

# **Texas Federation of Women's Clubs Procedure Handbook - Fourth Edition**

This Handbook has been prepared as a reference and guideline. It's purpose is to help each federated clubwoman gain knowledge and information about our organization so that each may strengthen the quality of Texas Federation of Women's Clubs.

The final authority for all questions concerning the operation of the Texas Federation of Women's Clubs is in the TFWC Bylaws.

If purchased by a club, this Handbook is the property of the club. It is for the benefit and use of the President during her administration, then should be handed to her successor.

GFWC Texas Federation of Women's Clubs  
2312 San Gabriel  
Austin, TX 78705-5014  
(512) 472-1456  
Email: [TFWC@sbcglobal.net](mailto:TFWC@sbcglobal.net)  
Website: [www.texfwc.org](http://www.texfwc.org)  
The Texas Clubwoman: [www.texfwc.com](http://www.texfwc.com)



## **GFWC Emblem**

The design for the GFWC emblem was approved in 1920, and shows a crusader's shield, signifying enlightenment, emerging from the darkened world, which is represented by a black center; the band encircling the center signifies eternity. The enameled colors are the colors of our country. The red implies courage; the white, purity; and blue for constancy--surrounded by the letters G F W C and the motto "Unity in Diversity".

GFWC Headquarters has legally registered the GFWC emblem with the United States Patent Office and governs its use. State Federations and Clubs are permitted to have the emblem duplicated on stationary, program books and other paper articles, provided such emblem materials are to be used solely by the club or its members.

## **GFWC Motto**

Ella Dietz Clymer gained a particular place of honor in federation history as the author of the GFWC Motto, "Unity in Diversity." Speaking to the delegates at the first conference she said, "We look for unity, but unity in diversity. We hope that you will enrich us by your varied experiences..." The aptness of the motto is evidence in the diverse interests and methods of GFWC members, who have implemented a broad range of programs and projects tailored to meet the needs of their communities.



## **General Federation Headquarters**

The international headquarters of GFWC occupies three adjoining buildings in Washington D.C. (1734 N Street, NW) one block off Connecticut Avenue, six blocks North of the White House.

Located on one of the most beautiful and well-known streets in the heart of Washington D.C., GFWC Headquarters property is notable because of its history and its unusual architectural characteristics. Significant of

these is GFWC's courtyard (one of the few remaining of its size in Washington), historic stables with their splendid Spanish mission-style facade, and the elegant two-story high archway that connects the GFWC Headquarters to the Women's Center Building. Many of the lovely furnishings are gifts from State Federations, clubs, individuals and the Past State President's Club.

## **GFWC Women's History and Resource Center**

In June 1982, the GFWC Women's History and Resource Center was launched at Headquarters to be housed in "1728". The Center opened on May 1, 1984. The WHRC consists of the General Federation of Women's Clubs Archives and Library. GFWC archives contain hundreds of linear feet of records from 1890 to the present. State federation, local and international club histories supplement the archival holdings. GFWC also has an oral history collection. The WHRC Library is devoted to women's history with an emphasis on women in volunteerism. It includes contemporary and rare books (over 1,000 volumes), periodicals, vertical files and manuscripts. Of particular interest are materials documenting the history of the women's club movement.

## **The Structure of Federation**

The structure or organization of the General Federation of Women's Clubs is the simplest, the most effective, that could be devised. It is a tribute to the founders of Federation.

GFWC is administered by an elected president and her staff, whose duties and privileges are clearly set down in the Bylaws.

The chain of responsibility from the top executive to the newest member in the local club is clear. Each officer has her counterpart on the next higher level.

The work of GFWC is accomplished through six departments with a variety of programs and projects offered under each. The Departments are: The Arts, Conservation, Education, Home Life, International Outreach and Public Issues. New information and current emphasis on each of the Special Projects and Programs is available from:

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

Phone: 202.347.3168  
Fax: 202.835.0246  
Website: [www.gfwc.org](http://www.gfwc.org)  
Email: [gfwc@gfwc.org](mailto:gfwc@gfwc.org)

### **Federation Flower**

The red rose was officially adapted at the Council Meeting in Milwaukee, Wisconsin, May 1940. It was selected from suggestions sent in by various clubs.

### **Song**

In 1922, Katherine Lee Bates' "America, the Beautiful" was chosen because it "is a song of dignity and beauty, easily sung, and reflecting the true spirit of America and the ideals of this Federation.

### **Flag**

Blue with embroidered Federation emblem in color in the center. Unfurled for the first time at the Golden Jubilee Celebration in Atlantic City, New Jersey, on May 19, 1941.

## **GFWC Regions**

GFWC is divided into eight (8) regions and a GFWC Regional Conference is held each fall. They are open to all clubwomen and attendance is encouraged. Workshops are held under the guidance of the GFWC President-elect, with other officers and chairmen present. Each GFWC Region also meets during the GFWC International Convention.

The eight regions are:

1. New England: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
2. Middle Atlantic: Delaware, New Jersey, New York, Pennsylvania
3. Southeastern: District of Columbia, Kentucky, Maryland, North Carolina, Tennessee, Virginia, West Virginia
4. Southern: Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina
5. Great Lakes: Illinois, Indiana, Michigan, Ohio, Wisconsin
6. Mississippi Valley: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
7. South Central: Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas
8. Western: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming



*Texas Federation of Women's Clubs*  
*A Member of the General Federation of Women's Clubs*

The Texas Federation of Women's Literary Clubs was organized in Waco on May 14, 1897. The Woman's Club of Waco, as hostess, issued the invitations to a meeting and credit is given to the Wednesday Club of Fort Worth for having originated the idea for the meeting. Eighteen clubs sent delegates and three other clubs responded with greetings and letter of application. The twenty-one charter clubs were:

American History Club - Austin  
Pathfinders Club - Austin  
Magazine Club - Cleburne  
XIX Club - Corsicana  
Current Events Club - Dallas  
Pierian Club - Dallas  
Shakespeare Club - Dallas  
Standard Club - Dallas  
XXI Club - Denison  
Ariel Literary Society - Denton  
Woman's Wednesday Club - Fort Worth

Wednesday Club - Galveston  
Woman's Club - Houston  
Ladies Ready Club - Houston  
Owl Club - McKinney  
Shakespeare Club - Sherman  
Social Science Club - Terrell  
Quid Nune Club - Tyler  
Literary Club - Waco  
Woman's Club - Waco  
'93 Club - Fort Worth

Mrs. Edward Rotan of Waco was elected President. The first annual convention was held in Tyler, April 27-29, 1899, membership in GFWC was favored by unanimous vote. Other action during this convention was "to strike out the limiting word 'literary' from the name", thus becoming the Texas Federation of Women's Clubs. TFWC was incorporated in 1914.

**Motto**

During the sixteenth annual convention of TFWC, held in November, 1913, in Corpus Christi, the Committee on Selection of State Motto (Mrs. J.T. Smith, San Antonio; Mrs. H. A. Cline, Wharton; and Miss Genevieve Power, Victoria) announced the winner to be Mrs. C. K. Smith of Aransas Pass and the motto unanimously adopted was:

**"In Small Things Liberty, in Large Things Unity, In All Things Charity"**



TFWC Seal - Lone Star on Laurel Wreath  
TFWC Flower - Bluebonnet (adopted 1899)  
TFWC Color - Blue and White (adopted 1899)  
TFWC Tree - Pecan (adopted 1913)  
TFWC Bird - Mockingbird (adopted 1927)

### **The TFWC Gavel**

The first annual TFWC convention was held in Tyler, in 1898, Mrs. Rotan was elected the first president. To make the election and the organization official, Mrs. Rotan was presented, in trust, a gavel made of pecan wood from a tree on the grounds of Sam Houston's home at Huntsville. On one end of the gavel the artist had made a mosaic of the Lone Star of Texas using thirteen different kinds of wood. The gavel is a prized possession of the Texas Federation and is still used today by the presiding president.

### **TFWC Club Grant**

The TFWC Club Grant was established at the close of the 2002-2004 administration. The principal comes from voluntary contributions of members and clubs, and is invested. The interest on this principal is given in grants. The previous three TFWC presidents comprise the TFWC Club Grant Committee, with the immediate past president as chairman.

#### Guidelines:

- Must be a GFWC-TFWC per capita dues paying club. Dues must be current.
- Clubs must complete application form. Application will be on website, [www.texfwc.org](http://www.texfwc.org), in July of each year. The application is due two weeks prior to the TFWC Fall Board Meeting to the Chairman of the TFWC Club Grant Committee.
- Club must use the funding to start/continue a project pertinent to improving their community.
- Club must submit a one page narrative describing the proposed project and the necessity thereof, one page of pictures may also be included.
- Club must also submit a one page narrative describing the project, pictures may be included. This will appear in The Texas Clubwoman.

### **Duties of State Department, Program, and Committee Chairmen**

The workings of the Federation Program can be definitely and concisely explained thusly:

1. GFWC Chairmen outline a broad program.
2. State Chairmen modify this program to fit the needs of their state and present this plan of work to the District Chairmen.
3. District Chairmen work directly with the clubs.

### **State Chairmen's Duties**

1. Attend State Board of Directors Meetings and the State Conventions. Also attend South Central Conference and GFWC Conventions.
2. Attend meetings of other organizations whose activities relate to the Department, Program, or Committee.
3. Submit all plans of work to the State President and Dean of Departments for approval.
4. Become familiar with conditions and needs of the State that concur with her Department, Program, or Committee.
5. Prepare the District Chairmen for their meetings by furnishing them with plans and informative material to take to their District Board Meetings and Conventions. (Frequent contact between State and District Chairmen means success in State Federation work.)
6. Attend the District Meetings in her own District and as many other Districts as possible.
7. Include members of the Executive Committee and State Program Chairmen when sending bulletins or letters to District Chairmen, District Presidents and/or Club Presidents.
8. Communicate frequently with her GFWC Counterpart.
9. Prepare timely material or announcements for publication in *The Texas Clubwoman*, noting the deadline for each issue.
10. Pass on to successor at end of administration, files, reports, etc.

### **Duties of District Department, Program and Committee Chairmen**

1. Familiarize herself with the GFWC plans and projects of the Department, Program, or Committee to which she has accepted appointment.
2. Cooperate with the State Chairmen on plans, programs, and projects of the Department, Program, or Committee.
3. Attend her District Board Meetings and Conventions, State Board Meetings and Conventions and Workshops.
4. Prepare a 5 - 10 minute presentation about the Department, Program, or Committee objectives—relate this information at every opportunity to promote the Federation program.
5. Answer all email and mail promptly.

6. Prepare an annual report, compiling the report according to instructions and use the correct report form.
7. Present District Awards
8. Offer ideas or suggestions for furthering her work to the State Chairman or Dean of Departments and to her District President.
9. Communicate Federation projects to the clubs in her District.
10. Encourage clubs in her District to report their activities.
11. Keep a file of informational materials, correspondence, reports, and accomplishments to be given to her successor at the end of her chairmanship.

**STATE MEETINGS**

TFWC Board Meetings. . . . . See Article VII, TFWC Bylaws

Two regular meetings of the Board of Directors are held each year:

1. Fall meeting in Austin every year.
2. Preceding the Annual Convention in the Spring.

Date: Set by State President and Executive Committee.

Pre-registration Fees and Registration Fees at Meetings: Consult TFWC Bylaws. (These fees are to be paid by each person in attendance except visiting GFWC Officers and out-of-state visitors.)

TFWC Conventions. . . . . See Article VII, TFWC Bylaws  
See Article VI, TFWC Standing Rules

Date: Annually–Date and Place decided by State President and Executive Committee

Pre-registration Fees and Registration Fees at Meetings: Consult TFWC Bylaws. (These fees are to be paid by each person in attendance except visiting GFWC Officers and out-of-state visitors.)

**DISTRICT MEETINGS AND CONVENTIONS**

District Board Meetings. . . . . See Article XI, TFWC Bylaws

Two regular meetings of the Board of Directors are held each year:

1. Fall meeting
2. Preceding the Annual Convention in the Spring.

Date: Set by District President and approved by the State President

Pre-registration Fees and Registration Fees at Meetings: Consult TFWC Bylaws. (These fees are to be paid by each person in attendance except visiting GFWC Officers and out-of-state visitors.)

District Conventions. . . . . See Article XI, TFWC Bylaws

Date: Annually—Date and Place decided by District President and approved by the State President

Pre-registration Fees and Registration Fees at Meetings: Consult TFWC Bylaws. (These fees are to be paid by each person in attendance except visiting GFWC Officers and out-of-state visitors.)

**DUTIES OF DISTRICT OFFICERS**

1. Attend the conferences of District Presidents and State Executive Committee, State Board Meetings, and State Conventions. When requested by the State President, attend other meetings, if at all possible.
2. Appoint District Chairmen for all departments, programs, and committees.
3. Secure and compile data for her District Directory and for the State Directory (list of appointments, dates and locations of meetings.)
4. Arrange for an annual Fall Board Meeting and District Convention (after clearing dates with the State President). Arrange all other district meetings.
5. Serve as Dean of Club Presidents.
6. Work closely with District Executive Committee, keeping officers informed of messages, suggestions and instructions from State Officers.
7. Report to the State Board of Directors all matters of importance and convey from the State Board to the Board and Clubs of her District, all messages, suggestions, and instructions.
8. Acquaint herself with the work of the State and General Federation and promote such work at all times.
9. Cooperate in all ways with the State President.
10. Acquaint herself with the clubs in her District and visit them when possible.
11. Encourage the organization of new federated clubs in her District, and encourage non-federated clubs to join TFWC.
12. Promote approved fund-raising projects.
13. Encourage contributions to TFWC Historical Foundation for maintenance of TFWC Headquarters Building and to TFWC for operation of the organization.



14. Support and encourage contributors to TFWC Scholarships. Submit entries when her District is eligible to have scholarship recipient.
15. Answer all emails and mail promptly.
16. Compile a complete report of work done in her District, to be given at the annual meetings, both District and State; prepare a written report for the State President, who is Dean of District Presidents.
17. Keep a file of correspondence, reports and accomplishments to be passed on to her successor.
18. Compile a list of qualified capable clubwomen for her successor and for the State President.
19. Prepare articles for the Texas Clubwoman as requested by the State President.
20. Study the TFWC Bylaws and Standing Rules.

### **Planning a Convention**

A convention is defined as “a formal meeting of delegates or members periodically convened for a common purpose”. Usually, the purpose is to hear reports, to formulate plans and policies, and to elect officers and chairmen.

A convention consists of one session, regardless of the number of days it may last. Plans may be made for business meetings and group meetings for briefing and discussion. Special affairs may be planned and so designated in the program. Only at the business meeting may business be conducted unless the program provides otherwise.

A convention committee may be appointed and should meet as soon as possible after the previous convention. This committee should work in close harmony with the president and report to the Board; and should visit the convention site and make a note of all of the arrangements and meeting rooms that are available.

TFWC Bylaws requires a CALL TO CONVENTION to be sent to the membership 30 days prior to the convention. This “Call” states the time, date and the place of the convention, and gives vital information regarding the meeting. Resolutions and amendments to bylaws that are to be considered for adoption must be included. A list of the candidates and the time the polls will be open for voting are also printed in the CALL TO CONVENTION.

Prior to the convention, the program has been decided and print as the Official Program. When the program is adopted, it provides the ORDER OF BUSINESS for the convention and there can be no deviation from this order except by consent of the assembly.

The committee on credentials, or registration, should be prepared to furnish each delegate, alternate and visitor, a badge or card which will indicate her/his status and admit her/him to the hall.

For the opening ceremony of the convention, the president stands at the lectern and striking it **ONCE** with the gavel to attract attention, she says “The Convention will come to order.” There may be opening exercises.

Following this, the report of the credentials, or registration, committee is presented so that all may know who is entitled to vote. When bylaws require a certain number of officers and representatives to be present in order to constitute a quorum, the chairman reads the rule and says, “Madam President, there is (or, is not) a quorum”. Whereupon the president says, “Having complied with the rules in the bylaws, the Chair declares there is a quorum present for the transaction of business.” The Program Chairman is called upon to present the Official Program, and she moves that it be adopted. When carried, the convention is ready for business.

### **INSTALLATION AND RECEPTION**

The TFWC President is installed at Convention in the even-numbered years. Following the Installation, which may be in the convention hotel or elsewhere, there is a reception in honor of the new President and officers for all convention attendees.

All expenses of the Installation and Reception are the responsibility of the incoming President. The club and/or the District of the incoming President may assist. This includes printing of programs, floral arrangements, music, food, etc. No TFWC Bylaw addresses this responsibility.

### **FINANCIAL RESPONSIBILITIES OF TFWC**

TFWC will pay for the following:

1. Hotel accommodations for speakers, if necessary.
2. Printing of programs.
3. Printing of Meal tickets and ballots in election year.
4. Complimentary meal tickets for the TFWC speakers.

### **Good Rule of Thumb**

As presiding officer, learn the proper rules of protocol and procedures. When in doubt, use good judgment. Deviate from proper procedures only when it is necessary or you feel a special “honor” is required. If you deviate from proper procedure, let it be because you have good reason to do so, and NOT because you do not know better.

## DISTRICT PRESIDENT'S CALENDAR FIRST YEAR

January	February	March
<input type="checkbox"/> Begin appointing district board <input type="checkbox"/> Plan places for board meetings (2) and conventions (2) <input type="checkbox"/> Select theme <input type="checkbox"/> Subscribe to GFWC Magazine and support TFWC online magazine	<input type="checkbox"/> Complete board appointments and send to TFWC <input type="checkbox"/> Send names, addresses, & phone numbers of club presidents to TFWC <input type="checkbox"/> Read TFWC Bylaws and Standing Rules <input type="checkbox"/> Ready TFWC Handbook	<input type="checkbox"/> Attend District Convention <input type="checkbox"/> Be prepared for short inaugural speech at Installation of Officers <input type="checkbox"/> Pre-register for TFWC Convention
April	May	June
<input type="checkbox"/> Attend TFWC Convention <input type="checkbox"/> Attend installation of TFWC President & District Presidents	<input type="checkbox"/> Plan summer workshop <input type="checkbox"/> Arrange program and place	<input type="checkbox"/> Send first newsletter to District Board, State Officers, and all District Presidents <input type="checkbox"/> Attend GFWC Convention
July	August	September
<input type="checkbox"/> Have summer workshop for District Board and club members	<input type="checkbox"/> Work on District Fall Board Meeting <input type="checkbox"/> Arrange place and host club, if needed	<input type="checkbox"/> Mail "Call" to District Board Meeting at least <b>30 days prior to meeting</b> <input type="checkbox"/> Attend TFWC Fall Board Meeting in Austin
October	November	December
<input type="checkbox"/> Hold District Board Meeting <input type="checkbox"/> Elect District Life Members - 2 may be elected during each administration (see TFWC Bylaws) <input type="checkbox"/> Attend GFWC South Central Region Conference	<input type="checkbox"/> Enjoy club visits-get to know your membership <input type="checkbox"/> Send newsletter regarding reporting deadlines, etc.	<input type="checkbox"/> Begin planning Spring District Convention <input type="checkbox"/> HAVE A HAPPY HOLIDAY!!!

## DISTRICT PRESIDENT'S CALENDAR SECOND YEAR

January	February	March
<input type="checkbox"/> Complete plans for District Convention <input type="checkbox"/> Mail "Call" 30 days prior to convention <input type="checkbox"/> Read TFWC Bylaws and Standing Rules <input type="checkbox"/> Read TFWC Handbook	<input type="checkbox"/> Receive reports, read and judge them <input type="checkbox"/> Send winning report along with YOUR report by deadline <input type="checkbox"/> Remind clubs to send name and address of new president to TFWC <input type="checkbox"/> Send your Statistical Report to State President by deadline	<input type="checkbox"/> Have District Convention <input type="checkbox"/> Nominate State Officer <input type="checkbox"/> Elect: District Representative to TFWC nominating committee <input type="checkbox"/> Elect: District Nominating Committee <input type="checkbox"/> Elect District HF Trustee <input type="checkbox"/> Elect District Scholarship Representative
April	May	June
<input type="checkbox"/> Attend TFWC Convention <input type="checkbox"/> Have 2 copies of your DP report for the State Secretary	<input type="checkbox"/> Send post convention newsletter <input type="checkbox"/> Remind clubs to send dues to TFWC Headquarters	<input type="checkbox"/> Attend GFWC Convention <input type="checkbox"/> Complete plans for summer workshop
July	August	September
<input type="checkbox"/> Have summer workshop for District Board and club members <input type="checkbox"/> Begin planning fall board meeting - place, host club, program	<input type="checkbox"/> Work on District Fall Board Meeting <input type="checkbox"/> Send nomination for state officer to TFWC <input type="checkbox"/> Pre-register for TFWC Fall Board Meeting	<input type="checkbox"/> Attend TFWC Fall Board Meeting in Austin <input type="checkbox"/> Send "Call" 30 days prior to District Board Meeting
October	November	December
<input type="checkbox"/> Hold District Board Meeting <input type="checkbox"/> Schedule meeting of District Nominating Committee <input type="checkbox"/> Attend GFWC South Central Region Conference	<input type="checkbox"/> Send newsletter regarding reporting deadlines, etc.	<input type="checkbox"/> Begin planning Spring District Convention <input type="checkbox"/> HAVE A HAPPY HOLIDAY!!!

## DISTRICT PRESIDENT'S CALENDAR THIRD YEAR

January	February	March
<input type="checkbox"/> Finalize plans for District Convention, including installation of officers <input type="checkbox"/> Mail "Call" 30 days prior to district convention (include report of nominating committee) <input type="checkbox"/> Send names, addresses of club presidents to TFWC	<input type="checkbox"/> Receive, read and judge reports <input type="checkbox"/> Send winning reports with YOUR report by deadline <input type="checkbox"/> Send TFWC Statistical Report to State President <input type="checkbox"/> Accept TFWC appointment for next administration	<input type="checkbox"/> Have District Convention <input type="checkbox"/> Election of Officers <input type="checkbox"/> Installation of Officers <input type="checkbox"/> Elect District HF Trustee <input type="checkbox"/> Elect District Scholarship Rep (if done in even years)
April	May	June
<input type="checkbox"/> Attend TFWC Convention <input type="checkbox"/> Have 2 copies of your report <input type="checkbox"/> Pass DP pin to new DP at Installation (State)	<input type="checkbox"/> Send final newsletter <input type="checkbox"/> Remind clubs to send dues to TFWC Headquarters	<input type="checkbox"/> Attend GFWC Convention <input type="checkbox"/> ENJOY THE SUMMER AND A MUCH DESERVED VACATION
July	August	September
<input type="checkbox"/> Attend district summer workshop - support the new District President	<input type="checkbox"/> Relax!!	<input type="checkbox"/> Attend TFWC Fall Board Meeting in Austin
October	November	December
<input type="checkbox"/> Attend District Board Meeting <input type="checkbox"/> Attend GFWC South Central Region Conference	<input type="checkbox"/> Give thanks for a most rewarding two years	<input type="checkbox"/> MERRY CHRISTMAS!!!

## Suggested Calendar for Club Presidents

### **JUNE**

- ◆ Begin work on yearbook (check with program chairman)
- ◆ Appoint club chairmen of department, programs, and committees
- ◆ Meet with appointed Budget Committee

### **JULY - AUGUST**

- ◆ Summer workshops—for yearbooks, programs, parliamentary procedure, etc.

### **SEPTEMBER**

- ◆ Orientation of new members
- ◆ Approve report of Audit Committee
- ◆ Attend State Board Meeting
- ◆ Get out Call to District Board Meeting one month before meeting

### **OCTOBER**

- ◆ Review TFWC Bylaws
- ◆ Check Club Bylaws for needed corrections
- ◆ Attend District Fall Board Meeting
- ◆ Yearbooks due November 1<sup>st</sup>

### **NOVEMBER**

- ◆ Elect nominating committee (according to bylaws; in odd years, if two year term)
- ◆ Send names of deceased members to District President and “In Memoriam” Chairman

### **DECEMBER**

- ◆ Happy Holidays!!!

### **JANUARY**

- ◆ Achievement month (filing club reports)
- ◆ Club President overall resume
- ◆ Club Reports (as directed by District First Vice President)
- ◆ Nominations: Local Club according to bylaws
- ◆ Reports Due!!

### **FEBRUARY**

- ◆ Election of local officers (according to bylaws)
- ◆ Elect delegates to District Convention (check bylaws)
- ◆ District Reports to State
- ◆ Send list of elected officer to District President and TFWC Headquarters

## **MARCH**

- ◆ Elect delegates to State Convention (one delegate for each fifteen members, etc.)
- ◆ Attend District Convention

## **APRIL**

- ◆ Attend State Convention
- ◆ Observe Federation Day

## **MAY**

- ◆ Collect Club dues. Send TFWC & GFWC dues to Headquarters by June 1<sup>st</sup>
- ◆ Renew GFWC magazine subscription
- ◆ Appoint audit committee
- ◆ Conduct installation of officers (even years if a 2 year term)

## **EPSILON SIGMA OMICRON PHI CHAPTER**

Epsilon Sigma Omicron (ESO) is an honorary educational society open to all per-capita paying GFWC federated club members. More than 60 years ago, the ESO program became a permanent part of the GFWC Education Department. Through ESO, clubwomen are given direction in planned reading for self-enrichment and personal growth. Over the years, many GFWC clubwomen have profited from this unique self-improvement program, seen as vital by the members it directly benefits.

ESO provides clubwomen with a structured reading program that is educational and stimulates a desire for self-improvement. ESO goals include:

- Encouraging clubwomen's pursuit of higher education
- Creating an additional means to unite women in volunteerism
- Developing a support network for women returning to school
- Improving current and develop new study skills
- Stimulating systematic home reading and study with minimal supervision
- Encouraging the establishment of home libraries and greater use of public libraries
- Encouraging the formation of reading/study/discussion groups

Members can participate in ESO as part of a reading group or on their own. The program provides membership, awards and certificates, pins, reading lists, and a framework in which to pursue continued self-improvement through reading.

Many clubs combine club programming with ESO related activities, such as reading awareness and book promotion. Meetings are held at each TFWC State Convention.

## PROTOCOL WITHIN STATE FEDERATIONS

Today, protocol is an important factor in all organizations. It promotes orderly procedure following the rules of etiquette. Personal friendships, likes and dislikes MUST NOT be considered. The office is being honored - NOT the person.

The presiding officer is generally responsible for directing the application of the principles of protocol within an organization and at the outset will reflect favorably or adversely upon her leadership ability.

### General Order of Rank in Federation

When visiting a state federation, the GFWC President does not out rank the state president as she (the state president) is presiding. The following order of rank should be observed at all times for seating, introductions, receiving lines, etc. GOOD COMMON SENSE sometimes dictates slight deviations.

TFWC President  
GFWC President  
Ranking Government Official  
Speaker of the Day  
GFWC Officers  
State Officers  
GFWC Chairmen (Department, Programs, Committees)  
Regional Officers  
State Chairmen (Department, Programs, Committees)  
District Officers  
District Chairmen  
Club Officers  
Club Chairmen

### Past State Presidents

Past State Presidents are usually introduced at some designated time in the program. When introducing, the officer who is the senior serving president is introduced first, then the others in order far to near. Order may be changed if Past Presidents are called upon for remarks or other special responsibilities.

For those fitting into several categories, assign their "highest rank". For instance, a person with lesser rank who is the Speaker of the Day, will assume the higher rank as Speaker.

When there are those present of "equal rank", use good judgment. The one traveling the farther distance or those who are "guests" would come first. Otherwise, they would rank alphabetically by office.

**As a courtesy, the audience will rise when the GFWC and the TFWC Presidents are introduced.**

Protocol should be applied even at local club level at meetings, dinners, etc. This is good training, even though it usually involves good friends who are "at home". As usual, however,



good common sense should prevail and there are informal times when strict protocol can be relaxed at the local club meeting.

### **The Gavel**

The gavel should be used (one rap)...

- ▶ to call meeting to order;
- ▶ may be used when necessary to preserve order;
- ▶ may be used when announcing balloting or polls closed;
- ▶ may be used at adjournment.

When the gavel is not in use, it should be left lying on the table. When presenting, hold it by the head, with right hand, and pass it with hand crossing the body.

### **Respect for the Flag of the United States of America**

All present in uniform are to render the military salute. Members of the Armed Forces and veterans who are not in uniform may also render the military salute. All others present should face the flag and stand at attention with their right hand over the heart. Non-citizens stand at attention during ceremonies of other countries as a sign of respect.

The above salutes are given during *Posting the Colors*, the *National Anthem*, and the *Pledge of Allegiance*. These salutes are separate and dropped between each ceremony, but may be held if there is no break. Here is when you salute during each of these ceremonial events:

- ▶ *Posting the Colors*: When the flags are being brought in, face the flag and start the salute when the flag comes into view within six paces and hold it until the flag passes by six paces or from view. Those at the head table may start the salute when the flag is beginning its journey up the aisle, and hold the salute while the flag is posted and the *National Anthem* begins.
- ▶ *National Anthem*: Face the flag (or the music, if no flag). Render the salute at the first note of music and hold it until the last note.
- ▶ *Pledge of Allegiance to the Flag of the United States of America* Face the flag. Salute at the first word and hold it until the last word.

### **Placement of the Flags**

When the flags are on the speaker's platform, the United States flag is to the right of the speaker and the Texas flag to the left.



**Platform**



**Speaker**

**Audience**

When the flags are positioned off the platform, the United States flag is to the right of the audience as they face the platform and the Texas flag is to the left.

### **Speaker**



### **Audience**

If you don't have a raised platform, position the flags according to where you place them in relation to the speaker; in back, follow the guide for placing flags on the platform; in front, follow the guide for placing flags off the platform.

### **At Business Meetings**

1. Normally, the elected officers are seated at a head table during the business meeting.
2. The parliamentarian should sit to the left of the presiding officer during the business meeting.
3. The Head Table need not be introduced unless there are those present who might not know them.
4. All other dignitaries are introduced or acknowledged in the proper order of rank.
5. It is not necessary to recognize Federation dignitaries at all meetings in their own club, but this should be done at any special function and when there are outside guests.

### **Head Table Seating**

1. Presiding officer (at all levels) in center or to the right of lectern. If there is an odd number, the presiding officer is seated in the center. If there is an even number, the presiding officer is seated to the right of the center.
2. Highest ranking member is seated to the right of the presiding officer, next ranking officer to her left, next to her right, and so on. (If it is a business meeting, the parliamentarian should be first to the left of the presiding officer.)
3. Program participants who have no rank may be seated at either end of the head table.
4. Place cards should be used at the head table.
5. The Protocol Chairman should have a diagram showing seating arrangement. She should line up the head table guests according to this diagram, then place it on the lectern for the convenience of the presiding officer.
6. In the event several vacancies occur at the last minute for head table seating, the Protocol Chairman should have place settings and chairs removed.

7. The size of the head table should be determined by the size of the room and the total number present in the assembly. If space at the head table is limited, then ranking guests can be seated at a table in front of the head table. However, none of lesser rank should be seated at the head table while those of higher rank are not, unless they are participating in the program in some manner...again, common sense must prevail.
8. To the extent possible, introductions should be made in the prescribed order of rank. In order to avoid the constant turning from right to left when the head table is very large, it has become an accepted practice to introduce those to the left of the presiding officer first, starting with the lowest rank...and then those to her right. It is a good practice to introduce very high ranking officers separately and in proper order.
9. Introduction of speaker may be postponed until time of speech.

### **Receiving Lines**

1. Order:
  - a. Club President at club functions.  
District President at district functions.  
State President at state functions.  
GFWC President at GF functions.
  - b. Honored guest
  - c. Other distinguished guests. It is advisable that officers (club, district) State or GFWC be placed between visiting dignitaries to eliminate the necessity of a dignitary presenting a guest to another dignitary.
2. Arrange according to rank.
3. A receiving line should never be so long that progress is impeded. Conversations “in line” should be brief.
4. Appoint someone to introduce guests to first person in line.

### **Gifts**

1. Presenting gifts to a speaker or guest is a matter of individual courtesy and custom.
  - a. If a gift is given, make it something simple or useful.
  - b. If giving a gift to a Federation guest (State President, etc.) you may wish to inquire about personal collections.
  - c. It is customary to give the installing officer a gift from the group, or the person to be installed as President may give her a gift, if she likes.
  - d. It is nice to give new members a Federation pin. A pin for an incoming or outgoing President, or a guard for her pin, makes an excellent gift.
  - e. Avoid expense gifts. They tend to become a custom your club may be unable to continue in the future.