

# Outer Banks Woman's Club Handbook 2018-2020



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## OBWC PRESIDENT'S MESSAGE

*Since the founding of the Outer Banks Woman's Club in 1971, our members have been committed to working for the betterment of this unique coastal community.*

*With the start of the new GFWC administration this past spring, there are new projects at the State and National level for us to support in addition to our ongoing ones. At the State level, the GFWC-NC President's Healthy Women project recognizes the need for women to take care of ourselves so we can take care of others through walking, wellness, and healthy eating. At the National level, the President's 7 Grand Initiatives aspire to make a "grand" impact by aiming for at least 1,000 results over the next two years.*

*As I begin my two year term as the 24<sup>th</sup> OBWC President, I look forward to working with all of you as we continue to address problems and concerns in our community from hunger, human trafficking, and childhood trauma to literacy, conservation, and student access to STEAM (science, technology, engineering, art and mathematics).*

*Together, our efforts will continue to make a difference. Thank you for your support and participation in the Outer Banks Woman's Club.*



*Jean Pratt, President*

## GFWC, GFWC-NC, and District 9 Information

### General Federation of Women's Clubs (GFWC)

GFWC Headquarters  
1734 N Street, NW  
Washington, DC 20036-2990  
(202) 347-3168  
Website: [gfwc.org](http://gfwc.org)



#### GFWC Executive Board

GFWC President: Mary Ellen Brock  
GFWC President-Elect: Marian St. Clair  
First Vice President: Deb Strahanoski  
Second Vice President: Suellen Brazil  
Secretary: Wendy Carriker  
Treasurer: Jolie R. Frankfurth

GFWC Theme: Living the Volunteer Spirit

GFWC Signature Program: Domestic Violence Awareness and Prevention

GFWC Junior Special Project: Advocates for Children

GFWC Motto: United in Diversity

A graphic with a blue and red border. On the left is a large, stylized number "7" in blue and red. The top of the "7" contains the text "Grand Initiatives" in white. Below the "7" is the text "2018 - 2020" and the GFWC logo. On the right, there is a list of seven goals.

Believing that small gestures through our membership can add up to grand results, GFWC International President Mary Ellen Brock has set seven goals to accomplish over the next two years.

- #1 1,000 clubs will do a service project on Martin Luther King Day, January 21, 2019.
- #2 1,000 trees will be planted on Arbor Day.
- #3 1,000 pairs of shoes will be donated to Soles 4 Souls or Nike "reuse-a-shoe".
- #4 1,000 Dr. Seuss books will be donated by March of 2020.
- #5 1,000 members will join the Legislative Action Center.
- #6 1,000 projects will be devoted to women in the military.
- #7 1,000 members will donate \$1,000 to the Capital Campaign.

**General Federation of Women's Clubs, Inc. of North Carolina (GFWC-NC)**

GFWC of North Carolina  
7474 Creedmoor Rd. #310  
Raleigh, NC 27613  
(919) 790=8684  
Website: gfwcnc.org



NORTH CAROLINA  
**General Federation  
of Women's Clubs**

GFWC-NC Executive Board

President: Ann Landis  
President-Elect: Crystal O'Neal  
First Vice President: Helen Richie  
Second Vice President: Jennifer Richards  
Third Vice President/Director of Jr. Clubs: LeAndra Ratliff  
Recording Secretary: Kim Fulcher  
Corresponding Secretary: Karen Throckmorton  
Treasurer: Betsy Grannis

GFWC-NC Administrative Theme: Celebrate Women

President's Special Project: Healthy Women – Taking Care of Ourselves... So We Can Take Care of Others! (through walking, wellness, and healthy eating)

**District 9**

District 9 Executive Board

President: Mary Pendill  
First Vice President: Donna Harrell  
Second Vice President: Jean Pratt  
Secretary: Cathie Williams  
Treasurer: Sheila Tyler  
Director of Juniors: Brandee Phelps  
Junior Membership: Kelsey Gray



## **Structure of the Organization**

The Outer Banks Woman's Club (OBWC) is part of the General Federation of Women's Clubs, Inc. — of North Carolina (GFWC-NC) which is part of the General Federation of Women's Clubs (GFWC). This is an international organization whose members make up the largest volunteer organization in the world.

The Outer Banks Woman's Club is categorized as a General Club, offering membership to any woman of any age in the Outer Banks area. Across the state in more densely populated areas, clubs may be divided into three categories:

**(1) Juniorette—High School**

**(2) Junior—up to age 45**

**(3) General—ages 45 and up**

North Carolina is divided into nine districts. The Outer Banks Woman's Club is part of District 9 which comprises the counties of: Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. There are currently nine federated clubs located in District 9.

Our club is also divided into various Community Service Programs (CSP):

**(1) Arts**

**(2) Conservation**

**(3) Education**

**(4) Home Life**

**(5) International Outreach**

**(6) Public Issues**

# 2018 OBWC Officers/Executive Board

**President**

**Jean Pratt**

252-715-1480

[jeanmpratt@gmail.com](mailto:jeanmpratt@gmail.com)

**1st Vice President**

**Susan Rhew**

757-897-2309

[srhew31@gmail.com](mailto:srhew31@gmail.com)

**2nd Vice President**

**Pam Lindner**

770-309-7496

[milkpunch1@gmail.com](mailto:milkpunch1@gmail.com)

**3rd Vice President**

**Beth Behrenhauser**

252-715-4707

[bethybea@msn.com](mailto:bethybea@msn.com)

**Recording Secretary**

**Carole Warnecki**

252-480-3245

[bubbacookie11@gmail.com](mailto:bubbacookie11@gmail.com)

**Correspondence**

**Toni Dorn**

757-510-0965

[tonidorn@gmail.com](mailto:tonidorn@gmail.com)

**Treasurer**

**Terri Nelson**

252-564-7072

[ronterrnelson@verizon.net](mailto:ronterrnelson@verizon.net)

**Ex-officio President**

**Becky Cade**

252-599-2234

[obxbex1@gmail.com](mailto:obxbex1@gmail.com)

# OBWC Community Service Programs



## **ARTS**

Encourages members to promote and support arts activities within the community. Creates programs and participates in projects that include music, dance, drama, theatre and other arts-related areas, both traditional and innovative.

Chairman: **Beverly Parker** 252-305-151

Co-Chairman: **Stephanie Anderson** 770-533-1671



## **CONSERVATION**

Members are encouraged to demonstrate an appreciation for our environment. Members strive for educational opportunities regarding the importance of beautifying our communities by preserving, maintaining, and restoring our natural resources and by stimulating citizen action to address these concerns. This includes but is not limited to: water, trees, plants, air, land and wildlife.

Chairman: **Becky Cade** 252-599-2234

Co-Chairman: **Sandie Markland** 703-568-0071



## **EDUCATION**

Members raise awareness of literacy issues and other educational opportunities in their community and world-wide. Members work to improve literacy skills of adults and youth. Public libraries are

Chairman: **Susan Rhew** 757-897-2309

Co-Chairman: **Terri Nelson** 410-627-7601





### **HOME LIFE**

Informs members of the issues that affect the well-being of individuals, families, and communities; Provides opportunities and resources to meet and address needs through volunteering.

Chairman: **Joan Brady-Stevens** 917-543-4651

Co-Chairman: **Brenda Hardbower** 252-715-4727



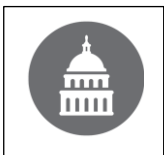
### **INTERNATIONAL OUTREACH**

Encourages members to consider how they can make a global impact; Educates members and the community regarding major issues and challenges facing people in developing countries. Ensures children have access to health, education, equality, and

protection.

Chairman: **Pam Linder** 252-305-8062

Co-Chairman: **Pat Oliver** 252-261-8389



### **PUBLIC ISSUES**

Connects members with effective projects and activities relating to civic engagement; Focuses on the following areas with examples of projects: citizenship – taking an active role in the election process; veteran affairs – inviting returning veterans as speakers; emergency preparedness – sponsor first aid and CPR classes; and safety – work with local agencies to promote vehicle safety, fire safety awareness, and crime prevention programs. Enroll in the GFWC Legislative Action Center to stay informed.

Chairman: **Linda Wilson** 276-245-6752

Co-Chairman: **Pam Babiarz** 412-551-4072

# OBWC Appointed Positions

<b>Arts Fest</b>	Beverly Parker
<b>Awards</b>	Jean Pratt
<b>Bylaws</b>	Noreen Welch, Chair and Ann Lamb
<b>Communications and Publicity Committee</b>	Susan Rhew, Chair; Toni Dorn, Publicity
<b>Finance/Budget</b>	Terri Nelson, Chair; Jean Pratt, Beth Behrenhauser, Susan Rhew
<b>Fundraising</b>	Beth Behrenhauser, Chair
<b>Historian</b>	Becky Cade
<b>Hospitality</b>	Linda Wilson and Pam Babiarz
<b>Membership</b>	Susan Rhew, Chair
<b>Nominating Committee (Elected Positions)</b>	Noreen Welch, Chair; Pam Linder, Susan Rhew
<b>Parliamentarian</b>	Carole Warnecki
<b>Procedures Review</b>	Executive Board
<b>Reporting</b>	Jean Pratt and Pam Lindner
<b>Scholarships</b>	Susan Rhew, Chair; DiAnne McEwen, Co-Chair
<b>Social</b>	Beth Behrenhauser and Stephanie Anderson, Co-Chairs

# OBWC Service Opportunities & Projects

<b>Spring Arbor</b>	Ann Armstrong and Kay Vogelsang, Chairs Betsy Bennett, Brenda Hardbower, Barbara Heinrich
<b>Angel Gift Program</b>	Club-wide effort
<b>Arts &amp; Crafts Fairs</b>	Lucille McGrath & Joanne Schoenfeld
<b>Bake Sales</b>	Toni Dorn & Terri Nelson
<b>Belk Charity Days</b>	Beth Behrenhauser
<b>Book Club</b>	Linda Wilson
<b>Caswell Center</b>	Toni Dorn
<b>ESO Reading Program</b>	Noreen Welch
<b>Food for Thought</b>	Barbara Heinrich
<b>International Student Outreach Program</b>	Joanne Schoenfeld
<b>OBX Seafood Festival</b>	Lucille McGrath
<b>Project Linus Quilts</b>	Vicky Doss
<b>White House Ornaments</b>	Sandy Byberg

# OBWC Community Service Projects

## PRESENT

Arts and Crafts Christmas Fair  
Angel Gift Program  
Baum Senior Center  
Beach Food Pantry  
Boys and Girls Homes of NC  
Caswell Developmental Center  
Children @ Play Museum  
Dare Literacy Council  
Food for Thought  
GFWC-NC 1902 Society  
GFWC-NC Arts Fund  
GFWC-NC Endowment Fund  
GFWC-NC "Legacy Fund"  
GFWC-NC Scholarships

International Student Outreach (ISOP)  
Kill Devil Hills Library  
Julia Haywood Scholarships  
NC Lions VIP Fishing Tournament  
UNC Coastal Studies Institute  
Operation Smile  
Outer Banks Hotline, Inc.  
Salvation Army "shopping chaperones"  
School Arts Festival  
Senior Citizens' Craft Show  
Senior Games  
Spring Festival of Arts & Crafts  
Spring Arbor Alzheimer Cottage

## PAST

After School Program  
Blankets for the Homebound  
Bloodmobile  
Cancer Support Group  
Champions for Children: Smart Start  
Children and Youth Partnership  
Coalition against Substance Abuse  
Community Nursing Home  
Crime Line  
Dare County Youth Center  
Friends of Jockey's Ridge  
Friends of Youth  
Foster Children's Fund  
Go Out For a Run (GOFAR)

Handicapped Children  
Hospice  
Kitty Hawk School Defibrillator  
Mobile Food Base  
Nags Head Woods  
NC Aquarium/Roanoke Island  
Knights of Columbus - L.A.M.B.  
Outer Banks Medical Center  
Parkinson's Support Group  
Project Life Saver  
Project Glam Girls Prom Attire  
Sea Turtle Rehab Center (STAR)  
Student Involvement Day

## Definition of OBWC-Related Programs

**ANGEL GIFT PROGRAM:** OBWC, in partnership with the Dare County Department of Health and Human Services, sponsors the program for Dare County children whose parents require assistance providing their Christmas gifts. This charitable project ensures that eligible children get a complete Christmas, including needed items and requested toys.

**ALZHEIMER COTTAGE:** Members volunteer in the “Cottage” section of Spring Arbor Facility, located in Kill Devil Hills, by assisting the care coordinator with stimulating activities so that each resident feels included in the experience.

**ARTS AND CRAFTS CHRISTMAS FAIR:** Is organized by OBWC members and held on the Saturday of Thanksgiving weekend. The fair features the handcrafted works of local artisans and crafters who purchase vending space. All proceeds from admissions, vendor space rentals, and club fundraising efforts benefit scholarships and community needs.

**ARTS FESTIVAL:** This event operates on the local, district, and state levels. In some categories, there is competition on the international level. OBWC members and Dare County school students participate every year at each level, with entries in various art categories: Visual, Literary, Performance and Arts/Crafts. First-place winners at the local level competition held in January qualify for competition at the district level event held in February. Winners from the district level event qualify for the state level competition held in March.

**ARTS FEST:** Held in conjunction with the Arts Festivals described above. It provides a venue for those with special needs and disabilities (both adults and students) to enter their art work and compete for awards.

**BAKE SALES:** Are organized and held in conjunction with our Arts and Crafts Events to further fund college scholarships and community needs.

**BAUM CENTER:** Located in Kill Devil Hills, NC. It is open for use to Dare County residents and visitors who are 50 years of age or older.

**BEACH FOOD PANTRY:** Located in Kitty Hawk, is a nonprofit organization providing direct nutritional assistance up to four times per year to Dare County families facing an emergency or temporary crisis.

**BELK CHARITY DAYS:** This community fundraising event is held twice a year by the Charlotte, North Carolina-based Belk, Inc. Department Stores to provide financial support to the participating local nonprofits via ticket sales that in turn offer discounts on store purchases.

**BOOK CLUB:** Meets monthly from September through May, with members rotating duties serving as the monthly hostess. This affords an opportunity to promote literacy through discussing the selected book of the month in a social setting.

**BOYS AND GIRLS HOMES OF NC:** Is a 140-acre campus located in Lake Waccamaw, North Carolina. It is a GFWC-NC sponsored project. The staff provide a comprehensive array of residential and community-based services to meet the needs of vulnerable children by addressing their physical, emotional, social, educational and spiritual development in order to build self-esteem, responsibility and character. Resident children may be from all NC counties.

**CASA:** (Coalition Against Substance Abuse) This nonprofit organization seeks to change awareness, attitudes and behaviors through ensuring access for youths and adults to a comprehensive array of education, prevention, treatment, aftercare and recovery resources.

**CASWELL CENTER:** This is a state-supported home for the mentally-challenged located in Kinston, NC. The OBWC sponsors a resident in the Hardison Dorm through the OBWC Corresponding Secretary mailing gifts and cards for various occasions. Pre-scheduled visits by members may also be arranged.

**COOKBOOKS:** The club currently has its fourth and fifth edition cookbooks available for purchase, which feature recipes from local favorite restaurants as well as club members. These are sold by merchants, who purchase copies at a wholesale cost. They are also available for purchase from OBWC during various fundraising events held throughout the year.

**DARE COUNTY FOSTER CHILDREN'S FUND:** Managed through the Dare County Department of Health and Human Services, Social Services Division. Through monetary donations, the agency purchases needed items and requested toys for children year-round who are in the county's foster care program. Children in this program are not eligible for participation in the Angel Gift Program.

**DARE LITERACY COUNCIL (DLC):** A nonprofit organization providing guidance to those wishing to improve literacy in their own or someone else's life.

**EPSILON SIGMA OMICRON (ESO) READING PROGRAM:** An honorary educational society open to all GFWC-federated club members that stimulates a desire for self-improvement through reading.

**FELINE FIX FOUNDATION:** Is a nonprofit organization that utilizes the Trap-Neuter-Return method to safely reduce the OBX Dare County free-roaming/feral and homeless cat population.

**FOOD FOR THOUGHT:** An all-volunteer, nonprofit organization that distributes non-perishable breakfasts and lunches for student use on the weekends year-round. Approximately 600 students who meet specific criteria in Dare County are served. Club members offer support by volunteering to assist in the packing duties.

**GEM ADULT DAY SERVICES, INC:** GEM stands for “Gentle Expert Memorycare” and provides support and assistance to people both newly-diagnosed with dementia and their caregivers.

**GO FAR:** (Go Out For A Run) It is a volunteer-led running, nutrition and character-building program operating after school in Dare County two afternoons per week.

**INTERFAITH COMMUNITY OUTREACH:** Provides direct financial support to people in our community facing a temporary emergency crisis who have no other place to turn for help. ICO also puts clients in touch with additional support services.

**INTERNATIONAL STUDENT OUTREACH PROGRAM: (ISOP)** was initiated on the Outer Banks in 2014 by recommendation from the U.S. Department of State. This program provides assistance to international students arriving in the USA with J-1 Visas (Work & Travel) who wish to temporarily move to the Outer Banks to fill seasonal jobs. ISOP coordinates an array of services including housing, transportation, Social Security documentation, orientation and cultural activities. OBWC members volunteer in the early summer to assist with this program.

**JULIA HAYWOOD SCHOLARSHIP:** This scholarship is offered by the Outer Banks Woman’s Club to qualifying students who plan on attending a two-year college or trade/technical school in North Carolina.

**L.A.M.B.:** (Least Among My Brethren) This project is sponsored by the Knights of Columbus, who raise funds to assist people with intellectual disabilities. Donated funds are distributed to special education teachers in both Dare and Currituck Counties.

**L.E.A.D.S.:** Stands for: Leadership Education And Development Seminar. This seminar is offered annually by GFWC to one club member representative from each state. North Carolina also offers a seminar annually that may be attended by one club member representative from each of the nine districts in North Carolina. A committee then selects a representative from North Carolina to attend the GFWC LEADS, which is held at the annual convention. Each member selected may only attend a NC LEADS seminar once.

**LEAGUE OF WOMEN VOTERS (LWV):** A nonpartisan political organization that encourages informed and active participation in government. Members also work to increase understanding of major public policy issues and to influence public policy through education and advocacy.

**NC LIONS VIP FISHING TOURNAMENT:** This annual event is the world's largest fishing tournament for the blind and visually-impaired people (VIP). This event attracts over 500 participants, along with their sighted guests, from 77 counties in North Carolina, ten other states and Canada.

**N.E.S.T.:** (Network for Endangered Sea Turtles) This all-volunteer, nonprofit organization is dedicated to the preservation and protection of sea turtles and their habitat. The organization is state-permitted to monitor sea turtle activity along the coast from the Virginia state line to Oregon Inlet.

**UNC COASTAL STUDIES INSTITUTE:** Is located on Roanoke Island and has a unique multi-campus partnership to fulfill the university's mission to undertake research, offer educational opportunities, provide community outreach programs, and enhance communication among those concerned with the unique history, culture, and environment of the maritime counties of North Carolina. OBWC provides monetary sponsorship for local students to attend hands-on classes at the facility.

**OBX CHILDREN @ PLAY MUSEUM:** A small but mighty STEAM (Science, Technology, Engineering, Arts, and Math) family interactive museum that is designed to allow families to learn and grow in knowledge through play.

**OPERATION SMILE:** Mobilizes medical volunteers across the globe to treat children with cleft lip, cleft palate and other facial deformities. The organization also leaves a legacy of trained medical professionals, surgical equipment and professional partnerships in order to expand local medical infrastructure and create self-reliance in low and middle income countries. A program partner of GFWC.

**OUTER BANKS CENTER FOR DOLPHIN RESEARCH:** This nonprofit group studies, monitors, and protects the local population of bottlenose dolphins.

**OUTER BANKS CHORUS:** This nonprofit group was founded in 1987 and is open to anyone who has a love of singing challenging choral music. The group performs two times per year, at Christmas time and in the spring. Performances are free to the public.

**OUTER BANKS FORUM FOR THE LIVELY ARTS:** A nonprofit organization that brings an annual series of seven outstanding diverse concerts to the area and provides opportunities for youth to participate in the arts. All of the performances are underwritten by community businesses.

**OUTER BANKS HOTLINE, INC:** A private, nonprofit human services organization that provides crisis intervention, temporary shelter, advocacy, prevention education services, information and referrals to residents of and visitors to the Northern Outer Banks.



**OUTER BANKS SPRING FESTIVAL OF ARTS AND CRAFTS:** An OBWC-sponsored event held on the Saturday of Memorial Day weekend, featuring the work of local artisans and crafters. All proceeds benefit club scholarships and community needs.

**PROJECT LINUS:** A nation-wide program with a local chapter that distributes handmade quilts to children in need of comfort and security during times of illness or trauma. OBWC partners with this chapter to provide a supply of quilts annually to the Outer Banks Hotline Shelter in Manteo.

**ROOM IN THE INN:** A nonprofit, church-based program assisting the homeless in Dare County by offering hospitality, food, shelter and support services from mid-November to mid-April.

**RUTHIE'S KITCHEN:** Provides meals to the needy, but is open to the general public. Meals are served at various churches in the community during the year.

**SALLIE SOUTHALL COTTEN SCHOLARSHIP:** This scholarship is offered by GFWC-NC to a qualified student who plans on attending a four-year institution in the North Carolina College System. The Outer Banks Woman's Club awards a scholarship to a winner at the local level who then competes at the district level in February at the District Arts Festival. The first place winner selected by a panel of judges at district level goes on to compete at the state level, which takes place at the State Arts Festival in March of each year. Winners at each level will be awarded additional funds.

**SENIOR CITIZENS' CRAFT SHOW:** Local senior citizens are eligible to participate in this OBWC-sponsored Craft Fair held in August at the Baum Center selling their hand-crafted wares.

**S.H.I.I.P.:** (Seniors' Health Insurance Information Program) This is a volunteer-staffed program offered annually at the Baum Center to provide counseling to Medicare beneficiaries and caregivers regarding Medicare, Medicare supplements, Medicare Advantage, Medicare Part D and long-term care insurance.

**SILVER ARTS:** Provides a stage for the creative talents of seniors in North Carolina and is a major component of the North Carolina Senior Games. It unites the athletic and artistic in a program that recognizes the similarities of both endeavors: discipline, dedication and pride in one's accomplishments.

**WHITE HOUSE ORNAMENTS:** Purchased annually at a wholesale cost through the White House Historical Association, with the profits from retail sales used to help support the needs of our community.

# Meetings

General Club Meetings are held the **SECOND WEDNESDAY** of each month, unless otherwise announced, September through May at 7:00 PM, location published in the newsletter and at [www.gfwc-obwc.com](http://www.gfwc-obwc.com).

Executive Board Meetings are held on either the **THIRD OR FOURTH FRIDAY** of each month, unless otherwise announced, August through November and January through April, at 9:00 AM at the **Baum Center** in Kill Devil Hills.

Community Service Program Advisory Group Meetings are held at the discretion of the Second Vice President. Each of the Community Service Programs hold meetings that are scheduled at the discretion of their respective CSP Chair.

## Club Member Requirements

Members are encouraged to attend as many general membership meetings as possible from September through May. Each member serves on at least one Community Service Program Committee. This includes attending at least one of its meetings and actively participating in one club project. Honorary Life Members are exempt from these requirements.

Prospective members must attend one to three general club meetings as a guest. In order to be considered as a club member, a completed membership application is submitted for review. After acceptance of the application by the Membership Committee and the Executive Board, the candidate will receive full membership status upon payment of the club dues. During new member orientation, candidates will be apprised of the goals, missions and projects of the club. A formal induction ceremony will be held during a general membership meeting.

Please reference the OBWC Bylaws for more information, including policies for inactive status, or for transferring in or out of a federated club

## Annual Dues

Dues are collected each year during the month of September by the Membership Chair.

**The annual dues per member shall be \$75.00.**

A member who has not paid her dues by the first day of October\*shall no longer be a member of the OBWC, and may no longer participate in OBWC-sponsored activities or represent the OBWC in its volunteer projects. (\*Deadline for dues was extended by Executive Board for 2018-2019 due to possible weather-related hardships incurred by club members.)

Dues for new members joining from September 1 through February 28 of any calendar year shall be \$75.00. Dues for new members joining between March 1 and August 31<sup>st</sup> of any calendar year shall be \$37.50

## Awards & Recognitions since 2010:

### OBWC Member Awards

#### Most Valuable to the President:

2017 - 2018	Carole Warnicki – Presented by President Becky Cade
2016 - 2017	Joan Brady Stevens – Presented by President Becky Cade
2015 - 2016	Joanne Schoenfeld – Presented by President Becky Cade
2014 - 2015	Noreen Welch – Presented by President Becky Cade
2013 - 2014	Diane Brenneman – Presented by President Noreen Welch
2012 - 2013	Becky Cade – Presented by President Noreen Welch
2011 - 2012	Sandy Byberg – Presented by President Noreen Welch
2010 - 2011	Lucille McGrath – Presented by President Noreen Welch

#### Outstanding Clubwoman:

2017 - 2018	Susan Rhew
2016 - 2017	Carole Warnecki
2015 - 2016	Joan Brady Stevens
2014 - 2015	Sandie Markland, Joan Brady Stevens & Carole Warnecki
2013 - 2014	Joanne Schoenfeld
2012 - 2013	Pam Verrone
2011 - 2012	Becky Cade, Laura Gilson & Jackie Shea
2010 - 2011	Dolores Hedgepeth & Pam Verrone

#### Outstanding New Clubwoman:

2017 - 2018	Terri Nelson
2016 - 2017	Beth Behrenhauser
2015 - 2016	Linda Wilson
2014 - 2015	Jennifer Schwartzberg & Amanda Hinote
2013 - 2014	Kay Vogelsang
2012 - 2013	Cate Gilbert
2011 - 2012	Joanne Schoenfeld
2010 - 2011	Becky Cade

#### Distinguished Service:

2017 - 2018	Jennifer Schwartzberg
2016 - 2017	Sandie Markland
2015 - 2016	Carole Warnecki
2014 - 2015	Joanne Schoenfeld
2013 - 2014	Diane Brenneman, Sandy Byberg, Becky Cade, Julia Haywood, Lucille McGrath, Beverly Parker, Joanne Schoenfeld & Jackie Shea
2012 - 2013	Becky Cade & Joanne Schoenfeld
2011 - 2012	Karyn Marra & Pam Verrone
2010 - 2011	Beverly Parker

**Clubwoman with Heart:**

2017 - 2018 Pam Lindner  
2016 - 2017 Linda DeFrancisco  
2015 - 2016 Sandy Byberg

**Special Projects:**

2017 - 2018 Cookbook Committee  
2016 - 2017 Spring Arbor Alzheimer Cottage Committee  
2015 - 2016 Pam Verrone & Barbara Carlomagno  
2014 - 2015 Lettie Baxter & Jackie Shea  
2013 - 2014 Bonny Sims  
2012 - 2013 Betty Corbin  
2011 - 2012 Wanda Baker, Brenda Bria, Becky Cade & Lucille McGrath  
2010 - 2011 Wanda Baker & Mary Ellen Holland

**Most Valuable Community Service Program:**

2017 - 2018 Public Issues  
2016 - 2017 International Outreach  
2015 - 2016 Education  
2014 - 2015 Home Life  
2013 - 2014 Arts  
2012 - 2013 Arts  
2011 - 2012 Arts  
2010 - 2011 Education

**Outstanding Community Service Program:**

2017 - 2018 Home Life  
2016 - 2017 Conservation

**Special Recognition:**

2017 - 2018 Spring Arbor Committee, Project Linus Committee  
2016 - 2017 Barbara Heinrich, Pam Lindner, Pat Oliver & Susan Rhew  
2015 - 2016 Jennifer Schwartzberg  
2014 - 2015 Lucille McGrath  
2013 - 2014 Karyn Marra  
2012 - 2013 Julia Haywood, Karyn Marra & Jackie Shea  
2011 - 2012 Diane Brenneman, Julia Haywood, Ann Lamb & Dolores Hedgepeth  
2010 - 2011 Julia Haywood, Ann Lamb & Karyn Marra

**Special Tribute:**

2017 - 2018 Sandie Markland  
2016 - 2017 Toni Dorn, Jean Pratt, Jennifer Schwartzberg & Linda Wilson  
2015 - 2016 Sandy Byberg & Beverly Parker  
2014 - 2015 Karyn Marra, Jean Pratt & Pamela Verrone  
2013 - 2014 Brenda Bria, Wanda Baker, Sandy Markland & Jean Pratt

**Membership Award:**

2017 - 2018 Linda Wilson, Pam Babiarz  
2016 - 2017 Joanne Schoenfeld

**Arts Festival Award:**

2017 - 2018 DiAnne McEwen (Best in Show)  
2016 - 2017 Brenda Hardbower

**Honorable Mention:**

2017 - 2018 Jean Pratt, Sandy Byberg, Lucille McGrath, Jean House, Carol Jackson, Pam Verrone  
2016 - 2017 Barbara Carlomagno, Cate Gilbert, Amanda Hinote & Jean House  
2015 - 2016 Ann Armstrong, Betsy Bennett, Cate Gilbert, Pam Lindner, Karyn Marra, Sandie Markland, Jean Pratt, Kay Vogelsang & Tanya Young  
2014 - 2015 Ann Armstrong, Wanda Baker, Diane Brenneman, Brenda Bria, Sandy Byberg, Cate Gilbert, Beverly Parker & Kay Vogelsang  
2012 - 2013 Brenda Bria, Sandy Byberg, Gail Forman, Ann Lamb & Della Williams  
2011 - 2012 Brenda Bria, Sandy Byberg, Gail Forman & Gladys Jenkins

**Achievement Award**

2017 – 2018 Paulette Whitehurst, Beverly Parker, Joanne Schoenfeld, Beth Behrenhauser, Toni Dorn, Joan Brady-Stevens

**Special Recognition – Honorary Club President:**

May 2014 Ann Lamb

**Special Recognition – 60 Years of Membership in the GFWC:**

October 2017 Ann Lamb

**Special Recognition – 25 Years of Membership**

May 2015 Mary Ellen Hawthorne

**ESO Reading Program Recognition:**

May 2016 Cate Gilbert, Jean Pratt, Jackie Shea & Noreen Welch  
May 2015 Jackie Shea & Noreen Welch

**Belk Days – Most Tickets Sold**

2017 – 2018 Pat Oliver, Diane Brenneman

## District Recognition - OBWC Members:

### District 9 LEADS Candidate:

2018 Susan Rhew  
2014 Becky Cade

### NC LEADS Candidate:

2018 Susan Rhew

### District 9 Outstanding Clubwoman of the Year:

2014 Joanne Schoenfeld – Awarded February 2015  
2013 Becky Cade – Awarded February 2014

### Most Valuable to the District President – Elizabeth City JWC Silver Cup:

Awarded in February 2017 to Becky Cade by District President Noreen Welch  
Awarded in February 2016 to Becky Cade by District President Sheila Tyler

## State Silver Award Recognition – OBWC Members:

### GFWC-NC District Vice President of the Year:

Awarded in April of 2017 to Joanne Schoenfeld  
By GFWC-NC President-Elect Ann Landis

GFWC-NC Clubwoman with Heart: Awarded in April of 2016 to Ann Lamb

GFWC-NC Clubwoman of the Year: Awarded in April of 2016 to Noreen Welch

## OBWC Club Awards & Recognition:

**COMMUNITY RECOGNITION:**  
Outer Banks Chamber of Commerce  
2017 Nonprofit of the Year Award

**GFWC-NC District 9**  
**ROSE BOWL SILVER AWARD - Outstanding Club**  
2017 – Awarded February 2018  
2016 – Awarded February 2017  
2015 – Awarded February 2016  
2014 – Awarded February 2015  
2013 – Awarded February 2014  
2012 – Awarded February 2013  
2011 – Awarded February 2012  
2010 – Awarded February 2011

**GFWC-NC:**

**For calendar year 2017**(Awarded at GFWC-NC Annual Convention – April 2018)

Winner - Club Brochure

Diamond Level Honor Club Award

NC LEADS Candidate – Susan Rhew

Helping Hands Award – Noreen Welch

**For calendar year 2016** (Awarded at GFWC-NC Annual Convention – April 2017)

Roll of Honor Club Award – Diamond Level

**For calendar year 2015** (Awarded at GFWC-NC Annual Convention – April 2016)

Winner – Communications and Public Relations Award – General Large Clubs

Winner – Junior Special Project Award – Advocates for Children – General Clubs

Runner-up – Yearbook Award – General Large Clubs

Roll of Honor Club Award

Certificate of Recognition – 10% or Greater Increase in Club Membership

Certificate of Recognition – GFWC Seasonal Recruitment Campaign – Spring, Fall and Winter for a total of 17 new members

**For calendar year 2014** (Awarded at GFWC-NC Annual Convention – April 2015)

Winner – Junior Special Project Award – Advocates for Children – General Clubs  
**Silver Oval Covered Bowl**

Winner – Yearbook Award – General Large Clubs – **Round Silver Tray**

Winner – Newsletter Award – General Medium Clubs – **Silver Bowl**

Runner-Up – Communication and Public Relations Award – General Large Clubs

Roll of Honor Club Award

Certificate of Recognition – GFWC Seasonal Recruitment Campaign – Fall & Winter

**For calendar year 2013** (Awarded at GFWC-NC Annual Convention – April 2014)

Winner – Newsletter Award – General Large Clubs – **Brenda P. Causby Sugar and  
Creamer Set**

Runner-Up – Junior Special Project Award – Advocates for Children – General Clubs

Roll of Honor Club Award

Certificate of Recognition – GFWC Seasonal Recruitment Campaign – Fall

**For calendar year 2012** (Awarded at GFWC-NC Annual Convention – April 2013)

Winner – President's and Director of Juniors' Special Project  
Feed the Future – General Clubs – **Helen H. Sutton Tray**

Runner-Up – Membership Brochure Award – General Large Clubs

Runner-Up – Newsletter Award – General Large Clubs

Roll of Honor Club Award

Certificate of Recognition – GFWC Season Recruitment Campaign – Fall

**For calendar year 2011** (Awarded at GFWC-NC Annual Convention – April 2012)

Runner-Up – Home Life Community Service Program – Large Clubs

Roll of Honor Club Award

Certificate of Recognition - GFWC Seasonal Recruitment Campaign for  
Membership – Sole of the Federation



# Outer Banks Woman's Club History

The Outer Banks Woman's Club was organized on February 10, 1971 with 63 members. The club received its charter at the NCFWC Convention in Wilmington on April 21, 1971.

The Outer Banks Woman's Club was the vision of three women, namely, Ann Lamb, Tanya Barkley and Margie White. At the time of this vision, Ann Lamb was a member of the Roanoke Island Woman's Club in Manteo and President of District 16 (later to become District 9). Ann sought the approval and blessing of the Roanoke Island Woman's Club to start a club here on the beach. The main reason was because of the lengthy drive to Manteo (remember this was in 1971 and the sidewalks were rolled up before dark).

Margie, Tanya and Ann perused the local phone book, extracting the names and addresses of the local women. Tanya Young (Barkley), Margie Parker (White) and Ann Lamb sent invitations to all listed in the telephone book with "441" numbers to an organizational meeting at the John Yancy Motel. Half of the invitations were mailed in Bob Young Real Estate envelopes and the rest in Joe Lamb Realty envelopes. Approximately 100 women attended the meeting.

At this first meeting, they explained the workings and function of a Woman's Club, formed various committees including one to write By-Laws and one to nominate officers of the club.

At the second meeting, the Officers were elected and By-Laws approved. Thus we had our first Outer Banks Woman's Club President – Mildred Hill. At this meeting, the club had its first speaker, Johnny Robbins, Principal of Kitty Hawk Elementary School. He spoke on the subject of "Teachers" and how hard it was to recruit them to this out of the way place, "The Outer Banks". As a result of his talk, the club women wrote a letter to the Dare County Commissioners asking them to give the teachers a stipend for agreeing to work on the Outer Banks. The Commissioners voted on the clubs recommendation and the teachers received the stipend.

The first year of the clubs existence, everyone was very busy:

- Held the first annual fashion show and dance, which was their first fundraising event
- Held the first annual "Clean up the Beach Day" in partnership with the NC Beach Buggy Association
- Prepared and served lunch to a group of mentally-challenged children from Elizabeth City
- Hosted a Marine Science luncheon at the Carolinian Hotel with Governor Scott speaking to them via television
- Hosted a tea for Dare County author Nell Wise Wechter at the Library

- Donated \$25.00 to the Manteo Booster's Club
- Three club members attended the Southeast Council Meeting held in Asheville
- Voted to give a book to the Dare County Library
- Launched their September Meeting with a dinner at the Seafare Restaurant
- Conducted a volunteer program at Kitty Hawk Elementary School with members volunteering three hours a week to the project
- Held a barn dance and donated the proceeds of \$150.00 to the NC State Zoo
- Sent 58 Christmas gifts to the Caswell Center in Kinston, NC
- Collected a Thanksgiving basket for a needy family
- Held an orientation meeting at the Carolinian Hotel for new members
- And last, but not least, five members attended the district meeting, with their nominee for "The Most Outstanding Clubwoman of the Year", Margie White, receiving the Bryant Citizenship Award, and receiving first place in the district competition for their yearbook.
- The Outer Banks Woman's Club members traveled to Richmond on a shopping trip, having lunch at Miller and Rhodes, and stopping in Williamsburg on the way back to shop some more. In addition, Louisa Dollard organized a week's trip, for the members and their guests, to travel to London, England where they were given a luncheon by the Woman's Club of London.

**This was the "Beginning" of the Outer Banks Woman's Club and as club women, we continue to embrace those lofty "themes", begun so many years ago, of community service, fundraising, volunteering, supporting and giving back to the community.**

# Outer Banks Woman's Club Past Presidents

\*Denotes Charter Members

1971	Mildred Hill*	1991	Medora Kaltenbach
1972	M. Hill*, Tanya Barkley*	1992	Medora Kaltenbach
1973	Tanya Barkley* (Young)	1993	Mary Ann Johnson
1974	Susie Stoutenburg*	1994	Mary Ann Johnson
1975	Maxine Rhodes*	1995	Joyce Atkins
1976	Mary Pool	1996	Joyce Atkins
1977	Gwen White	1997-98	Mary Ellen Hawthorne
1978	Gwen White	1998-99	Susan Bourne
1979	Joyce Stone*	1999-00	Susan Bourne
1980	Linda Luhouse	2000-01	Julia Haywood
1981	Linda Luhouse	2001-02	Julia Haywood
1982	Bobbie Cowan	2002-03	Julia Haywood
1983	Lurana Cowan	2003-04	Julia Haywood
1984	Lurana Cowan	2004-06	Florence Hoy
1985	Jeannie Breaux	2006-08	Lucille McGrath
1986	Susan Archbell	2008-10	Lucille McGrath
1987	Julia Haywood	2010-12	Noreen Welch
1988	Julia Haywood	2012-14	Noreen Welch
1989	Julia Haywood	2014-16	Becky Cade
1990	Jennifer Hughes	2016-18	Becky Cade

## GFWC Honorary Life Memberships

*Sybil Ahearn – 1993*

*Joyce Atkins – 2001*

*Julia Haywood – 2001*

*Ann Lamb – 1980*

*Susie Stoutenburg – 1986*

*Gwen White – 1980*

## OBWC Years of GFWC Service Pins

**Awarded in 2017-2018:**

### 5 Years:

Jackie Shea – 9 years

Dolores Hedgepeth – 8 years

Becky Cade – 7 years

Carol Jackson – 7 years

Jean Pratt – 6 years

Joanne Schoenfeld – 6 years

Ann Armstrong – 5 years

Carole Warnecki – 5 years

Sandie Markland – 5 years

### 10 Years:

Sandy Byberg – 14 years

Noreen Welch – 14 years

Beverly Parker – 13 years

Diane Brenneman – 12 years

Pam Verrone – 10 years

### 15 Years:

Lucille McGrath – 17 years

Jean House – 16 years

Lettie Baxter – 15 years

Noreen Welch – 15 years

### 20 Years:

Barbara Franchi – 20 years

Pins previously awarded to: Mary Ellen Hawthorne – 25 years & Ann Lamb – 50 years

# *PROCEDURES OF THE OUTER BANKS WOMAN'S CLUB (OBWC)*

## **DUTIES OF OFFICERS:**

### **The President shall:**

- Preside over all OBWC General and Executive Board Meetings, using a written agenda.
- Call special meetings of the OBWC at her discretion, or if requested by three (3) members.
- Represent the OBWC at all regular, district, state and national meetings, if possible.
- Establish and maintain a working relationship with her District President.
- Declare the results of elections and notify GFWC-NC when any change of officers occurs.
- Select an OBWC member to fill each of the following appointed positions: Chaplain, Historian, Newsletter Editor, Parliamentarian, Publicity, Yearbook, and oversight of the GFWC-NC President's and Junior Director's Special Projects. Other appointed positions may be added as needed.
- Appoint all standing committee chairs of the OBWC and specify their duties (with the exception of the Budget, CSP, Fundraising, Membership, Nominating and Scholarship Committees).
- Be an ex-officio member of the standing committees (with the exception of the Nominating Committee), and attend as many committee meetings as possible.
- Provide the newsletter editor(s) with a monthly guideline of articles to be submitted that pertain to OBWC, district, state and international news. Review and approve the completed newsletter prior to its distribution by the Newsletter Editor or her designee.
- Schedule and host an annual planning meeting between mid-May and mid-August. Promote programs that will benefit members by continuing quality programs. Identify programs that members are no longer supporting. Seek Executive Board evaluation in order to reach a consensus regarding whether to continue any programs in question.
- Approve all bills prior to payment. Unbudgeted expenses must be approved by the Executive Board.
- Open and review all incoming mail, or designate the responsibility to other OBWC members. The OBWC maintains a post office box in the Kill Devil Hills, NC Post Office, (P.O. Box 102).
- Review a copy of the monthly reconciled bank statement, sign and return it to the Treasurer for filing in the OBWC Financial Book.
- Maintain a file of all OBWC Financial Reports prepared and submitted by the Treasurer.
- Maintain the OBWC checkbook and bank accounts in the absence of the Treasurer.
- Review all board and general meeting minutes prior to their distribution.
- Maintain a written inventory of all OBWC-owned property. (Items not in use are to be stored in the leased OBWC Storage Unit, located in Powell's Point, NC.) Designate the members who will be given access to the storage unit.
- Direct the initiation of the process to elect the Nominating Committee, following the procedure outlined in the OBWC Bylaws, Section V and the CSP Chair Responsibilities.
- Direct the Corresponding Secretary to mail appropriate cards to members to acknowledge life events such as: illness, death of a family member, thinking of you, etc.
- Submit the GFWC-NC Statistical (CP&S) Report, Club Roster, State and District dues by the designated deadlines.

**The First Vice President shall:**

- Perform the duties of the OBWC President in her absence, and shall assume the Presidency should that office become vacant.
- Serve as Chair of the Membership Committee and familiarize herself with the membership requirements outlined in the OBWC Bylaws, Article IV.
- Be responsible for organizing and hosting periodic "Meet and Greets" to introduce prospective new members to the purpose of the GFWC, and to provide information regarding OBWC programs and activities.
- Acknowledge all prospective members and guests attending an OBWC General Meeting.
- Make follow-up contact with all prospective members, and offer applications for membership after they attend their first OBWC-hosted meeting.
- Present submitted applications for membership to the Executive Board for consideration, and notify candidates of their acceptance into membership by the Executive Board.
- Maintain a record of all membership applications and submit required reports to GFWC-NC.
- Be responsible for holding orientation meetings and inducting new members.
- Assign each new member a club "mentor", who will assist her in transition into active OBWC membership.
- Maintain and circulate an OBWC membership information brochure.
- Distribute all pertinent GFWC and GFWC-NC membership information received.
- Submit a membership report by the designated deadline to the newsletter editor.
- Collect annual dues during the month of September.
- Collect new member dues as members join the OBWC. Members joining September through February pay the full year annual dues rate. Members joining March through August pay the one-half year annual dues rate.
- Contact members who fail to pay their dues to determine if the members intend to renew.
- Maintain a roster of all OBWC members with their names, addresses, telephone numbers, email addresses and other pertinent information.
- Maintain membership attendance records for all General OBWC Meetings.
- Periodically review each member's participation to confirm active membership in the OBWC, as outlined in the OBWC Bylaws.
- Contact members who are no longer participating in OBWC activities in order to provide encouragement and support membership retention.

**The Second Vice President shall:**

- Perform the duties of the President in the absence of the President and the First Vice President.
- Serve as Chair of the Community Service Program (CSP) Advisory Board.
- Hold an orientation in even-numbered calendar years for the newly-appointed six (6) OBWC Community Service Program Chairs, and provide them with a written guideline of their duties.
- Hold at least one meeting per year prior to the August Board Meeting with the CSP Advisory Board.
- Be responsible for distributing, collecting and tabulating OBWC Volunteer Hours and Project/Program Reporting Forms.
- Submit a report by the designated deadline to the newsletter editor.
- Serve as a member of the Reporting Committee by compiling all end-of-year data obtained from Personal Volunteer Hours, CSP and Special Project Chairs.

- Make recommendations to the Executive Board for any amendments to the forms used to record OBWC Volunteer Hours, based on the records from past member participation.

**The Third Vice President shall:**

- Perform the duties of the President in the absence of the President, First Vice President and Second Vice President.
- Serve as Chair of the Fundraising Committee.
- Promote all Executive Board-Approved OBWC Fundraising Projects, appointing chairs as needed to oversee the various fundraising projects.
- Submit a fundraising report by the designated deadline to the newsletter editor.
- Serve as a member of the Budget Committee to assist in the preparation of the OBWC's fiscal year operating budget.

**The Treasurer shall:**

- Serve as Chair of the Budget Committee (consisting of the OBWC President and Third Vice President) and appoint up to three (3) additional committee members at her discretion.
- Oversee the OBWC Budget Committee preparation of the current fiscal year budget in July.
- Present the proposed fiscal year budget during the August Executive Board Meeting in order to obtain Board approval.
- Present the board-approved fiscal year budget during the September General Meeting in order to obtain membership acceptance.
- Ensure that all bank account signature cards are up to date.
- Maintain the OBWC checkbooks and bank accounts. During any extended absence of the Treasurer, the OBWC President shall assume this responsibility.
- Reconcile the monthly bank statement and present a copy of the reconciled monthly bank statement to the President for her review and initials.
- Record and deposit all incoming monies within five (5) business days of receipt.
- Pay all bills as budgeted, and pay unbudgeted bills only after receiving Executive Board approval.
- File appropriate federal tax forms with the IRS and sales tax payments and documentation to the State of NC.
- Renew the OBWC NC Solicitation License annually.
- Maintain all OBWC Financial Records in a computerized file, protected by an electronic backup system.
- Provide a monthly Treasurer's Report to the President for member distribution and review.
- Maintain all financial records in the OBWC Financial Report Book, which includes:
  - Monthly Consolidated Income and Expense Reports
  - Arts and Crafts Events' Income and Expense Reports
  - Reconciled Monthly Bank Statements (after President's review)
  - Quarterly year-to-date profit and loss statements
  - Fiscal year summary of OBWC Disbursements
  - Purchase receipts and invoices
  - Results of financial reviews conducted
- Submit a calendar year-end Financial Report to the Reporting Committee in January for preparation of GFWC-NC end-of-year reports.

- Schedule a financial review by a qualified, outside entity in July of even years, or when a new Treasurer is elected, for the review of the last two fiscal years. Present the findings to the Executive Board during the August Board Meeting, and to the membership during the September General Meeting.

**The Recording Secretary shall:**

- Maintain the minutes of all Board, General and Special meetings of the OBWC, and be prepared to report during all regularly-scheduled meetings.
- Provide a draft copy of all meeting minutes to the OBWC President for preliminary review.
- Ensure all finalized meeting minutes are distributed to the appropriate members.

**The Corresponding Secretary shall:**

- Be responsible for overseeing all written correspondence of the OBWC.
- Communicate with the Caswell Center and with its OBWC-sponsored resident, providing periodic monetary and in-kind gifts as budgeted.
- Send notes of appreciation, as appropriate, to thank donors or others supporting the OBWC.
- Prepare and mail appropriate cards to members or their families, as directed by the OBWC President. (Thinking of You, Get Well, Sympathy, etc.)
- Submit a correspondence report by the designated deadline to the newsletter editor.

**The Ex-Officio President shall:**

- Serve as a consultant to the President and be a voting member of the Executive Board.

**The Parliamentarian shall:**

- Serve as an appointed, non-voting, impartial consultant to the President regarding established rules of order and the proper procedures for the conduct of meetings.
- Reference *Robert's Rules of Order, Newly Revised* for guidance.
- Ensure that all OBWC Meetings follow proper parliamentary procedure and that the OBWC directives are adhered to as outlined in the OBWC's Bylaws and Procedures. The Parliamentarian provides advice, however all final rulings are made by the President. Although the Parliamentarian may participate in Executive Board Meeting discussions, she is not permitted to make motions, second motions or vote on matters discussed during meetings of the Executive Board. She is permitted to vote on matters brought before the membership as a voting club member during OBWC General Meetings.



## **STANDING COMMITTEES**

**Awards Committee:** Consists of two (2) members who assist the OBWC President in regard to the selection of OBWC members to be recognized for outstanding service during the May Awards Dinner.

### **Budget Committee:**

- Consists of the Treasurer serving as chair, the OBWC President, the Third Vice President and up to three (3) additional members appointed at the discretion of the Treasurer.
- Prepares a proposed fiscal year operating budget for presentation at the August Executive Board meeting, and presents the board-approved budget at the September General Meeting for membership acceptance.

### **Bylaws Committee:**

- Ensures member compliance with OBWC Bylaws, and reports any compliance concerns to the appropriate member(s) for assistance with determining a resolution.
- Consists of two (2) members and the OBWC President that perform periodic review and recommendation of bylaw amendments to the Executive Board in order to reflect current practice.
- Emails the Executive Board-recommended proposed amendments to the newsletter editor for publication in the next OBWC Newsletter.
- One month following membership review of the published proposals, presents the Executive Board-approved revisions during the general meeting for membership approval.

### **Communications and Publicity Committee:**

- Consists of the OBWC President, First Vice President, Second Vice President, Third Vice President, Website and Social Media Administrators; Newsletter and Handbook Editors, Publicity Coordinator, and other interested club members.
- Responsible for disseminating information to club members and the community in a variety of ways such as press releases, emails, website, social media, handbook, and other communication tools.

### **Community Service Program (CSP) Advisory Board:**

- Consists of the Second Vice President serving as Chair, and the six (6) elected CSP Chairs of: Arts, Conservation, Education, Home Life, Public Issues and International Outreach.
- The advisory board shall meet prior to the August Executive Board meeting to review and become familiar with the CSP Chair guidelines and expectations, and to verify the calendar month in which their CSP will be responsible for hosting the OBWC General Meeting Program.

### **Fundraising Committee:**

- Consists of the Third Vice President as Chair, along with members who promote the various approved fundraising efforts throughout the year.
- This committee may discuss and recommend changes regarding the fundraising projects to the Executive Board.

**Long-Range Planning Committee:**

- Considers how the OBWC may best serve the community in relation to the community's changing needs. Includes the Third Vice President and at least two additional members.
- Evaluates current projects and fundraisers to determine recommendations for either continuance or replacement with new projects and fundraisers in the future.

**Membership Committee:** Consists of the First Vice President as Chair, along with additional members appointed at her discretion, who promote both recruitment and retention of members.

**Nominating Committee:**

- Consists of three (3) members elected by the membership during the March General meeting of even-numbered calendar years. Refer to the OBWC Bylaws, Section V for further details. This committee is responsible for identifying members who agree to fill the slate of officers, CSP Chairs and Co-Chairs for election every two years.
- This committee is responsible for filling any vacancies of these positions that may arise during their two-year term.

**Procedures Review Committee:**

- Consists of two (2) members to serve at the discretion of the president, and assist the president regarding review and update of the OBWC Procedures and Duties, ensuring that all areas are in agreement with OBWC Bylaws and reflect current practice.
- All amendments to the *Procedures of the Outer Banks Woman's Club* are subject to Executive Board review and approval prior to being implemented.

**Reporting Committee:**

- Consists of the President, Second Vice President and two (2) additional members.
- Will be supplied with all reporting information from the Second Vice President, who compiles information received from the members, CSP and Special Project Chairs.
- Will be supplied with all end-of-year financial reports from the Treasurer.
- Compiles all OBWC program and project report data on spread sheets.
- Determines which projects will be submitted to GFWC-NC and District 9 for awards. Completes these entries using the computerized forms provided, and submits the entries prior to the announced deadlines according to district and state guidelines.
- Assists the President to ensure completion of the GFWC-NC Remittance Form and the updated Membership Roster due to GFWC-NC by December 31<sup>st</sup> of each year. (Included in this mailing is an OBWC check for the appropriate amount of monies for both club member state dues and for required donations in order to maintain GFWC-NC Honor Club status.)
- Assists the President to ensure the submission of membership dues to District 9, per guidelines provided, by December 31<sup>st</sup> of each year.
- Maintains copies and appropriate records of all reports submitted.

**Social Committee:** Organizes any planned social events and celebrations; may plan periodic field trips. Duties may include researching venues for events or meetings, meal or refreshment planning, decorating, and suggesting fun "ice-breaker" activities.

### **Scholarship Committee:**

- Consists of the Education CSP members.
- The committee chair may be the Education CSP Chair, or her designee.
- Prepares, promotes, distributes and reviews applications for the Sallie Southall Cotten Scholarship (SSCS) and the Julia Haywood Scholarship (JHS).
- Selects members to evaluate and judge entries for the SSCS and the JHS.
- Communicates with College of the Albemarle (COA) Manteo Campus regarding the Lurana Cowen Scholarship applicants, obtaining the name and contact information of the COA-selected recipient and verifying that all requirements are met prior to distribution of funds.
- Notifies all of the winning scholarship recipients.
- Completes and submits all required paperwork to the appropriate parties.
- Ensures that the OBWC winner of the SSCS is registered to attend the GFWC-NC District 9 Arts Festival to compete at the district level for additional funds. Registration is also arranged for any family members who wish to accompany the OBWC winner to this event, with all registration fees covered by OBWC. Should the OBWC winner be awarded the District 9 SSC Scholarship, arrangements are made for the candidate and family members to be registered to attend the State Arts Festival to compete for additional funds, with all registrations, event lunches, and overnight accommodations paid for by the OBWC.

### ***AMENDMENT of Procedures of the Outer Banks Woman's Club***

- This document may be amended by a majority vote of the Executive Board members, with the proposed amendment(s) having been presented in writing for their review prior to a motion to approve.
- Once the document has been amended, updated copies shall be provided to the membership.
- Amendments to the procedures shall not be in conflict with the OBWC Bylaws.

## Community Service Program (CSP) Chair Responsibilities:

### **Prior to the General Meeting that your CSP is hosting:**

Schedule and host at least one CSP planning meeting per year with committee members. The OBWC President is also invited as an ex-officio member of each CSP committee.

If desired, research for availability of a potential guest speaker may be conducted prior to the CSP planning meeting. A tentative commitment may be arranged, with the understanding that final confirmation will be determined by member consensus during the upcoming CSP planning meeting.

During the CSP planning meeting, attendees will discuss and evaluate current and potential programs and activities, in accordance with GFWC-NC guidelines and suggested topics. This includes avoiding topics that could possibly be interpreted as being in conflict with the Federation's policies of being non-denominational and non-partisan. Nonprofit status also limits the club's ability to lobby on behalf of a politically-connected cause.

Following attendee consensus regarding selection of a program topic, ensure that an appropriate guest speaker, who agrees to provide approximately 20 minutes of information, is confirmed.

Designate a CSP member to lead the Inspiration, Pledge of Allegiance, and the Salute to the Flag of North Carolina. Notify the OBWC President in advance so that their names can be included on the meeting agenda.

Ensure that an email that recaps the key points covered in CSP planning meetings is sent to the entire committee so that all members are kept in the loop. Please copy the Second Vice-President and President with the email meeting recap.

### **Meeting night reminders:**

- Check to be certain that the US and NC flags will be available and are in place in the meeting room.
- Arrange to have a CSP member who will greet the guest speaker upon his or her arrival. Offer set-up assistance and refreshments to the guest speaker.
- Prepare and deliver an introduction of the guest speaker.
- Arrange to have an appreciation gift or monetary honorarium up to \$30 per speaker to present at the conclusion of the presentation.
- Keep track of the time, and be prepared to signal the speaker to close when the allotted time has elapsed. Present the appreciation gift or monetary honorarium to the speaker at the close of the presentation.

### **Additional CSP Duties:**

The Second Vice President will provide each CSP Chair with a Reporting Worksheet that will be used to record data for end-of-year reports. Required data includes the number of members participating (in attendance) and the number of hours spent participating, including data from planning meetings held during the calendar year.

Each CSP Chair is responsible to ensure that her committee nominates one OBWC member as a candidate to appear on the ballot for selection of the OBWC Nominating Committee, elected during the March General Meeting of even-numbered calendar year.

# BYLAWS OF THE OUTER BANKS WOMAN'S CLUB

## ARTICLE I: NAME

This organization shall be known as the **OUTER BANKS WOMAN'S CLUB (OBWC)**. It shall be a member of the General Federation of Women's Clubs, Inc. (GFWC) and the General Federation of Women's Clubs of North Carolina, Inc. (GFWC-NC).

## ARTICLE II: PURPOSE

**Section 1:** To promote the civic, cultural, education, environmental and social betterment of the community and to increase public awareness of the OBWC volunteer and charitable efforts.

**Section 2:** No part of the net earnings of the OBWC shall inure to the benefit of its members, officers, volunteers or any individual. The OBWC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes of the organization.

**Section 3:** The OBWC shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

**Section 4:** The OBWC is organized exclusively for philanthropic and educational purposes. The OBWC shall carry on only activities permitted by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any future United States Internal Revenue Laws.

## ARTICLE III: GENERAL MEETINGS

**Section 1:** The club fiscal year shall begin on the first day of July and end on the thirtieth day of June.

**Section 2:** General membership meetings shall be held on the second Wednesday of each month (September through May) at 7:00 p.m. unless otherwise indicated and communicated to the members. The OBWC shall not hold regularly-scheduled general meetings in June, July or August.

**Section 3:** The majority of the membership present and voting shall constitute a quorum.

## ARTICLE IV: MEMBERSHIP

**Section 1:** The OBWC shall be composed of women who live in the vicinity of the Outer Banks. They agree to subscribe to the bylaws of the OBWC, pay annual dues and participate in club activities. They have the exclusive right as dues-paying members to participate in OBWC-sponsored volunteer projects, events and activities.

**Section 2:** Annual dues are payable in September. The First Vice President shall notify members whose dues are unpaid after the September General Meeting. A member who has not paid her dues by the first day of October shall no longer be a member of the OBWC, and may no longer participate in OBWC-sponsored activities or represent the OBWC in its volunteer projects. (Note: Deadline for dues was extended by Executive Board for 2018-2019 due to possible weather-related hardships incurred by club members.)

**Section 3:** Candidates for membership must attend at least one (1) and no more than three (3) general monthly meetings or a meet and greet as a guest, be sponsored by an active member, submit an application, and attend an orientation. Once the appropriate amount of dues are paid and the membership application is approved by the Executive Board, the candidate will attain full membership status. A formal induction ceremony will be held at a future general meeting. Candidates for membership are not eligible to represent the OBWC by participating in volunteer projects until after they have attained full membership status.

**Section 4:** Membership designations are "active", "inactive" and "honorary life". These shall be determined by the Membership Committee and the Executive Board.

**Section 5:** Requirements to maintain "active" membership include the following: A. Join at least one (1) Community Service Program; B. Attend at least one (1) Community Service Program meeting; and C. Actively participate in at least one (1) OBWC project. Regular meeting attendance is encouraged.

**Section 6:** Any member may request, in writing, that her membership be designated as “inactive” membership with the OBWC for a period not to exceed one (1) year. Inactive members shall receive the club newsletters during this time period. An inactive member shall not be required to participate in club projects or attend club meetings, but may do so, and shall continue to pay club dues.

**Section 7:** “Honorary life” membership is bestowed upon a member who has shown outstanding service to OBWC as recommended to the membership by the Executive Board. This is a GFWC-NC Special Designation. A specified donation is provided to the state federation and this honor is granted. Honorary life members shall not be required to participate in club projects or attend club meetings, but may do so. They no longer pay annual club dues.

**Section 8:** Any person desiring to transfer from another federated club to the OBWC shall fulfill the membership qualifications and present a letter requesting transfer from her current club. The letter shall be presented to the Membership Committee for their recommendation to the Executive Board.

**Section 9:** Any OBWC member desiring to transfer to another federated club shall request a letter of transfer from the Membership Committee.

**Section 10:** Any member wishing to formally withdraw from the OBWC shall make a written request to the Membership Committee.

**Section 11:** Any individual who has been removed from membership in the OBWC shall not be eligible to be reinstated for a minimum of one (1) year. Reinstatement of membership shall be approved or denied by the Executive Board upon the recommendation of the Membership Committee.

## **ARTICLE V: ELECTIONS**

**Section 1:** In February of even-numbered calendar years, the OBWC President shall direct each Chair of the six (6) Community Service Programs to nominate one (1) OBWC member to be a candidate for the Nominating Committee. Committee members shall serve a two-year term and are not permitted to serve consecutive terms. Each candidate must be willing to serve, and only accept one CSP Chair’s nomination. Once a candidate meets these requirements, her name is provided to the Corresponding Secretary, who will prepare paper ballots listing the names of the six (6) candidates, in preparation for holding an election during the March General Meeting. A Nominating Committee consisting of three (3) OBWC members shall be elected by written, secret ballot. The candidate receiving the most votes shall serve as the Nominating Committee Chair.

**Section 2:** The Nominating Committee shall present a slate of officers to the membership at the April General Meeting. Additional nominations made from the floor, with the acceptance of the nominee(s), will be included at that time. Election may be declared by acclamation when there is only one (1) nominee per office. In the event there is more than one (1) nominee per office, election shall be conducted by written, secret ballot.

**Section 3:** The incoming President shall have served a minimum of one (1) term as an OBWC-elected officer.

**Section 4:** Incoming OBWC Officers shall have been active members of the OBWC for a minimum of one (1) year immediately prior to nomination in order to be eligible to fill an officer position.

**Section 5:** The Nominating Committee shall fill Executive Board, CSP Chair and Co-Chair vacancies with the exception of the President. The First Vice President shall assume the duties of the President should that office become vacant.

## **ARTICLE VI: OFFICERS**

**Section 1:** The seven (7) officers of the OBWC shall be President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

**Section 2:** The officers shall be elected for a two-year term during the April General Meeting of even-numbered calendar years.

**Section 3:** Officers shall serve no more than two (2) consecutive, two-year terms in the same capacity.

**Section 4:** Officers shall be installed during the May General Meeting of even-numbered calendar years and assume office immediately upon installation.

#### **ARTICLE VII: EXECUTIVE BOARD**

**Section 1:** There shall be an Executive Board composed of the seven (7) elected officers and the Immediate-Past President. An appointed Parliamentarian will serve as a non-voting consultant. When appropriate, non-voting representative(s) may be invited to attend a board meeting at the discretion of the President.

**Section 2:** The Executive Board shall meet monthly from August through November and January through April.

**Section 3:** A quorum of four (4) members of the Executive Board shall be necessary at all board meetings in order for official business to be conducted.

**Section 4:** The Executive Board shall have the responsibility for the affairs of the OBWC between general meetings, except in matters regarding the modification of actions previously taken by the club. The Executive Board shall be subject to the directives of the OBWC and none of its acts shall conflict with action taken by the club.

**Section 5:** Urgent OBWC matters may be addressed by the Executive Board via email or conference call, with the resolution presented during the next Executive Board meeting and recorded in the meeting minutes.

#### **ARTICLE VIII: COMMUNITY SERVICE PROGRAM ADVISORY GROUP**

**Section 1:** This advisory group shall consist of the Second Vice President serving as the Advisory Group Chair and the twelve (12) Community Service Program Chairs and Co-Chairs. The Second Vice President shall call a meeting of this advisory group at least once per year prior to the August Executive Board Meeting.

**Section 2:** This advisory group shall serve as liaison between the membership and the Executive Board and coordinate the work of the Community Service Program Chairs and Co-Chairs.

**Section 3:** No finance projects shall be initiated within Community Service Programs without prior approval of the Executive Board.

#### **ARTICLE IX: COMMITTEES**

The OBWC may maintain such Community Service Programs, Standing Committees and Ad-Hoc Committees as shall be deemed necessary to carry out the work of the club.

#### **ARTICLE X: FINANCIAL**

**Section 1:** The fiscal year shall begin on the first day of July and end on the thirtieth day of June. A budget for the club shall be prepared at the beginning of each fiscal year.

**Section 2:** A proposed budget shall be presented to the Executive Board for approval during the August Executive Board Meeting.

**Section 3:** The Executive Board-approved budget shall be presented to the membership in writing before being voted upon for acceptance by the general membership during the September General Meeting.

**Section 4:** The Executive Board shall approve or deny all unbudgeted monetary requests. Expenditures or disbursements must receive such prior approval.

**Section 5:** A review of the OBWC financial records by a qualified, outside party shall be performed at the conclusion of each even-numbered fiscal year, or when a new Treasurer is elected. The results will be available for presentation during the next scheduled Executive Board Meeting and the next scheduled General Meeting.

**Section 6:** Officers with signature authority on OBWC bank accounts shall be the Treasurer, President and Third Vice President.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The rules contained in *Roberts Rules of Order Newly Revised* shall govern all meetings of the OBWC.

## **Article XII: DISSOLUTION OF ASSETS**

**Section 1:** In the event of the dissolution of the OBWC, the residual assets of the organization will be turned over to one or more organizations with similar purposes which are exempt as organizations described in Section 501(c) (3) of the Internal Revenue Code of 1986, or by a corresponding provision of any future United States Internal Revenue Law, after all debts are paid.

**Section 2:** Monetary assets shall be disbursed within Dare County by the Outer Banks Community Foundation in accordance with any written recommendations made by the OBWC.

**Section 3:** All OBWC-owned, silver award pieces shall be donated to the GFWC-NC.

## **Article XIII: LEGAL CLAIMS**

All legal claims against the OBWC must be settled through arbitration or mediation.

## **ARTICLE XIV: AMENDMENTS**

**Section 1:** Proposed amendments to these bylaws shall be presented by the Bylaws Committee to the Executive Board for their preliminary review. The Executive Board shall have authority, by majority vote, to amend proposals prior to their presentation to the membership.

**Section 2:** These bylaws may be amended during a general meeting by a two-thirds (2/3rds) majority vote provided that the proposed bylaw amendments are made available to the membership in writing one (1) month in advance for their review and consideration.



# The Clubwoman's Hymn

With joy we meet, each friend to greet,  
From mountain and from sea;  
Hand clasped in hand, as one we stand,  
In Faith and Loyalty.

We love our work, no task we shirk.  
We serve where needs are found;  
A good deed done, is for each one,  
To make more joy abound.

Afire with zeal, we seek the weal,  
Of nation, state and home;  
That all may share,  
In our welfare, and none be forced to roam.

Always we seek, to lift the weak,  
To help the strong grow wise.  
To fill our hearts with love and peace,  
That we with them may rise.

Let Carolina Womanhood  
Arise in all its might,  
With purpose strong, to right the wrong,  
And make earth's pathway bright.

God guide us in our work and play.  
God keep us brave and true,  
Our efforts blessed, and bring success,  
To all we strive to do.

**Words by Sallie Southall Cotten**

**Music by Ethel Abbott**

# **Our Pledge and Salute for each General Meeting**

## **United States of America**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with Liberty and Justice for all.



## **North Carolina**

I salute the flag of North Carolina and pledge to the Old North State love, loyalty and faith.

