

USWT EXTENSIONS 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

BENEFITS FROM PARTICIPATING IN WOMEN OF TODAY:

UNITED IN OUR VISION 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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INTRODUCTION

You are a Believer and a Doer! A person of Vision!

By virtue of the fact that you are examining this Extension Manual, you have indicated the depth of your commitment to the Women of Today organization. The growth and success of the Women of Today depend upon the establishment of new local chapters.

An extension is the process by which we establish a Women of Today chapter in a community which did not previously have one. If done with the proper planning and attitude, working on an extension can be one of the most rewarding aspects of your Women of Today career. It is exciting and satisfying to have been a part of giving a new community the benefit of having a Women of Today chapter.

This manual is intended to serve as a tool for you to successfully complete extensions. Please use it as a guide, keeping in mind that your state organization may have additional guidelines for you to follow regarding completing an extension in your state. It is also important to remember that each extension is unique. The format used for each extension of a new chapter can take from one meeting or four meetings. The chapter can be 5 members or 50 members. There is no magic formula. You must be creative and be able to adapt to each individual situation.

Most of all, you must believe in the Women of Today yourself before you can sell the organization to the new community. Be enthusiastic. Come to the extension meetings well-prepared and willing to share the Women of Today opportunity with others. As the new chapter is formed, you will feel great pride in having been a part of enabling yet another community to benefit from the leadership training and community service which the Women of Today organization provides.

A special thank you to the Illinois, Minnesota, Nebraska, North Dakota and South Dakota Women of Today for their generous contributions to this manual. It is dedicated to the many future Women of Today members. Because of caring and believing individuals, hands of friendship will be extended along with opportunities to experience Women of Today.

THE BEGINNING

1. A chapter, district or state extension team needs to vote to work an extension. It is a very worthwhile project with a 2 year commitment.
2. A chairman needs to be appointed, and a 3-5 member extension team should be formed.
3. An Intent to Extend form should be filled out and sent to the USWT Extensions Director and the state officers working with membership and extensions.
4. To ensure success and help a new chapter get off to a good start, it is essential to PLAN the extension.

EXTENSION COMMITMENT

1. Setting up and running recruiting nights in the target community until you sign the number of members your state requires for a new chapter. These meetings should be held every 2-3 weeks to increase momentum and community awareness.
2. Have a good public relations campaign that includes signs, flyers, newspaper articles, Facebook, USWT website (www.USWT.org), radio and cable TV public service announcements and the New Beginnings packet available from the USWT Extensions Director.

3. Setting up and running the new chapter's first 2 meetings and assisting with this process as needed by the new chapter.
4. Orienting all new members of the chapter for the first 6 months.
5. Orienting the board members, including meeting separately with the new chapter president.
6. Attending all functions of the new chapter for at least the first 3 months.
7. Attending at least one meeting per month for the next 3-9 months.
8. Attending at least one meeting, every other month, through the new chapter's second year.
9. Assisting the new chapter in raising funds.
10. Ongoing commitment to a new chapter can vary. It is important to understand that new chapters require support, guidance and attention until they feel comfortable running the chapter without much assistance.

Hold as many extension team meetings as necessary to plan and assign responsibilities. Do not forget to ask others for assistance. Those occasional helpers benefit from the assistance they can offer as do you.

10 STEP PROGRAM FOR COMPLETING AN EXTENSION

Completing an extension is an exciting, energizing and motivating activity for yourself, your chapter and your state. The following is a 10 step program to guide you through the completion of your extension.

STEP 1: Choose a target town and send in the Intent to Extend form.

STEP 2: Pick three dates in one month with varying weeknights, to hold extension meetings.

STEP 3: Find and reserve a meeting place in your target town. (Call banks, restaurants, offices, city hall. You will need a private meeting area for 10-12 people.)

STEP 4: Prepare a flyer and newspaper article announcing the Women of Today are forming a chapter in their community. (There is a national media kit available and a New Beginnings packet available to you at no cost.)

The following steps will need to be taken at least three times each and will take about 20 minutes.

STEP 5: Take two to four members of your Extension Team and post flyers in your target town. Put them up at grocery stores, banks, post offices, city hall and shopping malls. TRY AND GET A TABLE AT A SHOPPING MALL. HAND THEM OUT TO SHOPPERS, GET THEIR NAMES AND ADDRESSES.

STEP 6: Put the article in the newspaper including an email address as contact information.

STEP 7: Collect more names for target town. There are many sources to use, such as the phone book and contacts made when calling to find a meeting place.

STEP 8: Send out your invitations to the Extension Meeting. Be sure to call and invite everyone personally and answer any questions they may have.

STEP 9: **HOLD YOUR MEETING!! HAVE FUN! ASK ALL YOUR GUESTS TO JOIN AND GET THEIR CHECKS!!!**

STEP 10: Call your GREAT news to: Your State President
Your State Extensions Director
The National President
The National Membership Vice President
The National Extensions Director

FINDING A LEAD IN THE TARGET COMMUNITY

What do I do first? Find some contacts in the target community.

- a) Call City Hall. Talk to the mayor, a city council person or the city clerk.
 - * Identify yourself as a member of the _____ Women of Today, a community service and personal growth organization for women and men.
 - * Depending on the person with whom you are speaking, you may wish to expand by sharing your chapter projects.
 - * Tell them you are planning to begin a chapter in their community and ask for their help with the following:
 - i) Finding a meeting time and place - try not to conflict with city council, school board or church meetings. Find a central location for which you do not need to pay.
 - ii) Finding people who might be interested. You would like the chapter to get a strong start so it can make positive contributions as quickly as possible. You would like to know whether they can help you locate interested people or know someone who could.
 - iii) Learning about any upcoming major community events where you might distribute information on our organization.
 - iv) Finding someone else in town whom you might contact for assistance.
- b) Repeat the above process, calling recommended contacts at City Hall, Chamber of Commerce, local newspapers, PTO, community businesses, area schools, churches, daycares, Girl or Boy Scout councils, Welcome Wagon, etc.
 - i) If anyone asks for more information, you can:
 - a) Talk to them about the kinds of projects your chapter does.
 - b) Send or bring copies of your Women of Today brochure from your chapter or state to the extension meeting. People may be reluctant to give you an acquaintance's name, but they might be willing to pass on a brochure.
 - c) Offer to meet with them privately.
 - ii) If they are abrupt and want to get off the phone, be pleasant, thank them for their time and say good-bye. Do not take it personally. It could just be a bad day for them.
 - iii) If they offer you a name or names of people who might be interested, thank them and take the information down. Let them know you appreciate their help. Do not forget to ask if they are interested.

- iv) Get a copy of the local paper (preferably copies from the past several weeks and read carefully). Look at community events coming up, names of people to contact, information about community needs which your new chapter can use for starter projects.
- v) Get names from your chapter's members (their friends and relatives), other Women of Today chapters in your area, the phone book and newspaper.

PUBLIC RELATIONS

Our public relations activities build awareness in our communities. A prospective member is more likely to join our organization if they are already familiar with the Women of Today organization.

Public relations experts know that most people need to hear and see your message at least five times before they accept. It is a bit like hearing about your neighbor's sister before you meet her. When you do meet her, you warm up much more quickly. "I feel like I know you already." This is the feeling your publicity should generate for you. Good publicity can also get people curious and eager for more information.

Once you've captured people's attention, they are more likely to read the whole article, poster or flyer. Be creative so they will learn right away what a fun group this is going to be.

WHERE DO YOU PUT THESE NOTICES?

Post notices in church bulletins, community bulletin boards, city hall, nursery school bulletin boards, city advertising signs, banks, or any place a prospective member might look.

Radio and television stations are required by the FCC to air public service announcements (PSA). The stations choose the day and time for the announcement. The National Extensions Media Kit has sample PSAs for your use.

If you have a contact person in the target community who is knowledgeable and willing to help, she could be the contact's name in your publicity.

With the use of technology – leave a local chapter member's email address on all the information so a prospective can contact them for further information.

Day care associations may let you come speak about the new chapter. They may also let you hold your informational meetings there or let you pass out brochures to their members at one of their meetings. In larger communities, check with various "Neighborhood Associations" about including a brochure in their "Welcome to the Community" packets.

MEETING THE PEOPLE

Now is the time to meet as many people as possible, whose names you have accumulated, who are interested in helping to form a new chapter. You will meet people at an extension meeting and if they have met you before, they are more likely to come to that meeting. Here are some ideas that have worked.

- * Set up a night for specialized door-knocking, where you go to the homes of prospective members.
- * If you have gotten a name from someone you know, ask them to invite the prospective member for coffee at a neutral location, coffee shop, etc. This gives them a chance to meet you and others from the extension team.
- * Go to the community. Meet people at a busy community event, cafe, local newspaper office, city hall and local businesses. Distribute information to prospective members. Obtain their names, addresses and phone numbers.
 1. The people who attend community festivals, ribbon cuttings or school fundraisers are usually the kind of people who join Women of Today. Be there and meet them.
 2. If you have a booth which attracts children, such as a Fish Pond or Lollipop Wheel, the moms will be standing by watching and ready to talk. Give them a short information sheet they can take home. Obtain their names and addresses. Tell them you will mail them a newsletter or flyer. Be sure to target your materials to young children and charge a modest fee. (You need a fee because people are suspicious of freebies, but you don't want to set it too high!) You may even make some seed money for the new chapter.
 3. Obtain the names of interested people. Try a drawing for a donated prize -- have people fill out a drawing ticket and check off whether they would like more information about Women of Today. (Great for many community events.)
 4. Be visible, bright, clean and well groomed. Be Approachable. Smile a lot!
- * Ask the prospective members to invite people they know.
- * You are ready to set up an extension meeting once you have obtained a list of prospective members.

GETTING PROSPECTIVE MEMBERS TO MEETINGS

This will require hard work.

It is very normal to have one or two people come to your first extension meeting. It is normal even if 8 people promised they would attend. Don't let this discourage you and the extension team.

"Why don't they come when they say they will?"

Their priorities have not been adjusted yet. One of them probably drove around the block and didn't have the courage to walk in to meet you. Another was feeling nervous about coming, so she didn't. A husband called at 6 p.m. to say he had to work late, and she didn't want to find a babysitter. Still another wanted to come but had to work overtime unexpectedly.

HURDLES - THINGS PROSPECTIVE MEMBERS FEAR & HOW TO OVERCOME THOSE FEARS

1. Uncertain of the group type.
2. Felt no connection with the other prospective members in attendance.
3. The organization may not be what the prospective thought it was.
4. Already overdoing and fears another commitment will be too much.
5. What should they wear?
6. The prospective is afraid to meet new people and doesn't know what to say.

If you have met prospective members, your professionalism and welcoming manner, as well as the informative brochure or flyers, will convince them this is a great organization. Being a member can

be fun rather than stressful. You are willing to help them meet new people. You might want to clarify that casual wear is appropriate.

There will be some prospective members you can not meet ahead of time. Provide enough information in your invitation that they know about our organization. Call them before the meeting so they will want to meet you. Have a cheerful, open attitude. Be someone with whom they would like to be friends.

Whether or not you have met them ahead of time, a phone call or text within 24 hours of the meeting will help ensure that your prospective members will come to your meeting. If last night Sara promised she would be there, she would be less likely to go shopping on the spur of the moment. She knows you would know she had not really forgotten.

PLAN FOR GETTING THEM THERE

1. Meet people - try to get a chance to meet with everyone ahead of time.
2. If someone has referred a friend's name to you, ask them to call those friends - keep it personal.
3. Have flyers and brochures with adequate information about our organization. Post flyers wherever possible.
4. Mail out invitations at least a week and a half ahead of time.
5. Call each prospective member – this is very important!
6. Call them back within 24 hours of the meeting.
7. Offer to pick up those who may need a ride.

WHAT DO YOU DO IF FEWER THEN 5 OR 7 GUESTS ATTEND?

(This happens at 90% of extension meetings.)

1. Go to your meeting as planned. You may relax the structure if there are 1 or 2 prospective members.
2. Invite the guests to join and ask them to give you their check to be held until you get the number of members needed to complete the extension.
3. Set time, date and place for the next meeting - preferably within two, at most three weeks.
4. Ask them for ideas or specific names of potential contacts.
5. Ask them to invite two friends each. Tell them this is their chapter, and it is important for them to assist with recruiting new members.
6. Give them an invitation to the next meeting.
7. Follow up by calling each of them before the next meeting.
8. Repeat the meeting as described above.

Send new members a postcard or note a few days after they have joined just to welcome them.

GETTING THE FINAL FEW TO REACH YOUR GOAL

Do not forget to keep trying the avenues you used at the beginning of this effort. Even though you have a few members now, you must still work on generating interest using the ideas presented earlier in this manual.

If you do have some excited prospective members, have them help you find the rest. They will have friends in town and will be very helpful in finding interested people for the group. You may have to keep

working the bulletin boards and knocking on doors to find new members. Hang in there!

Keep holding meetings until you reach the magic number of members. Be sure you work hard to generate new prospective members or your first few will get tired of waiting. Create a "We are all in this together" atmosphere. Remember – the quicker the chapter is formed the quicker they can start making a difference in their community!

WHEN YOU REACH THAT MAGIC NUMBER

Show your excitement! Excitement is contagious and will convince the new members that they have made a great decision. Be sure they know that it is THEIR chapter and that you will help them for the next 2 years.

Settle a few points of business:

1. Collect State and National dues from each new member.
2. Complete an Add and Change form with all of the appropriate information. Do not fill in the chapter number space.
3. Mail the dues per member with the Add and Change form to your State Membership Vice President or contact person.
4. Complete the "Intent to Charter" form (on the USWT website). The top section must be signed by two members of the new chapter. The bottom document is your chapter's commitment to work with the new chapter and must be signed by your chapter's President and the Extension Chairperson.
5. Send the completed form with the dues to your state Membership Vice President or contact.
6. Decide when, where and at what time regular monthly meetings will be held.
7. Ask for a volunteer to contact local banks to find the best banking agreement available. S/he should bring such information to the next meeting.
8. Invite them to one of your chapter's meetings so they can observe how meetings are conducted.
9. Take pictures of the new members. Include the snapshot with an article or press release for their local paper announcing the good news.
10. Explain briefly what will be happening at the next three meetings.
11. Encourage them to begin thinking about their community needs.
12. Contact your State President, State Extensions Director, the National President and National Membership Vice President and the National Extensions Director to advise them of a new chapter.
13. CELEBRATE!

Following is a sample agenda for the first meeting of the new

YOUR TOWN WOMEN OF TODAY

ORGANIZATIONAL MEETING

AGENDA

Date

Welcome

Icebreaker

Purpose of Women of Today

Enrichment Exercise or a Skit

Organizational Structure

Benefits of Belonging

Invitation to Join

YOUR STATE OR US WOMEN OF TODAY CREED

"SCRIPT" FOR THE ORGANIZATIONAL MEETING AGENDA

WELCOME - Brief

"Hello, my name is . The YOUR TOWN Women of Today would like to welcome you to this EXTENSION TOWN chapter organizational meeting. Thank you for taking the time to come and find out what we have to offer.

ICEBREAKER - About 2 minutes maximum. Time to get to know one another.

"At the beginning of our meetings we introduce ourselves and share a little information. This helps us to get to know one another and to become comfortable with speaking in front of other people. We'll go around the room, state your name and answer the ice breaker question."

EXAMPLES: "What's your favorite movie?"

"Where did you grow up? When did you move here?" "What's your favorite activity?"

"How many children in your family? Tell us about them."

PURPOSE OF THE WOMEN OF TODAY - 5 to 10 minutes.

Give solid information - an overview of the organization and its goals.

1. Discuss the meaning behind your creed.
2. Share leadership training, fellowship and personal growth stories.
3. Share your commitment to each other and your community.
4. Answer any questions.

ENRICHMENT EXERCISE OR A SKIT - 10 minutes

The Enrichment Exercise must be interactive exercise. Socialize and have fun with it. EXAMPLES:
Women of Many Roles

1. Bring hats, wild scarves, boots and different clothing types of props. A mirror would also be helpful.

2. Set them in center of the room.
3. Have everyone choose an item.
4. When everyone has chosen, start with the extension team and ask why they picked that item.
5. When everyone is done, ask if anyone chose the same item as another person. How did they decide who received the item? This is the first step in working together. Then explain that our personalities are different. When taking the time to build friendships and learning about each other's personalities, we will be better able to work together toward success.

DATA PROCESSING

1. Form into two equal teams. (This can also be done with more teams and using up to eight people.)
2. Teams should be standing on opposite sides of room.
3. Their goal is to organize themselves according to a rule which you will give them.

- a. Examples: Put yourselves in order by your first names, shoe size, age, significant other name, high school name, birth date, graduation date, favorite flower or TV show, etc.
 - b. Give them 20 seconds (30 if needed) to accomplish this.
 - c. If two or three people answer the same, they must figure out who goes first and why.
4. Complete three or four rounds.
 5. When finished, have them sit down. Explain that being able to listen well and process what you hear is a very important communication skill. They also got a first-hand look at different leadership styles. How did you determine who went first in 3c?
 6. Ask them what helped the exercise go faster or slower. Ask what types of communication blocks hampered them.

ORGANIZATIONAL STRUCTURE - 10 to 15 minutes.

"Our organization is geared toward women. We provide leadership training, personal growth and development, friendships and community involvement."

"To establish a chapter of the Women of Today in YOUR TOWN, we need to have _____ members who have paid dues of \$_____.

"This Women of Today chapter will be part of a national network. Our chapter, the _____ Women of Today, will be here to help you get started, train you on running meetings and projects and support you in any way we can for two years. We believe in helping our chapters have strong and solid beginnings.

"Your chapter will have tremendous support from our state and national organization. State and/or National Staff supply us with programming information, project ideas, educational and training information. They are always willing to lend a helpful hand by speaking at a meeting or helping to solve a problem."

Next have someone go through your state organizational structure.

Then have a different person go through the programming areas your state has to offer.

Last, have another person explain the national organization.

Be brief. Give them the basics. Don't overwhelm them!

BENEFITS OF BELONGING - 5 minutes.

Have each Women of Today member share one or two sentences on what they enjoy most about Women of Today.

Ideas: Helping the community, becoming a leader, projects that were a success and those that were unsuccessful (there's usually a good laugh with those that did not go as planned), building self-esteem and confidence, becoming a better speaker and writer, achievements, having fun, building lasting friendships and volunteer experience is often valuable in many careers.

INVITATION TO JOIN

"Does anyone have any other questions we could answer?"

Answer them the best you can. If you are unable to answer, write it down and tell them you will find out and get back to them, and be sure you do.

"At this point in our meeting, we would like to invite each of you to join our organization in order to form the _____ Women of Today." (Make sure you have registration forms available for them to fill out.)

Have your extension team INVITE EACH PROSPECTIVE MEMBER INDIVIDUALLY. Answer any other questions they may have. Let them know the dollar amount again and who they should make the check payable to.

HINT - First ask those who you are sure will join. Their action will help convince others.

Thank each prospective member, even if they choose not to join. Smile and tell them you will keep them informed of upcoming events.

If a guest says "yes", advise them that you will hold their check until you have enough members required to complete the extension.

NEXT MEETING

If the extension was completed CONGRATULATIONS! Set up the date time and place for the first meeting of the new chapter where you will establish the new officers. But remember, you should continually recruit new members.

If the extension is not completed, do more public relations and phone calls to prospective members before the next extension meeting. DON'T GIVE UP! Sometimes it takes three to six or more meetings before an extension is completed. Schedule your meetings two to three weeks after the other until the extension is completed. As the saying goes, OUT OF SIGHT, OUT OF MIND. Don't give them the chance to forget about you.

DON'T HESITATE TO CALL YOUR STATE MEMBERSHIP VICE PRESIDENT, YOUR EXTENSION DIRECTOR OR YOUR NATIONAL EXTENSION DIRECTOR.

We are here to assist you in any way we can.

ANSWERS TO HARD QUESTIONS

"I'm a very busy person. I don't have time."

You pick the projects or fun items that interest you and fit it to your schedule. We value your contributions whatever they may be. Besides, the more members who join, the more the work load is shared.

"There are enough organizations in this town already. Why should I join yours?"

Women of Today complement those other organizations. We can jointly work on projects and fund raisers. At the same time, we provide opportunities for women to support and encourage each other's development as leaders.

"The dues seem expensive."

It only comes to \$_____per month. That's less than a magazine subscription or daily vendingmachine trips. Besides, the benefits, personal growth, leadership training, community and fellowship activities you will receive outweigh the cost. You also receive support and guidance from the state and national organizations.

EXTENSION MEETING CHECK LIST

- ___Key to facility (if needed)
- ___Name tags (you should all wear the same kind)
- ___Marker for name tags
- ___Extra paper for signs that might be needed at the last minute
- ___Tape for signs that might be needed at the last minute
- ___Extra paper and pens for prospective members
- ___Agendas
- ___Small calendars for prospective members (check for free ones at various places)
- ___Registration Form so you can record your new members' information
- ___Invitations for the next meeting - ready to hand out to prospective members to take home
- ___List of prospective members - you may get new names tonight!
- ___Cups
- ___Napkins
- ___Plates
- ___Treats - keep it simple and not messy to eat
- ___Serving trays
- ___Silverware, serving utensils
- ___Beverage
- ___Pops, ice, coolers
- ___Coffee pot, coffee, extension cord
- ___Sound system for soft background music if desired
- ___Camera

Other handouts

___ Programming page from Extensions Manual Supplement

___ Brochures

___ Work sheets for Enrichment Exercises, if needed

SAMPLE PRESS RELEASE

Press releases and Public Service Announcements can be effective tools to gaining members and recognition in a new community. They should be double spaced, clearly addressed to the appropriate department and contain a notation "For immediate release." A contact's name, address and phone number should be printed beneath the release.

FIRST MEETING

An organizational meeting to establish a Women of Today chapter in the community of _____ will be held at (time) on (date) at (location). The Women of Today is an organization that provides service to their community, along with personal development and leadership training opportunities to their members. Anyone at least 18 years of age is invited to attend this meeting. For more information please email (Susie) at (_____).

SECOND MEETING

An organizational meeting was held in (name of community) to form a Women of Today chapter on (date). (Name) was appointed temporary chairman. (Or list all the officers, if election was held.)

(Name of state officers or extension team members) explained to the group the purpose of Women of Today: to provide leadership training and personal enrichment opportunities through community service.

The next meeting will be held (date, time and place). Anyone at least 18 years of age is invited to attend. For more information please email (Susie) at (_____@_____).

PUBLIC SERVICE ANNOUNCEMENT

Would you like to be actively involved in your community?

Could you benefit from leadership training or personal enrichment programs?

Do you want to meet new people?

If your answer is "yes" to one or more of these questions, then Women of Today is the organization for you. You are invited to share the experiences of many others across the country by joining a local Women of Today chapter. For more information please email (Susie) at (_____@_____).

CONGRATULATIONS!!

You have completed the extension. Now it's time to help this new chapter become independent. This may take between one to two years. Each chapter is unique and will develop at its own pace.

EXTENDING CHAPTER RESPONSIBILITIES

1. Complete any required extension forms
 - a. Intent to Charter Form
 - b. New Chapter Form
 - c. Application for Extension Funding Form
2. Assist in completing new chapter paperwork
 - a. Articles of Incorporation
3. Plan new chapter social to celebrate
 - a. Make it special
 - b. Invite State President or a State Officer to install new officers and members
4. Assist at the first two meetings for the chapter if possible
 - a. Keep meeting simple
5. Help them elect a Board of Directors
6. Hold an orientation for new officers
7. Hold a new member orientation
8. Attend all new chapter meetings and functions for at least the first three months if possible
9. Attend at least one meeting and/or function per month for the next three to nine months
10. After nine months, attend at least one meeting and function, once a trimester up to their second year
11. Assist in planning Ways and Means and community projects
12. Continue with Public Relations

ELECTIONS

Elections should be held at the second membership meeting. This gives people a chance to think about positions and get to know one another. Because a chapter may be extended at any time during the year, the chapter's second elections could happen any time after their first trimester.

1. An effective orientation will help set up members who will in turn feel capable of stepping up and serving as a chapter officer.
2. A strong team feeling generates willingness to help again next year. Help the chapter learn to work together.
3. Share with the new President she/he be positive and assist in working through any frustrations they have so that the chapter is not affected.

BOARD MEETINGS

The purpose of the Board Meetings is to discuss upcoming business and plan the next meeting's agenda. New members often feel that two nights out per month for meetings is one too many. Until they grow and feel the need to hold board meetings on a separate night, they may want to have them one half hour before the general membership meeting.

Following is a list of board positions. Your state may not have all these positions, or the chapter may combine positions for the first year.

BOARD POSITIONS

PRESIDENT

Duties

- Runs all Board and General Membership Meetings
- Completes monthly report forms
- Handles internal conflicts or issues
- Oversees/guides the Chapter's planning process

MEMBERSHIP VICE PRESIDENT

Duties

- Responsible for submitting new member dues and information, renewal dues and change of address for existing members.

PROGRAMMING VICE PRESIDENT

Duties

- Follows up with those in charge of Programming areas
- Reports at Board Meetings on project activity

SECRETARY

Duties

- Takes minutes at Board and General Membership Meetings
- Responsible for distributing minutes in a timely manner
- Take printed copies to the meetings

TREASURER

Duties

- Maintains account structure for chapter
- Keeps Board informed of chapter's financial status
- Keeps membership roster up to date (or Membership Vice President)
- Mails dues in on time

STATE DELEGATE (IF REQUIRED BY STATE)

Duties

- Monthly Reports
- Brings information about State, National, District and/or Regional activity to the chapter
- Attends District, Regional and State Meetings as needed

PARLIAMENTARIAN - Appointed position

Duties

- Is responsible for reviewing the Chapter's Bylaws and Policies
- Is responsible for proposing updates to the above as needed
- Helps the chapter use *Robert's Rules of Order* at the meetings

YOUR TOWN WOMEN OF TODAY SURVEY OF INTEREST IN BOARD POSITIONS

The success of Your Town Women of Today depends on **YOUR** willingness to share your abilities, especially by serving on the Board. The most important qualities for doing well in a Board position are a “positive” attitude and a willingness to grow. You learn a position by working it - take the opportunity!

Please indicate which position or positions you would be interested in. Please suggest other members whom you would like to see hold board positions for the coming year.

PRESIDENT

MEMBERSHIP VICE PRESIDENT

PROGRAMMING VICE PRESIDENT

STATE DELEGATE

SECRETARY

TREASURER

PLAN OF EVENTS FOR THE FIRST TWO YEARS

Because each chapter is unique, it is difficult to give precise instructions to help the new chapter become independent. What follows is a plan for the first two years. Use it, change it or rearrange it. Make it work for what the new chapter needs. This is an outline of the Plan of Events: detailed suggestions for each event are cross-referenced.

First Meeting

- Assisted by the Extension Team
 - Mixer activity or icebreaker
 - New member orientations
 - Choose programming areas - Youth & Community, STEP, Public Relations, Newsletter, Socials (Membership), - Choose one Ways and Means project: select chair
 - Explain options for a charter celebration: ask for a chair
 - Distribute sample Bylaws and Policies. Explain the process for voting on them. To help people chair a project, encourage them to co-chair or to work with one person from the extension team. Also, you may know the strengths of new members by now and can ask specific people if they would do a task. Ask in general, then ask specific people.
 - Help whenever possible

Second Meeting

- Assisted by the Extension Team
 - Mixer activity or icebreaker
 - Report on projects
 - Discuss proposed Bylaws and Policies and set a possible date to vote

on them.

- Chapter planning session - brainstorm and tentatively schedule events

- Set amount of Chapter dues, which includes National and State dues
- Elections of officers

Chapter President, Treasurer, Orientations & Preliminary Budget Meeting

- Help President plan agenda for the third meeting
- Help President plan any awards or speeches for the New Chapter Celebration
- Help President complete Articles of Incorporation filing papers
- Help President and Treasurer prepare a simple budget
- Help Treasurer begin learning her duties

Help prepare bylaws and policies

New Chapter Celebration

This should be a special social celebration. Have them invite guests. You may have to incorporate with third meeting but try and keep it separate.

- Invite State President to attend, speak and install members (if unable to attend, ask another state officer)
- Invite State Extensions Director and any other State Board members in your area
- Mixer activity or icebreaker
- Share any special recognition
- Give overview of plans for year
- Run by new Chapter President
- One half hour before meeting - training for rest of the Board
- Mixer activity or icebreaker
- Brief business meeting with chairs reporting
- Vote on budget
- Have a special program: a local community leader or speaker from a local community charity, i.e. Women's Shelter, Food Pantry, etc. or give a 20–30-minute Wellness and Personal Development session

Third Meeting

- Run by new Chapter President
- One half hour before meeting - training for rest of the Board
- Mixer activity or icebreaker
- Brief business meeting with chairs reporting
- Vote on budget
- Have a special program: a local community leader or speaker from a local community charity, i.e. Women's Shelter, Food Pantry, etc. or give a 20–30-minute Wellness and Personal Development session

Fourth Meeting

- Membership goal at this point is add more members
 - Mixer activity or icebreaker (every meeting)
 - Business meeting
- (NOTE: Encourage chapter members to bring in friends and neighbors. A membership night should be held this next month and every two or three months thereafter. Two or three of the original members signed may not renew. This is consistent with our overall organization. We need to continually work membership so the chapter remains strong.)

Fifth Meeting

- Special 10-minute program, preferably a skit, on a helpful topic such as giving reports, writing for their newsletter, making motions, etc.
- Business meeting and set a date to review Bylaws approximately six months after adopting them. This document needs to be reviewed and updated at least once a year.

Sixth Meeting

- Membership goal is to grow

- Special 20-minute program, preferably a skit, as described above in fifth meeting
- Business meeting
- Consider giving a specific orientation on the programming areas that the chapter has chosen

Third Trimester

- Plan a fun event at least once a trimester. These can be any mix of chapter socials, membership nights, couples' events or family events. These can be parties, picnics, egg hunts, sing-a-longs, etc.
- Orientations for new members joining should be carried out by the new chapter members, preferably with an extension team member present. They can be done before Board or general membership meetings to avoid being an extra night out.
- Extension team members should be attending at least one meeting a month each trimester. Choose Board or membership meetings based on the needs of the new chapter.
- Start encouraging more State, District, Regional or Area participation. Chapter members should be ready to travel and meet other Women of Today members. Help them enjoy these events.

The Second Twelve Months

- Recruit new members for your extension team so that you do not get burned out!
- Extension team members should be attending at least one meeting every trimester for the second 12 months.
- Phase in more programming when the chapter is ready for them. You may wish to add areas as new members express an interest in them.
- Evaluate the effectiveness of the new chapter's orientation skills and decide whether it's time for you to stop attending orientations.

NEW MEMBER ORIENTATION OUTLINE

PURPOSE

The purpose of this orientation is to help new members.

1. Become acquainted with this organization and how it works.
2. Look at personal talents and interests and see how to use them.

I. Women of Today Mission Statement and Creed:

A. Women of Today is _____

B. Creed: We the United States Women of Today

II. History of the Women of Today

A. Began as Jaycee Wives/Women organization in 19____in (your state)

- B. The _____(your state) Women of Today began as an independent organization in _____(year).

III. Organizational Structure

A. United States Women of Today

1. The National organization has ____members in ____states
2. The United States Women of Today 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.

B. (your state) Women of Today

1. Maintains a strong support system by providing individual chapters with educational information, as well as fundraising ideas and membership encouragement.
2. Membership
 - a. Members must be at least 18 years of age.
3. State dues
 - a. Members' dues are \$_____per year
 1. \$_____of members' dues go to the State organization
 2. \$_____of members' dues go to the National organization
 3. \$_____of members' dues go to the local chapter
4. State meetings are held _____times a year

C. Explain States District, Regional or Area structure

D. Our chapter, the _____Women of Today

1. General membership meetings are held on the _____of the month at _____.
2. Board meetings are held: _____.

IV. Our structure

A. Local Board may consist of: (Vice Presidents vary from chapter to chapter)

1. President - plans and runs meetings
2. Membership VP - supervises membership and STEP
3. Programming VP - supervises programming
4. State Delegate - keeps chapter members informed about District, Regional, Area and State matters
5. Secretary - records minutes of business meetings
6. Treasurer - manages chapter finances

B. Local Program Managers (LPM's), under the Programming Vice President

- #### C. Big Sis/Little Sis - experienced members with new members to help them become comfortable in the chapter
- a. Newsletter - promotes good communication in the chapter

- b. Public Relations - promotes community awareness of the group
- c. Secret Pals - a fun way to get to know other members
- d. Social coordinator - organizes social activities, promotes fellowship and recruitment of new members.
- e. STEP (Success through Enthusiastic Participation) - promotes well rounded involvement by members.

V. General Pointers for Members

A. Membership Involvement

- 1. Regular attendance at general meetings is strongly encouraged
- 2. We are glad to have you here whatever your level of interest
- 3. Do not be afraid to chair or co-chair a project

B. Miscellaneous Tips

- 1. Report at meetings
 - a. Be prepared - summarize!
 - b. Bring your written report to the meeting. Give it to the Secretary after you have given your report.
 - c. Be creative and have FUN! (Try a skit)
- 2. Bring up new ideas at a meeting. If you plan to do the suggested activity, make a motion. Begin with "I move that . . ." and go on to state your idea
- 3. Use your chapter newsletter; it's a great communication tool

C. Please share the reason you joined the Women of Today and how we can direct your interests

CONGRATULATIONS! You are now oriented in the Women of Today. Don't be afraid to ask questions, there is always someone to help. WELCOME!

EXTENSION FOLLOW-UP CHECK LIST

New Chapter _____ Extending Chapter _____

The appropriate section of this form must be completed, and all verifications sent to the Extensions Director. (Verification requirements appear in parenthesis.)

Section A - Complete appropriate information and send in monthly

FIRST MONTH

- _____ Hold a major orientation (send copy of agenda)
- _____ Send Visitation Report to State Extensions Director

SECOND MONTH

- _____ Do calendar "Year at a Glance" planning (send copy)
- _____ Hold Elections (send copy of Chapter Officer Sheet)
- _____ Begin Articles of Incorporation filing (agenda or minutes)
- _____ Orientation of President (Orientation agenda or note)
- _____ Orientation of Treasurer (Orientation agenda or note)
- _____ Send Visitation Report to State Extensions Director

THIRD MONTH

- _____ Hold Board member training (send agenda)
- _____ Fill LPM positions of chosen programming areas (send agenda)
- _____ Help with first projects (write note on progress and plans)
- _____ Send State Extensions Director a copy of the chapter's minutes
- _____ Send Visitation Report to State Extensions Director
- _____ Help plan the new chapter's charter banquet

FOURTH MONTH

- _____ Send copy of chapter newsletter
- _____ Send copy of any publicity generated by or for the new chapter
- _____ Send Visitation Report to State Extensions Director

FIFTH MONTH

- _____ Send Visitation Report to State Extensions Director

SIXTH MONTH

- _____ Set date for Bylaw Study meeting (send agenda)
- _____ Send Visitation Report to State Extensions Director

Section B - Complete appropriate section and send at end of each 6 months

SEVENTH THROUGH TWELFTH MONTHS

- _____ Have Bylaws & Policies been revised and approved? (minutes)
- _____ Have all new members been oriented? (sample agenda)
- _____ Have you encouraged more state and district/regional/area activity? (explain)
- _____ Have you helped with membership socials? (explain)
- _____ Has the new Board been oriented? (agenda or minutes)
- _____ Send Visitation Report to State Extensions Director

TWELFTH THROUGH EIGHTEENTH MONTHS

- _____ Comment on whether chapter members are working as a group
- _____ Is the chapter working on getting new members? (explain)
- _____ Send Visitation Report to State Extensions Director

EIGHTEENTH THROUGH TWENTY-FOURTH MONTHS

- _____ Comment on whether chapter members are working as a group
- _____ Is the chapter working on getting new members? (explain)
- _____ Send Visitation Report to State Extensions Director

CHECKLIST FOR NEW CHAPTER AND EXTENSION TEAM

The first year of a new chapter's life is a very important one. This year will build the base for a strong chapter. You will train and develop the members and make significant changes in the community.

The following checklist is meant to serve as a guide to get things started. There are many other steps that you may find necessary to get going. There are no dumb questions, so ask them as needed. Never hesitate to ask for help. There is always someone willing to help to make this Extension into a healthy strong chapter.

- ☐ Required Extension Forms completed and mailed
- ☐ Dues paid in full for all members
- ☐ Liability insurance checked into
- ☐ Bylaws and Policies approved 90 days after charter date
- ☐ Charter Fee paid
- ☐ Filings for Articles of Incorporation and various tax forms in process
- ☐ Bank account set up. (require 2 signatures on checks - President and Treasurer)
- ☐ Permanent mailing address established. (A Post Office Box with Post Office Street address works well)
- ☐ Hold a Chapter Planning Session within 90 days of your Charter Date
- ☐ Work on Plan of Action
- ☐ Work on a Budget
- ☐ Plan a Ways and Means Project
- ☐ Plan a Community Service Project
- ☐ Plan a Social event for your Chapter (Charter Celebration)
- ☐ Local President - establish membership and chapter goals. This should be developed with the assistance of the membership.
- ☐ Local Office Training Session held
- ☐ Orientation held for Local Program Managers and members
- ☐ All members participate (not necessarily certify) in STEP I
- ☐ Use agenda at all meetings - give copy to members
- ☐ Have a local newsletter
- ☐ Are members attending meetings?
- ☐ Are members attending projects?

NEW CHAPTER VISITATION REPORT

Send a copy to the Extensions Director within one week of the Visitation.

NAME _____ YOUR CHAPTER _____

NEWLY EXTENDED CHAPTER _____

DATE OF EVENT ATTENDED _____

TYPE OF EVENT _____

CHAPTER BASE _____ NUMBER ATTENDING _____ GUESTS ATTENDING _____

YES NO N/A (Not Applicable)

Did the meeting start on time? _____

Is a printed agenda used? _____

Is the _____ Women of Today Creed recited? _____

Do the officers have specific responsibilities? _____

Are new members and guests welcomed and introduced? _____

Is the membership enthusiastic? _____

Is Parliamentary Procedure used? _____

Was the meeting too long? _____

Was the meeting fun/interesting? _____

Is the procedure used to obtain chairmen effective? _____

Are Local Program Managers used? _____

Are committees encouraged and planned at the meeting? _____

Are project reports given at meetings? _____

Does the chapter give monthly awards to members? _____

Was there a program at this meeting? _____

How is the chapter doing? _____

What are you and the Extension Team doing to help? _____

FORMALITIES OF STARTING A CHAPTER

CHARTERING WITH THE _____ WOMEN OF TODAY

Establishing the Chapter

Complete the "Intent to Extend" form. It must be signed by two members of the new chapter. The bottom of the form documents your chapter's commitment to continue to work with the new chapter and must be signed by your chapter's President and the Extension Chairperson. The completed form is sent to your State and National Membership Vice President or contact.

Establishing the New Chapter's Members

Complete an "Add and Change Form" just as you would for new members in your own chapter. Do not fill in the chapter number space. Mail the completed form with \$_____per new member to your State Membership Vice President or contact.

Bylaws and Policies

First set presented by the Extension Team at the first meeting. Second set developed by the chapter and presented about the eighth month.

The new chapter should vote whether to accept the standard Bylaws and Policies at one of the first two meetings. Sample set is included in this manual.

A Bylaw Study Committee meeting should be held about the seventh month after chapter formation. By this time the new chapter's membership should have an understanding about basic processes and will be able to adjust the standard set of Bylaws and Policies appropriately.

The revised Bylaws and Policies should be presented at the next general membership meeting and voted on at the meeting after that. Each member should receive a copy. Copies of the final approved Bylaws and Policies should be sent to the State Parliamentarian.

Liability Insurance

A State Women of Today organization may carry a Liability Insurance Policy which covers all chapters throughout their state. The policy covers such things as medical expenses for food poisoning or someone's sprained ankle at a chapter dance. Special "Dram Shop" insurance is required for selling alcoholic beverages. Serving such beverages at a chapter event, such as Wine and Cheese tasting social, is covered under a concept called Host Liquor liability.

In Women of Today States where Liability Insurance is not carried, each chapter should carry a policy which fits their chapter's activities.

Refer questions to your State Treasurer or State President.

ARTICLES OF INCORPORATION

The Articles of Incorporation are completed by the chapter President with help from the Extension Team at the President's Orientation. (Please remember that the regulations regarding the filing of Articles of Incorporation in your state may vary. Check with the office of your Secretary of State to be certain of what is needed.)

This is the official document for establishing the chapter as a legal entity in your state. Use the form headed "Articles of Incorporation." You may get this form from your state's Secretary of State.

1. In the document heading, first paragraph, Article I, Article II, Article X, and signature line, insert the name of the new chapter. (For example, "St. Cloud Women of Today.")
2. In Article V, the chapter must establish a permanent address. A Post Office box number with the Post Office street address works best. (Permanent address is very important because there is a fee for any address change.)
3. Under Article III, the name of the Board of Directors or officers should be inserted: these individuals will also serve as the official incorporators of the group.
4. The chapter's President and Secretary should execute the Articles on page 3 of the Articles of Incorporation in the presence of two witnesses and a notary public.

Send the completed form with \$_____ to:
(Your State's Secretary of State)

When you receive the approved copy of your Articles from the Secretary of State, send a copy with the stamped number on it to your State Treasurer.

Set up a permanent file for the chapter's important papers. File the copy in a safe place.

STATE AND FEDERAL TAX FILING

Federal Employer Identification Number

The Federal Employer Identification Number is sometimes referred to as Federal ID Number or Federal Tax ID Number. The Chapter Treasurer files these papers.

You will need to complete form SS-4. It is very simple and there is no fee involved. Once you have confirmed that the below address is still correct, send in the completed form to:

IRS SERVICE
KANSAS CITY, MO 64999

State Tax Identification Number (Form MBA)

Chapter Treasurer files this form after receiving tax identification number from the Federal Government.

Complete Form MBA and send to the address given below. The form is simple and there is no cost.

Your State's Department of Revenue
Income Tax Division

Federal Income Tax Exemption Status

Chapter Treasurer completes this form after she receives the Federal Identification Number.

You will need to complete Form 1024 and Form 8718. Attach a COPY of your Articles of Incorporation and a signed copy of your Bylaws for Form 1024. Attach Form 6718 to Form 1024 and send them with the required fee of \$_____ to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

File the return letter stating your exemption status with your important papers. This is a very important and valuable letter.

State Income Tax Exemption Status

Chapter Treasurer completes this after receiving the Federal Tax Exemption status. Complete form and send it to:

Your States Department of Revenue
Income Tax Division

You must include a copy of your Federal Tax Exemption letter. File the return letter stating your exemption status with your important papers.

FOR COPIES OF FORMS OR QUESTIONS CALL THE IRS AT 1-800-424-1040 OR YOUR STATE'S DEPARTMENT OF REVENUE.

SAMPLE CONSTITUTION

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, Membership Vice President, Programming President, Secretary and Treasurer. These shall be elected by the general

membership, as prescribed in the Bylaws. (This can be modified on an individual chapter basis.)

ARTICLE V - AMENDMENTS

- Section 1 This constitution may be amended by a two-thirds (2/3) vote of the membership of this organization present 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 30 days prior to the date of such meeting.

SAMPLE BYLAWS

ARTICLE I - MEMBERSHIP

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

ARTICLE II - DUES

- Section 1 Annual dues for membership in this organization shall be \$ _____ each year. Dues are payable to the Treasurer on or before the 10th day of the month of the anniversary of the member.
- 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 (local) Women of Today and the (state) and United States Women of Today.
- Section 3 This organization shall pay state dues of \$ _____ and US dues of \$ _____ totaling \$ _____ for each member.

ARTICLE III - FINANCES

- Section 1 The fiscal year shall be from May 1st to April 30th.
- 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 money over \$25.00 shall be approved by the general membership.

ARTICLE IV - MEETINGS

- Section 1 General membership meeting 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 and 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 meeting.

ARTICLE V - ELECTIONS

- Section 1 The March (or April) meeting will be the Annual Election 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 March (or April) membership meeting.
- Section 3 Nominations from the floor will be accepted at the Election Meeting. Elections will be conducted by secret ballot. The candidate receiving the majority of 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 Election meeting will take office on May 1.

ARTICLE VI - 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. He/She will be an ex-officio member of all committees.
Membership Vice President - In the absence or resignation of the President, the Membership Vice President will assume her duties. He/She will be responsible for the membership details.
Programming Vice President - The Programming Vice President will be responsible for any internal/external programs held and finding chairmen for such.
Secretary - The Secretary will record and keep the minutes of all meetings and keep records of attendance. He/She will conduct correspondence for the chapter.
Treasurer - The Treasurer will receive and safely keep all funds of the organization and disburse funds with the consent of the President and the Board of Directors. A monthly and annual report will be made to the membership. Have chapter books reviewed at year-end.
- 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 VII - RULES OF ORDER

Section 1 Robert's Rules of Order, Newly Revised shall decide any matter not covered in the By Laws of this organization.

ARTICLE VIII - 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 proper notice has been given.

SAMPLE MEMBERSHIP MEETING AGENDA (with script)

_____ Women of Today
General Meeting
Date & Place

* Call to Order

(At this time, the presiding officer stands, and says)

"I call the general meeting of the Women of Today to order"
(The meeting has now officially started.)

* Pledge of Allegiance

(Try to ask someone ahead of time to lead it) (Presiding officer says)

"Please stand for the Pledge of Allegiance led by _____"

* Women of Today Creed

(Also, try to ask someone ahead of time.) (Presiding officer says:)

"Please remain standing for the Creed led by _____"

* Introduction of Guests

(Presiding officer says:)

(Introduce special people in attendance at your meeting. Write their names and office on a piece of paper so you won't draw a blank when you are nervous. Thank them for coming to your meeting and make them feel welcome.)

* Invocation

(This may be done by the chaplain or if members take turns, they should be asked well in advance. It is helpful to carry a book of readings to have a backup plan if that person isn't there or forgets.)

(Presiding officer says:)

"Now for purposes of an invocation, I call on _____"

* Ice Breaker

(Presiding officer says:)

"For our ice breaker this evening, I call on _____"

* Program or Forum:

(Name of program and person giving it)

(If presenter is other than a chapter member, then someone should introduce the presenter. The Program can be put on the agenda at any time, whatever works best for the chapter and the one doing the presentation. Be sure and thank the presenter. Say something like:)

"We enjoyed the program and learned a lot. We would like to thank you again for joining us this evening. Thanks also to _____ for arranging the program this evening."

* Secretary Report - Name

(Presiding officer calls on the Secretary to give her report. Read or hand out the minutes or state they were mailed in the newsletter, whatever the chapter does.)
(Presiding officer says:)

"Are there any corrections to the minutes?" (Pause for a few minutes) Then say, "If there are no corrections, the minutes stand approved" or "The minutes stand approved as corrected."

* Treasurers Report - Name

(Presiding officer calls on the Treasurer, who should stand for her report as should all who are giving reports. The report can be a verbal statement of the cash balance on hand or she/he can submit a Treasurer's report recording all income and expenses since the last meeting. The Treasurer will also be responsible for the chapter's Ways and Means unless a chairman is chosen to be in charge. After all have had a chance to look at the report, the presiding officer says:)

"Are there any questions about the Treasurer's report? (No action of acceptance by the membership is needed on a financial report.) You could say: "The report will be filed as written."

* State Delegate Report - Name

(As you call on each officer for a report, please thank them.)

* Past President's Report - Name

* President's Report - Name

(May have a report here or some prefer at the end of the meeting)

* Membership VP Report – Name

- * Programming VP Report - Name (He/She should call on Local Program Managers for reports if the chapter has them.)
- * Wellness and Personal Development - Name
- * Public Relations – Name
- * STEP – Name
 - Domestic Violence Awareness - Name
- * Unfinished Business
 - Concession Stand
 - (Check on last month's agenda/minutes under new business to see what might need to be discussed under Unfinished Business at this time before moving to New Business.)
 - (Presiding officer asks:)

"Is there any further Unfinished Business?"

- * New Business
 - Park Clean-Up
 - All New Business should be brought to the floor with a motion reading("I move that _____.") The presiding officer asks for a second.
 - "Is there a second?" (Presiding officer repeats the motion and asks for discussion.)
 - "A motion has been made and seconded to _____. Is there any further discussion? Hearing none, we will vote. All those in favor say 'yes'. All those opposed say 'No'." (Tap gavel)
 - "Motion Passed" or "Motion Defeated"
 - (After all items listed are discussed, presiding officer asks:)
 - "Is there any further New Business?"

- * Good & Welfare - (Ask if there is any)

- * U.S. Women of Today Creed - (Ask someone to lead this also)

- * Adjournment - (Presiding officer says:)

"There being no further business, the meeting is adjourned at _____ (state time)."