Should they go through the Board before coming to the chapter meeting?).
   - Customary process for asking for help on a project not being run by the chapter
   - Rules such as talking informally during meetings, standing or not when giving a report or just discussing a motion, use of "good and welfare" etc.
2. Agendas
   - Agenda structure will often determine how and when new ideas are brought up
   - Review carefully and be sure you know why it is set up the way it is
3. Parliamentary Procedure
   - Main motions: "I move…" Each one must be seconded to make sure that at least two people are interested in talking about the motion.
   - Amendments: This is the method for changing motions. Each one must be seconded. Anyone can propose an amendment. Vote on the amendment first. If it passes, then vote on the main motion as it was changed.
   - Disposing of Motions: We can vote yes, no, or abstain. The member making a motion can withdraw it if it has not been voted on and no one objects.

A. Secretary's Report and Parliamentary Procedure

Your secretary's report must include any and all parliamentary action. Motions should be typed exactly as they are read and appear on the motion slip.

WAYS of stating motions in your minutes:

M/S/P (Joan Johnson/Sally Smith) that the Main Town WT sponsor a Big Wheel Rally. (*Simple motion passed without change*)
M/S/D (Joan Johnson/Sally Smith) that the Main Town WT wear white sunglasses to meetings. (*Simple motion defeated*)

M/S/A/P Sally Jones that the Main Town WT sponsor a football team to raise funds for March of Dimes. (*Motion shown as amended. Amendment was approved; then original motion passed as amended. It is not necessary to document the original form of the motion nor are the details of the discussion needed. Simply report the decision.*)

M/S/A/D Sally Jones that the Main Town WT register for the swimsuit competition at the local beauty contest. (*Motion shown as amended. Amendment was approved; and original motion defeated as amended*)

B. What is the Secretary's Role in Parliamentary Procedure?

1. To record the proceedings of the meeting
   a. In an ordinary chapter, state, etc., they should contain mainly a record of what was done at the meeting and not what was said by each of the members.
   b. The minutes should never reflect the secretary's opinion, favorable, or otherwise, on anything said or done.
   c. The minutes should be kept in a substantial book or binder or stored on a zip drive, the chapter's Google Drive or Dropbox with all other permanent records.

      (1) The secretary's records belong to the chapter and when completed for the year should be filed as part of the permanent records for the chapter. It is a legal requirement that a permanent record be stored on file. If kept on Google Drive or Dropbox, it is recommended that they also be stored on a flash (USB or thumb) drive. It is recommended that more than one person have access to electronic methods of storage.

2. Secretaries should review the previous year's records in order to get ideas that will help them keep better, more accurate records during their term of office.

3. Content of the Minutes
   a. The first paragraph should contain the following information:
      (1) The kind of meeting (regular, special, board, adjourned regular, adjourned special)
      (2) The name of the organization or assembly
      (3) The date and time of the meeting and the place if it's not always the same
      (4) List of attendees with first/last name.
      (5) The fact that the regular chair and secretary were present, or in their absence, the names of the people who substituted them
      (6) Whether the minutes of the previous meeting were read and approved – as read or as corrected – and the date of the meeting if it was other than a regular business meeting.
         (a) Any correction is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved "as corrected".
         (b) Record approval of minutes in this fashion: "Approved as read," or "Approved as corrected." Month___Day_____Year____Signature of Secretary _____
   b. The body of the minutes should contain a separate paragraph for each subject matter, making note of all motions, the name of the mover and should show:
      (1) All motions or motions to bring main motions again before the assembly, stating – the wording in which each motion was adopted or otherwise disposed.
      (2) The disposition of the motion, including if it was temporarily disposed.
      (3) Any primary or secondary amendments and all adhering secondary motions that are pending.
      (4) Secondary motions that were lost or withdrawn in cases where it is necessary for them to be recorded for clarity or completeness

c. See that all essential facts are included but in brief form. Make rough notations in a notebook during a meeting regarding matters that should appear in the record. Final minutes should be clear enough to be fully understood by anyone reading them whether they were present at the meeting or not.
d. The last paragraph should state:
   (1) The hour of adjournment

4. Additional rules and practices relating to the content of minutes. Formatting of letters is different
   (a) The name of the seconder of the motion should be entered into the minutes unless directed by the organization.
   (b) When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered.
   (c) The proceedings of a committee of the whole or quasi committee of the whole should not be entered into the minutes, but the fact that the assembly went into committee of the whole and the committee report should be recorded.
   (d) The name and subject of a guest speaker can be given, but no effort should be made to summarize their remarks.
   (e) When a committee report is of great importance or should be recorded to show legislative history of the measure, then the assembly can order it "to be entered in the minutes" in which case the secretary copies it in full in the minutes.
   (f) When a question is considered informally the same information should be recorded as under the regular rules, since the only informality in the proceedings is in the debate.
   (g) The minutes should be signed by the secretary.
   (h) Include a statement as to the number of members present. (A complete attendance record should appear elsewhere in the secretary's book.)
   (i) Use ink in writing the copy of minutes to be presented to the organization, if you do not use a typewriter/word-processor
   (j) Write legibly in the third person, using correct grammar and spell all words in full
   (k) Do not use loose sheets of paper for taking notes: these sheets are very easily lost. Use a bound leaf-type notebook for this purpose.
   (l) Insist on receiving a written record for the report of any committee.

5. Before each meeting
   a. Check with the president and arrange the "Orders of Business" (agenda/or items to be taken up in the meeting) if this is not done in an executive (board) meeting.
   b. Have the following information or materials on hand for the meeting:
      (1) Lists of committees and any committee reports that should be given
      (2) Secretary's books and minutes of the previous meeting printed or ready to be read
      (3) Copy of the local program of activities
      (4) Copy of other official records/documents
      (5) Pencil or pen, notebook for notes, letters, announcements, etc.
      (6) Regular calendar and calendar of chapter activities.

6. During the meeting
   a. Take roll call and report attendance
   b. Read minutes of previous meeting

c. Keep minutes of all proceedings (Doing this in outline form often helps the secretary keep up on all happenings in a fast-moving meeting)
d. Assist the president wherever needed (Suggest next order of business, read any letters, reports or records, as needed)
e. Help keep the meeting running according to correct parliamentary procedure and in line with the bylaws and policies
f. Count rising, showing of hand, or written ballot votes when taken.

7. Duties between meetings
   a. Rewrite minutes as soon after meeting as possible
   b. Prepare organization reports, contest forms, etc. and help keep permanent records
   c. Send out and post all notices and attend to all official correspondence immediately
   d. Attend executive committee meetings and keep minutes of the meetings
   e. Inform president of coming events
   f. Cooperate with treasurer and membership vice president in keeping an accurate membership list
   g. Make a copy for future reference. Be sure it is properly filed.

VII. *SAMPLE AGENDA*

ANYTOWN WOMEN OF TODAY AGENDA
General Meeting - Thursday, September 14, 20XX - 7 p.m. - Anytown Public Library

Call to Order.
In Attendance:
Pledge of Allegiance – Julie Kleist
Introduction of Guests
Invocation – Connie McDonald
U.S. Women of Today Creed – Heather Meyer
Orders of the Day – Michele Thompson

ON-GOING BUSINESS
Name Tags & chapter shirts

NEW BUSINESS
Breast Cancer Luncheon

OFFICER'S REPORTS
President
State Delegate
Membership
Secretary
Treasurer
Parliamentarian
Programming VP
Wellness and Personal Development
Domestic Violence Awareness

Good and Welfare
Invitation to Join
MN WT Creed

SAMPLE – PARAGRAPH FORM

ANYTOWN WOMEN OF TODAY
General Membership Meeting
July 14, 20XX
Place held and time of meeting

The monthly membership meeting was held Monday, July 14, 20XX at the Anytown Public Library. The meeting was called to order by Acting President Brenda Schramm at 7:04 p.m. Members in attendance were: Renae Harmoning, Tanya Huston, Julie Kleist, Alisa Kusnier, Mary Lindberg, Mary Malone, Connie McDonald, Heather Meyer, Renae Molskness, Margaret Niemi, Brenda Schramm, Michele Thompson, and Patti Westeen
Guest speaker Connie McDonald (US WT Multiple Sclerosis Program Manager) was introduced.

The pledge of allegiance was led by Julie K. Invocation given by Connie Mc. The US Women of Today Creed was led by Heather M.

Orders of the Day by Parliamentarian Michele T who established a quorum with 13 of 26 members present.

UNFINISHED BUSINESS
New name tags & chapter shirts (Brenda S.). She has been unable to contact Wanda regarding the shirts with the logo on them and did not have information on name tags; will report information at next meeting.

NEW BUSINESS
Breast Cancer Luncheon (Brenda S.). The luncheon has been rescheduled to February 14th, 20XX. First committee meeting will be Thursday, November 6th at 7:00pm

OFFICER REPORTS
President – Brenda S (Acting)
Member of the Month for June was Renea Molskness. Members with their meeting "passports" received their first stamps.
State Delegate – Mary L.
There are currently no visitations planned. District Program Manager (DPM) training was held Wednesday, June 18th at Burnhaven Library in Burnsville. Five chapter members serving as DPMs attended. Summer Awards will be August 8-9 in Cloquet. Registration of $35 is due by July 15th. Friday Night Party theme is "A Walk down Bourbon Street". Call Mary L. for hotel and carpool information. District meeting will be held July 24th and hosted by Eden Prairie. Pre-Registration is $5, due by July 17th or $6 at the door; dinner at 6:30 p.m. with meeting to follow at 7:00 p.m.
Membership VP - Connie M.
There are two members up for renewal first quarter: Nancy B and Patti W. Patti renewed tonight. A Membership-night/Founder's Day celebration was held June 30th in Little Bob's Park. 8 members and 1 prospective attended the "Construction Workers" event.
Secretary - Tanya H.
June minutes were approved with one correction: Heather M was present at the June meeting. We will be meeting with our PALS chapter at convention. Treat hostesses tonight are Margaret N. and Patti. For August Renea H will provide refreshments.

Treasurer - Heather M.
Account balances were reported as: Checking - $500; Savings - $300, Scholarship- none; Sunshine Fund - $85, and Convention Fund -$35.
Past President/Parliamentarian – Michele T.
Once everyone has received the Plan of Action, which includes the Bylaws and Policies, and has had a chance to review them, there will be a Bylaw/Policy Review scheduled.
Wellness and Personal Development – Tanya H.
Please contact for info on Prayer Chain. Michele T certified in WPD
Domestic Violence Awareness – Margaret N.
The State President Birthday Challenge is for each member to give one dime for each year of our State President's (36) – so every member is encouraged to donate $3.60. A Bean Bag fundraiser is currently in progress. Cost is $2 per piece with a suggested donation of $5

Good and Welfare was presented. Connie M gave a benediction entitled "God Bless Our Home". Following was the Women of Today Creed led by Mary M. With no further business, meeting was adjourned at 9:16 p.m.

Tanya H, Secretary

SAMPLE – OUTLINE FORM

ANYTOWN WOMEN OF TODAY
General Membership Meeting
July 14, 20XX
Place held and time of meeting

I. CALL TO ORDER. 7:04 pm. MEMBERS PRESENT (13) Renae Harmoning, Tanya Huston, Julie Kleist, Alisa Kusnier, Mary Lindberg, Mary Malone, Connie McDonald, Heather Meyer, Renae Molskness, Margaret Niemi, Brenda Schramm, Michele Thompson, and Patti Westeen

II. INTRODUCTION OF GUESTS. Connie McDonald to speak on MS

III. PLEDGE OF ALLEGIANCE (Julie K.)

IV. US WOMEN OF TODAY CREED (Heather M.)

V. INVOCATION (Connie M.): 'A Walk through the summer woods'

VI. ORDERS OF THE DAY (Michele T.) 13 of 26 members present - quorum established

VII. ON-GOING BUSINESS

A. New name tags & chapter shirts (Brenda S.). Has been unable to contact Wanda re the shirts (logo on them) and did not have info on name tags - will have at next meeting.

VIII. NEW BUSINESS

A. Breast Cancer Luncheon (Brenda S.)**-** Luncheon pushed back to February 14th, 20XX. Fist committee meeting will be Thursday November 6th at 7:00pm

IX. OFFICER REPORTS

A. President (Chrissy Stone- Absent, Brenda S.)

1. **Member of the Month-** June member of the month: Renae Molskness
2. **Passports-** Received first stamps

B. State Delegate (Mary L.)

1. **Visitations & upcoming visits**. None planned
2. **DPM Training-** Wednesday, June 18th at 6:30pm at Burnhaven Library in Burnsville
3. **Summer Awards-** August 8-9 at Black Bear Casino in Cloquet. Registration is due July 15th for $35. Friday Night Party theme is 'A Walk down Bourbon Street'. Call Mary for hotel and carpool information
4. **District Meeting-** July 24th in Eden Prairie. Registration is $5. Dinner is at 6:30, the meeting will start at 7:00. Deadline for pre-registration is July 17th. Tickets are $6 at the door.

C. Membership VP (Connie M.)

1. **1st Quarter Renewals-** Nancy B. and Patti W. Patti renewed
2. **M-Night/Founder's Day Celebration-** June 30th Construction Worker M-Night/Celebration 7:00 at Little Bob's Park 8 Members and 1 guest attended

D. Secretary (Tanya H.)

1. **Approval of June minutes'** Correction: Heather M. not absent from June meeting.
2. **PALS Chapter**.
3. **Monthly Treat Hostess(es)**: TONIGHT: Margaret and Patti Aug- Renae Harmoning

E. Treasurer (Heather M.)

Checking	$610.75
Savings	$403.40
Scholarship	$0
Sunshine Fund	$82.10
Convention Fund	$33.00

F. Past President/Parliamentarian (Michele T.)

1. **Bylaw/Policy Review:** to be scheduled early this fall.

G. Programming VP (Alisa K.)

1. **Wellness and Personal Development** (Connie M.) Please contact for information on the Prayer Chain. Sign-up to be a part of Book Swapping.

2. **Domestic Violence Awareness** (Margaret N.).
    a. **President challenge** for each member to give one dime for each year of birthdays (36). Every member is encouraged to donate $3.60
    b. **Bean Bag fundraiser**. Cost is $2 per piece with a suggested donation of $5

X. INVITATION TO JOIN.
XI. GOOD AND WELFARE
XII. BENEDICTION (Connie M.). 'God Bless Our Home'
XIII. MN WOMEN OF TODAY CREED (Mary M.)
XIV. ADJOURNMENT. 9:16 p.m.

Submitted by Tanya H, Secretary

VIII. FORMS

Anytown Women of Today

MOTION SLIP

DATE ______________________ NAME ____________________________________

I move that the Anytown Women of Today donate $25 to the State Program Manager for Kidney Disease "Chemistry Club ____
____
____

Signed Patti Wykoff ____ Person seconding ___________ Margaret Niemi ______________

(PASSED) DEFEATED

+ +

Anytown Women of Today

MOTION SLIP

DATE ______________________ NAME ____________________________________

I move that ____
____
____
____

Signed ______________________ Person seconding ____

PASSED DEFEATED

+ +

WOMEN OF TODAY REPORT FORM

REPORT DATE: 7/14/XX REPORT BY: Connie McDonald, Membership VP

PROJECT NAME/LPM AREA: " Construction Worker's" M-nite/Founder's Day celebration

CHAIR/CO-CHAIRS: Chrissy Stone/Connie McDonald DATE HELD: 6/30/XX

NUMBER OF MEMBERS ATTENDING: 18 NUMBER OF GUESTS/PROSPECTIVES: 1 .

$$$ RAISED: n/a PROCEEDS GO TO: n/a

OTHER DETAILS: Held in Little Bob's Park; had picnic, played several 'Construction" games, including arrange the blocks and "be a construction worker"' 1 prospective attended
____

+ +

WOMEN OF TODAY REPORT FORM

REPORT DATE: _____ REPORT BY: _____

PROJECT NAME/LPM AREA: _____

CHAIR/CO-CHAIRS: _____ DATE HELD:_____

NUMBER OF MEMBERS ATTENDING: ___NUMBER OF GUESTS/PROSPECTIVES: __

$$$ RAISED: _____ PROCEEDS GO TO: _____

OTHER DETAILS: _____

_____

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IX. HOW TO PUBLISH AN EFFECTIVE NEWSLETTER

1. Goal of a newsletter

The main goal of a newsletter is to communicate with your membership and adequately inform them of chapter activities. If the newsletter successfully incorporates information that is valuable to the members, they will continue their membership.
~~Chapter~~ newsletters can also be used as a promotional tool to encourage new and prospective members to get involved. In addition, newsletters can be used to communicate your role in the community to local businesses and community leaders.

2. Newsletter Writing Tips

a. Answer who, what, when, where and how
b. Write in descending order of importance, putting the most important information first
c. Use short, easy-to-read words and sentences
d. Avoid being wordy – wordy words include just, so, that, and however
e. A typed newsletter is easier to read than a hand-written one
f. Separate articles with boxes, lines or space
g. Write information in paragraphs or outline form. Title should be placed at the top in capital letters, boldface type or underlined type.

3. Newsletter Contents

a. President's Letter
This can be used to say thank you, praise outstanding work, create enthusiasm and to show his/her dedication and personal feelings for your chapter

b. Membership Meeting Agenda
Should include the time, date and place for the upcoming meeting and directions for getting there. The agenda section should simply include a few highlights of your meeting.

c. Welcome
Article that gives brief resume of a new member – her interests, family etc. This is a way for other members to become acquainted with the new members.

d. State/National Information
Rundown of state/national events and activities (i.e. meetings, bylaw changes, incentives etc.)

e. Committee Reports
Including articles about projects or standing committees could cut down on the amount of discussion time spent at your general business meeting. These articles may also be a good way to encourage members to help with projects.

f. Meeting Minutes
The secretary should contribute minutes of the last board and/or general membership meeting(s).

g. Treasurer's Report
Should state the previous balance, money deposited, checks written and the current balance.

h. Programming Vice President
Use special tease-type questions in your newsletter to get the reader's attention (i.e. Do you ever wonder why people always seem to misunderstand what you've told them? Come to our communications course and find out how you can become better at communicating)

i. Date Book/Calendar of Events
List of chapter activities and community events and dates and locations.

j. Other
- ❖ Upcoming birthdays/anniversaries
- ❖ Announcements of births, engagements, weddings
- ❖ Brag Time/Congratulations: Outstanding member, officer, chairman of month
- ❖ List of members due for renewal
- ❖ Poet's corner
- ❖ Recipe of the month
- ❖ Joke of the month
- ❖ Success column (i.e. 10 ways to say NO or Simple Stress Relievers)
- ❖ "Seasoned" member highlights (to help new members become acquainted with other members)

4. Format Suggestions

a. Create a standard headline for your chapter name or newsletter title
b. If you have newsletter editor or committee, list their name(s) and phone number(s) so readers can contact someone for more information. Otherwise, a chapter roster works well. Be mindful of publishing addresses, email addresses and phone numbers for privacy issues.
c. Print month or date newsletter is printed
d. Develop and use standard format, one that is consistent from month to month so members know what to expect and where to look for articles
e. Type your newsletter in two columns, depending on the method of printing
f. Number each page
g. Newsletters should be attractive and easy to read. For variety, photocopy it on different color paper each month. Or use colors and pictures if able to send electronically. Color can enhance your newsletter but be mindful of legibility when newsletter is printed.
h. Use newsletter graphics: borrow cartoons, artwork from newspapers, greeting cards, stickers etc (be sure to include trademark or artists' name) or create your own. Ask for clip art from your local newspaper or print shop. Dover Clip Art Series are available in many bookstores
i. Ads can be sold to local businesses or community supporters to help offset expenses. Decide how large each ad will be and its cost. Ask businesses to supply you with artwork from letterhead, business card or logo.
j.

5. Printing your newsletter

a. Printing can be expensive. If possible, email newsletter to members and/or put on chapter/state website. Otherwise, be sure to investigate these possibilities
School, church, county extension office copier – will often let you copy free or less than copy store will.
b. Members may have access to free copying at work or ask banks, newspaper offices, private business for sponsorships or discounts if they charge a certain amount per sheet
c. Sell ads to businesses
d. Print on both sides

6. Distribution

Distribute your newsletter monthly. Instead of mailing, set up a hand-delivering system among members. Use your newsletter as a Public Relations tool by sending to:

a. Chapter members

b. Contributing businesses
c. Local newspapers
d. Local library
e. Prospective members
f. City Council members
g. Past chapter presidents
h. State officers
i. Neighboring chapters
j. National secretary
k. State secretary
l. Medical/dental offices

7. Final reminder

a. Set a monthly deadline for submitting articles – use newsletter for reporting
b. Mail or deliver newsletter one or two weeks prior to general membership meeting to serve as a reminder of meetings and upcoming events
c. Type name and addresses on labels and copy onto duplicate sets on copier
d. Include return address on outside of the last page so newsletter can be folded and stapled for mailing (NOTE: Some post offices do not permit newsletters to be stapled; they must be taped or stickers must be used to seal the newsletter).
e. Generally, six sheets can be mailed without extra postage

HOW DOES YOUR NEWSLETTER RATE?

1. CONTENTS

a) People:

i)	Will every member's name appear at least once during the year (other than a roster)	Yes	No	Sometimes
ii)	Write up your member of the Month/Trimester/Year	Yes	No	Sometimes
iii)	Welcome to each new member with brief background	Yes	No	Sometimes
iv)	Happenings with your members. (Promotions, births, vacations, hospital, etc.)	Yes	No	Sometimes
v)	Pats on the back (thanks for efforts put forth)	Yes	No	Sometimes
vi)	Do chairmen use newsletter to thank committee members	Yes	No	Sometimes
vii)	Do members make positive comments about newsletter	Yes	No	Sometimes
viii)	Are upcoming birthdays & anniversary dates printed	Yes	No	Sometimes
ix)	Are feature articles introducing officers/members printed regularly	Yes	No	Sometimes

b) Events:

i)	Is a calendar of events printed in each issue	Yes	No	Sometimes
ii)	Are there reports on upcoming state, district and national events	Yes	No	Sometimes
iii)	Upcoming committee activities & manpower needs	Yes	No	Sometimes
iv)	Listing of upcoming visits and report on visitations made	Yes	No	Sometimes
v)	Topics to be discussed at the next chapter meeting	Yes	No	Sometimes
vi)	Summary of, or minutes of, last general membership meeting	Yes	No	Sometimes
vii)	Reports from members attending district, state or national events	Yes	No	Sometimes

c) Programming

i)	Reports from committee chairman on upcoming projects	Yes	No	Sometimes
ii)	Dates and locations of committee meetings	Yes	No	Sometimes
iii)	Reports on completed projects	Yes	No	Sometimes
iv)	Members ideas for projects	Yes	No	Sometimes
v)	Articles about state and national programming areas	Yes	No	Sometimes
vi)	Regular articles by local program managers	Yes	No	Sometimes

d) Editorial:

i)	Humor used in good taste	Yes	No	Sometimes
ii)	Only positive remarks	Yes	No	Sometimes
iii)	Regular message from chapter president	Yes	No	Sometimes
iv)	Would your chapter want respected community leaders to			

v) judge you based only on your newsletter? Yes No Sometimes

vi) Do you print comments and letters without taking away from their true meaning Yes No Sometimes

2. DISTRIBUTION:

a) To Whom:

i)	Do you send to prospective members	Yes	No	Sometimes
ii)	Will new members receive their first copy within the first 30 days of joining	Yes	No	Sometimes
iii)	Do you send copies to your district director, public relations manager, state newsletter editor, state president	Yes	No	Sometimes

and national secretary

iv)	Do you send copies to business & community leaders	Yes	No	Sometimes

b) When:

i)	Are the newsletters sent on a monthly basis	Yes	No	Sometimes
ii)	Do members receive the newsletter about 1 to 2 weeks prior to the general membership meeting	Yes	No	Sometimes
iii)	Are deadlines for copy distribution set and met	Yes	No	Sometimes

c) How:

i)	Is the newsletter sent to members' homes	Yes	No	Sometimes
ii)	Is the newsletter delivered in person by the responsible director	Yes	No	Sometimes
iii)	Is newsletter sent on-line on a web-site	Yes	No	Sometimes

3. FORMAT

a)	Does your newsletter have a standard headline with newsletter, title, chapter name and date	Yes	No	Sometimes
b)	Are articles brief and concise	Yes	No	Sometimes
c)	Are clip art, art work, photos, cartoons used to create an eye appealing newsletter	Yes	No	Sometimes
d)	Is clip art related to events such as holidays, major chapter events, and chapter theme	Yes	No	Sometimes
e)	Will people want to pick it out of a stack of publications and read it	Yes	No	Sometimes
f)	Is it neat and easy to read	Yes	No	Sometimes
g)	Is there enough space between articles	Yes	No	Sometimes
h)	Does your newsletter reflect the image you want to project to prospective members	Yes	No	Sometimes
i)	Is the size convenient for keeping in a file or folder	Yes	No	Sometimes
j)	Does your newsletter contain a roster of members	Yes	No	Sometimes

4. COST

a)	Is there a budget for newsletter expenses	Yes	No	Sometimes
b)	Do you solicit advertising or have a business sponsor	Yes	No	Sometimes
c)	Have you checked into having your newsletter printed by the printing department of a local business	Yes	No	Sometimes
d)	Do members have access to copying machines that could be used to print the newsletter	Yes	No	Sometimes
e)	If sponsors/advertisers are used, do you follow-up with thank you	Yes	No	Sometimes
f)	Have you tried to get paper/copying donated	Yes	No	Sometimes
g)	Have you asked the local newspaper publisher, journalism instructor, or local printer for their input on improving your newsletter or saving expenses	Yes	No	Sometimes

A reminder – the main goal for a chapter newsletter is to communicate with your membership and to keep them informed of the chapter's activities. If the newsletter incorporates information that is valuable to the members, it will provide a good reason for continued membership. Poor communication will eventually decrease the number of active me