



# MEMBERSHIP

## ADVANCEMENT GUIDE

 Visit [www.GFWC.org/membership/club-manual/](http://www.GFWC.org/membership/club-manual/) for updates and more information.

# A PROUD PAST. A PROMISING FUTURE.

The General Federation of Women’s Clubs is proudly represented in thousands of communities around the world by dedicated volunteers, working to better the lives of our neighbors, make towns safer and more beautiful, and extend the hand of friendship to individuals near and far. We are women of diverse talents, interests, and backgrounds—mothers and daughters, business and community leaders, students and teachers, professionals and retirees, homemakers and corporate executives—united by a dedication to community improvement through volunteer service.

GFWC is a network of support for the nearly 100,000 clubwomen volunteering on local, state, and national levels. Working together, they constitute a powerful, service-oriented organization that provides personal enrichment, leadership opportunities, and many other benefits to its members. GFWC provides the resources and support to help you and your club better serve your community.

The General Federation of Women’s Clubs unites the best and brightest of today’s women into a strong coalition that promotes community improvement through volunteer service. The many benefits of belonging to GFWC include:

- “STRENGTH IN UNITY.” GFWC members gain a stronger voice in shaping public issues through the combined efforts of women serving at the club, district, state, region, and national levels.
- SUPPORT AND ENCOURAGEMENT. GFWC offers members a network of women with similar interests and concerns. Fun, fellowship, and lasting friendships are a big part of the GFWC experience.
- LEADERSHIP TRAINING AND PROFESSIONAL DEVELOPMENT. Knowledge and experience gained through GFWC volunteer training and community service can help open career doors, enhance a resume, obtain academic credit, or build a new business.
- A VARIED VOLUNTEER MENU. GFWC offers many national resources to help clubs plan and create community service projects in the diverse areas of Arts, Education, Conservation, Home Life, International Outreach and Public Issues. GFWC also supports special projects that raise awareness about domestic violence prevention and advocates for children.
- HEALTH AND HAPPINESS. Studies show that the personal satisfaction that comes from making a positive difference in their communities helps volunteers to live longer, function better, and have lower rates of depression.



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**MARKETING GFWC MEMBERSHIP**

The more you TELL, the more you SELL, so tell the benefits of GFWC membership whenever you can. Assure a prospective member that her experience will be rewarding, challenging, and stimulating. Bring GFWC and club promotional materials to all projects and events. Promote membership by wearing GFWC emblematic apparel, pins, and buttons.

**DEVELOP AN “ELEVATOR SPEECH”**

An “elevator speech” is a brief personal statement about something that is meaningful to you, which can be presented in about 30 seconds—the length of the average elevator ride. Chance encounters at grocery stores, coffee shops, community events, and social gatherings are often great opportunities to share your enthusiasm for GFWC with a potential member. But you have to be prepared. Even if you have more time, boiling down your passion for GFWC to just a sentence or two is a great way to think about the value of your membership.

**SAMPLE ELEVATOR SPEECHES:**

*I am a member of the General Federation of Women’s Clubs, one of the largest women’s volunteer organizations in the world. We are committed to the betterment of our communities through volunteerism and the empowerment of women. GFWC volunteers find joy in living and giving. Here, let me give you one of our cards.*

*GFWC is the General Federation of Women’s Clubs, one of the oldest volunteer women’s organizations in the world dedicated to service in our communities, state, nationally, and internationally. Our motto is “Unity in Diversity.” We do what needs to be done in our communities. Our national emphasis is Domestic Violence Awareness and Prevention. Would you like to learn more? Here is an informational GFWC tri-fold and my card. May I have your card? I will contact you with information on our next event.*

*Thanks for asking about my GFWC pin. We are a service organization of women who serve our communities. I have a tri-fold about GFWC—the General Federation of Women’s Clubs—that I’d like to share with you. You can also go to [www.GFWC.org](http://www.GFWC.org) for more information. Have a great day!*

*This is GFWC—the General Federation of Women’s Clubs. We are one of the world’s largest non-profit volunteer organizations for women who work to improve communities. Would you be interested in joining us?  
 [Then hand them the GFWC tri-fold with contact information.]*



**PROMOTE THE VALUE OF GFWC**

Do you realize that your annual GFWC membership dues are just \$15 a year? Many people spend that much for coffee in a week! Your dues provide you with:

*GFWC Club Manual* contains resources and project ideas for local GFWC clubs, including:

- GFWC Advancement Guides contain information and resources for successful projects in the areas of Communications and Public Relations, Fundraising, Leadership, Legislation and Public Policy, Membership, and the Women’s History and Resource Center.
- Community Service Programs offer tools for developing and executing action plans to create amazing and effective club projects in Arts, Conservation, Education, Home Life, International Outreach, and Public Issues; and our two special focus areas—GFWC Signature Project: Domestic Violence Awareness and Prevention and the Juniors’ Special Project: Advocates for Children.
- Awards, Contests, and Grants, provide recognition and/or monetary gifts to GFWC members, clubs and State Federations

GFWC Communication Tools offer up-to-date information to keep members and clubs informed and connected:

- GFWC’s website ([www.GFWC.org](http://www.GFWC.org)) is our cornerstone communications resource that provides timely information for GFWC news and information.
- *GFWC Clubwoman Magazine*, our bi-monthly glossy magazine
- Get the latest GFWC information delivered straight to your inbox with *News & Notes*, GFWC’s weekly e-newsletter. Read about the latest happenings, special offers, GFWC Marketplace sales, event teasers, GFWC clubs featured in the news, and much more!
- “Like” GFWC on Facebook to join in the conversation—find the latest updates, photos, events and more right in your News Feed.
- Share your GFWC stories, connect with fellow members, and participate for special prizes and offers. Go to [www.Facebook.com/GFWCMembers](http://www.Facebook.com/GFWCMembers) to get started. For up-to-the-minute updates on Federation activities, follow @GFWCHQ on Twitter ([www.Twitter.com](http://www.Twitter.com)). You’ll see important ideas and opportunities from GFWC partners and learn what’s going on at Headquarters before anyone else.

## RETENTION

To keep members, a club must find out who its members are, understand their expectations, and make every effort to serve them well. Members will decide to stay with their clubs only if they feel that their time and dues are being used effectively to improve communities, and if they feel a sense of ownership, pride, and belonging. Members need to feel that they play a role in club decisions and that their opinions count.

## ENGAGE YOUR MEMBERS

A stable core of experienced members is the backbone of your club. New members can lean on and learn from members who have an institutional memory and history of involvement. Working together, experienced members and new members can function like one healthy body—standing tall, moving forward, and making strides toward accomplishing your club's goals. Members who actively participate in their club are more likely to want to continue their membership.

In order to engage your members, your club should ensure an atmosphere of fellowship and friendship, and provide varied opportunities for them to exercise their talents and abilities. Encouraging involvement not only capitalizes on members' creativity and skills, but also increases their commitment and allegiance. Members need to feel at home and have a continuing reason to belong.

Find ways to use the talents of ALL members and engage every member in club projects to avoid conflict. Ask for and try to implement member suggestions to help keep your club happy, strong, and growing.

## SUGGESTIONS FOR ENGAGING MEMBERS

- Each club and community is unique. Adopt or adapt the suggestions below to help revitalize and engage your members.
- Encourage member input through a suggestion box, formal interviews and surveys, or by just striking up an informal conversation at a club meeting.
- Establish and maintain an effective system of communicating with your members.
  - Institute a telephone tree or email list to remind members of regular meetings or alert them to special events.
  - Create a club newsletter, including a Club President's message; district, state, and/or GFWC news; your club's community service program activities and results; upcoming club events; club, state, and/or GFWC historical information; member highlights, such as birthdays, member profiles, sunshine reports; local or national public policy issues; and community news and events.



## PROMOTE THE VALUE OF GFWC

GFWC Member Center, at [www.GFWC.org/Membership](http://www.GFWC.org/Membership), contains resources to help members and clubs reap the rewards of GFWC's dynamic network of community volunteers, including:

- Electronic newsletters from GFWC committee chairmen with expert suggestions for getting the most out of all aspects of club work.
- Successful club program, project, and fundraising templates that can easily be used as models for adoption and adaption by GFWC clubs across the nation and around the world.
- Educational and inspirational workshops, webinars, and discussion forums to help enhance and enrich your club's community development efforts.

GFWC Women's History Resource Center provides GFWC members access to GFWC Headquarters and the GFWC archives through tours, exhibits, publications, and interactive history timeline on the GFWC website at [www.GFWC.org/what-we-do/whrc/](http://www.GFWC.org/what-we-do/whrc/).

GFWC Affinity Programs offer a variety of member benefits and discounts, including travel and tour opportunities, club liability and D & O insurance, a GFWC affinity credit card, and online shopping through Amazon.com. For more details and up-to-date benefits visit [www.GFWC.org/Membership](http://www.GFWC.org/Membership).

Add benefits and rewards to this list that are specific to your club. Encourage members to share their own stories about how membership in the club and in GFWC has been valuable to them. Personal anecdotes are a great way to effectively communicate the benefits of belonging to GFWC.



## SUBSCRIBE

You can subscribe to *GFWC Clubwoman Magazine* using the subscription form online at [www.GFWC.org/news-publications/clubwoman-magazine/](http://www.GFWC.org/news-publications/clubwoman-magazine/) or by contacting GFWC Headquarters at 1-800-443-GFWC (4392). Sign up for your complimentary subscription to *News & Notes* at [www.GFWC.org](http://www.GFWC.org).

- Encourage attendance at district, state, region, and national GFWC events where important program and Federation information is shared. Be sure to bring back and share with fellow members what you learn.
- Keep club projects fresh, relevant, and interesting to the entire membership.
- Initiate brainstorming sessions to give all members a voice in club activities and foster a sense of ownership.

## **CONDUCT A GFWC FEDERATION REFRESHER**

Research shows that a positive program of continuing education on the benefits of belonging to GFWC can help increase a club's overall retention rate. This education process or "Federation Refresher" is essential for instilling a sense of pride and purpose in both new and seasoned members. GFWC continually looks for new ways to improve its benefits and services to members. All members should be knowledgeable about GFWC, which has many programs designed to keep members informed and connected.

### TIPS FOR HELPING MEMBERS STAY CONNECTED TO GFWC

- Encourage all club members to subscribe to *GFWC Clubwoman Magazine*, which is mailed to subscribers six times per year; and *News & Notes*, a free, weekly electronic newsletter that offers tips and program ideas to enhance your club's community improvement efforts. *Subscribe to GFWC Clubwoman Magazine using the subscription form in the Resources Section or online at [www.GFWC.org/Membership](http://www.GFWC.org/Membership). For your complimentary subscription to News & Notes, sign-up at [www.GFWC.org](http://www.GFWC.org).*
- Share and discuss the *GFWC Club Manual*, a leadership guide providing clubs with essential management tools and community service project resources to enhance the effectiveness of your club.
- Focus part of a meeting on the amazing resources available through the GFWC Women's History and Resource Center, which collects, preserves, interprets, and promotes the historical, social, and political contributions of GFWC and women volunteers. Visit the WHRC online catalog at [www.GFWC.org/WHRC](http://www.GFWC.org/WHRC), where you can access information and images related to GFWC's history, including archival material, photographs, publications, art, and artifacts.
- Read and discuss the GFWC Resolutions and Bylaws, which are found online at [www.GFWC.org](http://www.GFWC.org). Resolutions that are up for review and vote at the annual GFWC Convention are printed in the Call to Convention.
- Encourage attendance at district, state, region, and national GFWC events, so that members realize the importance of their involvement in a national organization.
- Develop programs that incorporate fun GFWC, state, or club facts; and Federation quizzes, puzzles or games based on board games or TV game shows.
- Invite a state or district leader to speak at a club meeting, building the meeting's theme around her area of expertise.
- Celebrate GFWC Federation Day on April 24 by organizing and conducting a visible community service project. Be sure to wear GFWC emblematic apparel!
- Send a request to your mayor or governor to proclaim GFWC Federation Day or your club's federation date as GFWC (Your Club's Name) Day. Highlight the important contributions and community service that GFWC makes on the national, state, and local levels.
- Invite a local news reporter to your club's major community service events. Be prepared to share interesting stories and facts about your club's impact to the community.

## **WELCOMING AND MENTORING NEW MEMBERS**

### APPOINT A CLUB MEMBERSHIP CHAIRMAN

While it's true that all members should be involved in the recruitment process, each club should have one person who is willing to step up and take the lead on membership efforts. Appointing a membership chairman is an important indication of your club's dedication to recruiting new members, and can make a world of difference to the future of your club. The membership chairman should be:

- Organized and efficient
- Motivated and enthusiastic
- Knowledgeable and positive about the club and GFWC
- Comfortable speaking in public

- Outgoing and comfortable meeting new people
- Able and willing to delegate responsibility

Here are a few suggestions for ways to incorporate new members into the group:

- Hold a special initiation or induction ceremony for new members and present them with the GFWC member pin. Go to [www.GFWC.org/Membership/marketplace/](http://www.GFWC.org/Membership/marketplace/) to purchase the new *GFWC Ceremonies Guide* and GFWC member pins.
- Encourage a class of new members to conduct their own service project with an experienced member to provide guidance.
- Find out what skills, talents, and abilities each new member has and is willing to share (e.g. parliamentary procedure skills, computer skills, artistic talents, etc.).

#### SUGGESTED GROUP ACTIVITY FOR ACQUAINTING MEMBERS WITH YOUR CLUB AND GFWC

To retain members, everyone must be excited about the club. Pairing experienced and new members to meet and share ideas and expectations is one way to accomplish this task. Listed below are three sample questions, but these can be adapted to each club's needs. This exercise is a wonderful tool for all participants. The questions are thought-provoking and the information gained can be utilized in future goal-setting for the club.

Have the attendees break into groups made up of equal amounts of experienced and new members to discuss the following:

##### **Experienced Members**

- 1) If you had last year to do over again, how would you do it differently?
- 2) What advice would you offer to the new members?
- 3) What accomplishment(s) are you most proud of?

##### **New Members**

- 1) What would you like this organization to mean to you one year from now?
- 2) Do you have ideas for community service projects?
- 3) What talents or interests do you have that you feel would benefit the club?

Spend at least 15 minutes in your group discussing these questions. When time is up, gather together as one group and report what was discussed. It is usually more effective to have the experienced members report first, followed by new members.

#### MENTORING NEW MEMBERS

Mentoring is an effective way to promote new members' involvement. Clubs may call these mentors "Federation Buddies" or "Big Sisters." A mentor's responsibilities include explaining your club structure and activities, as well as illustrating how your club fits into GFWC's overall structure. Develop a process for finding enthusiastic, committed members who are interested in serving as an ongoing source of support for new members. Some basic qualifications for a club mentor include:

- A high level of knowledge about and interest in, the club and GFWC.
- A willingness and ability to devote the time and energy necessary to help a new member fully participate in club activities.



### **START RETAINING MEMBERS EARLY**

The process of retaining club members can never start too early. The addition of new members signals the start of the most critical part of any membership plan—new member retention. The first year is the most crucial in a GFWC clubwoman's membership. New members need to immediately feel they can make a meaningful contribution to their community through a vibrant and active club. By encouraging new members to become involved early on, you encourage loyalty and commitment to the club's service program and GFWC's mission.

- Having some things in common with the new member (hobbies, interests, profession, etc.).

Mentors can be assigned before or after induction. Your club should determine at what point mentoring should begin and how long it should continue. Each mentoring relationship is different, and should be established by both parties involved. However, there are some basic tasks that are common to all pairings, and can include:

- Introducing the new member to every member and accompanying the new member to club meetings to make her feel at home.
- Staying in touch and monitoring the new member's comfort level and involvement in the club.
- Explaining the various club committees and community services programs, and suggesting a committee assignment that is compatible with her interests.
- Ensuring that the new member understands all club rules, including but not limited to membership dues, attendance requirements, and committee/project requirements.
- Informing the new member about club, district, state, region, and national meetings and events held throughout the year, and attending them with her, if possible.

## **ENCOURAGE FLEXIBILITY IN YOUR CLUB**

There is one thing we know there is just too little of—time. One of the most common reasons why a member leaves a club is lack of time. Respect your members' time and they are more likely to make GFWC a permanent fixture in their lives.

- Streamline meetings to ensure they are as convenient and productive as possible to meet the needs and diversity of your club members.
- Consider the time commitments of members, and schedule meetings that accommodate as many members as possible.
- Email or mail the minutes and treasurer's report prior to the meeting, allowing time for members to review for corrections or additions at home.
- Make an agenda and stick to it.
- Keep reports brief and pertinent.
- Two hours is about the right time frame for a meeting.
- Allow time for discussion, but set a time limit on debate.
- Provide time either before or after the scheduled meeting for socializing and refreshments.
- Include programs that are interesting, stimulating, and short.

Remember that rules, regulations, requirements, and traditions are not set in stone. Parliamentary procedure outlines a set of rules to assist a club in best practices, but those rules are not meant to stifle the fun and enthusiasm in your club. Routinely review your club bylaws and standing rules, and consider amending those that are no longer relevant or representative of the majority of member concerns, situations, and interests.



Also review the obligations required from club members. Are members required to attend a certain number of meetings? Are they required to volunteer a certain number of hours, or participate in a certain number of programs or projects? Are those or any other requirements too stringent for today's busy women?

## **RECOGNIZING AND REWARDING MEMBERS**

Members are more likely to remain in a club that has a positive and fun atmosphere. Members do not join to be

**"Great job; you made us all look good."**

**"Your efforts are really making a difference."**

**"You are an inspiration to us all."**

**"Your contribution to this project helped to make it happen."**

recognized, but it is always nice to have your efforts appreciated. Positive words mean a lot:  
**RECOGNIZE YEARS OF MEMBERSHIP**  
Celebrate members' GFWC service with a variety of GFWC membership pins.

- GFWC Gold Pins are awarded to 50-year GFWC members. The member's club president requests the Gold Pin, which is free of charge, by filling out the request form that is available at [www.GFWC.org](http://www.GFWC.org). If state and district leaders would like to recognize these long term members at state or district meetings, they may request information about recent Gold pin recipients in their area from GFWC Membership and WHRC staff at [GFWC@GFWC.org](mailto:GFWC@GFWC.org).
- GFWC Silver Pins, which recognize 25-year members, may be purchased directly through the GFWC Marketplace at [www.GFWC.org/membership/marketplace/](http://www.GFWC.org/membership/marketplace/).
- GFWC Five- and Ten-Year Pins are available for purchase directly through the GFWC Marketplace.

#### CELEBRATE CLUB ANNIVERSARIES

Each year provides an opportunity to celebrate your club's anniversary. Whether it is five, 10, 15, or 20 years since the anniversary of your founding or federation, consider honoring one member every year with a "GFWC Clubwoman of the Year" award for her dedication and service to your club. Honor a new member with a "GFWC Rookie of the Year" award for her willingness to jump in and get involved.

GFWC acknowledges and celebrates milestone club anniversaries with a certificate, letter from the GFWC International President, and recognition in *GFWC Clubwoman Magazine*. According to GFWC's bylaws, Milestone anniversaries are 25, 50, 60, 70, and every five years thereafter (75, 80, 85, etc.). Anniversary dates are based on *the date when a club joined the General Federation of Women's Clubs*, not the date when the club was founded. (For example, GFWC was founded in 1890, so we cannot recognize the anniversary of a club that is 130 years old.)

To request recognition of your club's milestone anniversary, please contact [GFWC@GFWC.org](mailto:GFWC@GFWC.org) or mail your request to GFWC Membership Services, 1734 N Street NW, Washington, D.C. ATTN: Anniversaries. Please allow at least three weeks to receive and process your certificate request. Your request must include:

- Complete official name of your club
- Anniversary year being celebrated (25, 50, 60, 70, and every five years thereafter)
- Date (year and month, if possible) when your club became federated as part of GFWC
- Date of your club's anniversary celebration; i.e., what date should appear on the congratulatory letter and certificate?
- Name and address of current club president
- Name and address where certificate and letter should be sent if different from club president
- Club's requested deadline for receiving the anniversary certificate

#### FACILITATE TRANSFERS TO KEEP MEMBERS IN GFWC

If one of your loyal members has to leave your community and club, help her remain part of the GFWC family. Often, when a member moves to a new town, state, or region, she has difficulty finding a GFWC club in her new location. During her busy transition, she may put it off until she eventually loses interest, is contacted by another volunteer group, or fills her life with other activities. Whatever the reason, she is lost to GFWC. It is imperative that we retain her as a member. With your help, we can facilitate her transition into another GFWC club near her new home.



#### MAKE IT EASY TO RENEW

When it comes to paying club dues, make it as easy as possible for your members. Make sure they know when member dues are owed, how much they are, and provide a breakdown of annual dues (i.e., GFWC dues are \$15 per person, add your state, district (if applicable) and club dues).

Consider using a meeting time to collect dues, billing members for them, or making reminder phone calls. Be aware that if a member is delinquent in dues remittance, she may have a financial reason. Club leaders should contact her discreetly to determine if a payment plan may be worked out. Clubs should also consider a fund for such purposes.



Your State Federation Membership Chairman can help provide guidance on clubs in your state, or you can contact GFWC for advice at [GFWC@GFWC.org](mailto:GFWC@GFWC.org) or 1-800-443-GFWC (4392).

## **RECRUITING MEMBERS**

Communities across the country and around the globe benefit from the work of GFWC club members every day. One of the most vital goals we have is to ensure that this noble tradition continues into the future.

Neighbors, friends, co-workers, and family all deserve the chance to be a part of GFWC, because GFWC has, does, and will continue to change lives for the better. It is important that we learn how to invite and encourage women to become part of our clubs so that our communities can continue to improve through the work of GFWC volunteers and programs.

Recruiting, welcoming, and incorporating new members into your club must involve everyone. Member recruitment is an ongoing process that requires the focus and commitment of all members. The most important thing during this process is to be determined to succeed with your recruitment efforts. Without dedication and follow-through, no recruitment program will be as successful as it could be.

### **IDENTIFY PROSPECTIVE MEMBERS**

Wherever you go, you are bound to meet someone with whom you can talk and share information about GFWC and your club. Direct them to your club's website and GFWC's website ([www.GFWC.org](http://www.GFWC.org)). Prospective members are everywhere:

**AT THE OFFICE:** Invite a co-worker who has expressed interest in a project you are working on to accompany you to a club or committee meeting. Keep her special interests in mind at all times, and point out a program that may interest her.

**AT SOCIAL GATHERINGS:** Neighbors, friends, friends of friends, and even former members are all people to talk to about your club and the projects members are undertaking. Follow-up with a phone call or email. Forward the lead to your club's membership chairman.

**AT COMMUNITY MEETINGS:** Meetings of other organizations provide opportunities to discuss your GFWC club and to share information about your projects. When you are working in collaboration with a person from another agency or group that is involved in a community service project, discuss other projects in which your club and GFWC are involved, and invite that person to your next club or committee meeting.

**AT LOCAL SCHOOLS:** Teachers, administrators, and parents of students who have benefited from or participated in club-sponsored programs, projects, or scholarships are likely candidates. This is also a good place to recruit members for Juniorette and collegiate clubs.

**WHILE TRAVELING:** Wear your GFWC pin and emblematic apparel and start a conversation with the person sitting next to you. She may not be from your town, or even your state, but you can tell her about GFWC, share a GFWC tri-fold brochure, and offer to help her locate a club where she lives.

In addition to personal contacts, there are many other ways to increase your recruiting effectiveness. You can market club membership all over town. Unleash your imagination. Through a club website, advertisements in local newspapers, news articles, brochures, and flyers, you can get GFWC information to schools, college alumni associations and student clubs, your local PTA, professional associations, libraries, chambers of commerce, community buildings, beauty salons, grocery stores, shopping malls, health clubs, doctors' offices, places of worship, wives' clubs at local military bases—the list is endless.

### **REFERRALS FROM HEADQUARTERS**

The GFWC website ([www.GFWC.org](http://www.GFWC.org)) is often visited by women interested in joining a volunteer community service organization. Usually, contact is made by email and is received by the GFWC Membership department. Contact information for potential new members is sent from GFWC to the respective state membership chairmen.

These potential members have already taken the first step in learning more about GFWC by contacting us. They are already interested in getting information about clubs near their homes. They want to become involved. The hard part is already done! This is what happens next:

- 1) Upon receiving information regarding an interested member at GFWC Headquarters, an email is immediately sent to her, and her original email is forwarded to her respective state membership chairmen and state president.

- 2) The state membership chairman (or junior membership chairman, if appropriate) contacts the local club president and provides her with the prospective member's contact information.
- 3) When your state membership chairman, state president, or district officer contacts you with the name and contact information of a potential member, don't let this promising lead slip away. A quick phone call or email is all it takes to acknowledge her interest and invite her to join your club.

## **PUBLICIZE YOUR CLUB**

An effective public relations program can enhance your efforts to increase membership. All clubs are encouraged to have a public relations coordinator who works closely with the membership committee. While most people think of public relations as garnering attention from the media, it is actually much more than that. Public relations is the ongoing process by which a favorable image is created and projected to many audiences—members, potential members, and the general public, as well as the media.

Make use of all your local media outlets—newspapers, radio stations, TV, and cable stations. Consider using social media to invite prospective members to join fellow clubwomen across the country on GFWC's Facebook page at [www.Facebook.com/GFWCMembers](http://www.Facebook.com/GFWCMembers).

How a club is perceived in the community is vital to its ability to gain new members, raise funds, and provide services. The more people know about what your club is doing and how successfully it is doing it, the more likely it is that they will want to become involved. Your state public relations chairman and the Senior Director of Programs, Public Policy, & Communications at GFWC Headquarters also can provide assistance.



For more information on useful tools for working with internal and external audiences, please review the *GFWC Communications and Public Relations Advancement Guide*, which includes information on public relations strategies, sample club press releases, and instructions on how to build a GFWC club website.

## **PLAN AND EXECUTE A RECRUITMENT EVENT**

After identifying a list of prospective members, one of the most effective ways to transition them into your club is to host a recruitment event. Look to your town and to the GFWC Community Service Programs for ideas.

- Ask a new restaurant in your area to sponsor your club in exchange for the business you'll generate through recommendations and return visits, or have a party centered around a GFWC Community Service Program. For example, October is Breast Cancer Awareness Month. Consider partnering with a local hospital to make comfort pillows for breast cancer survivors.
- In honor of National Library Week in April think about sponsoring a Discovery Room, containing learning tools such as puzzles, books, blocks, etc., for pre-school aged children to explore and discover new knowledge. Don't forget to include club information and fun activities for their mothers.

Research shows that clubs that are most successful at attracting new members are clubs that plan relevant, stimulating, and meaningful programs, which contribute to the positive growth of the individual and the community. GFWC offers many interesting and new ideas through its six Community Service Programs: Arts, Education, Conservation, Home Life, International Outreach, and Public Issues, as well as in special project areas: GFWC Signature Project: Domestic Violence Awareness and Prevention and Juniors Special Projects: Advocates for Children.



## **PARTICIPATE IN GFWC'S SEASONAL RECRUITMENT CAMPAIGN**

Recruitment is a year-round process, and the campaigns and reporting of new members reflect this fact. A club that recruits three new members during each season will end the year with 12 new members! Clubs may plan creative membership recruitment campaigns and events around the many national awareness issues that are aligned with GFWC Community Service Programs, special projects, and commemoration days and months.

The possibilities are as diverse as our organization. Always include Federation facts, food, and fun. Clubs achieving and reporting three new members as a result of their seasonal recruiting efforts will be recognized in *GFWC Clubwoman Magazine*.

Send the name of the recruiter and the names and contact information of the active, dues-paying new members to your state membership chairman. Only your state membership chairman is able to order the pins and circles from GFWC Headquarters. Questions about GFWC Star Recruitment Pins and Circles should be directed to your state membership chairman.

### **WELCOME POTENTIAL MEMBERS TO YOUR CLUB**

The day that a new member joins your GFWC club is the beginning of a long and mutually rewarding relationship. Consider conducting a new member orientation and/or holding an induction ceremony to create an environment that will ensure that your new members are well-informed and feel welcome:

- Before meetings, offer rides so they do not have to worry about finding the location or entering alone.
- Designate a current member or team to greet attendees at the door.
- Consider designing a seating arrangement to encourage current members to break out of cliques and sit next to new ones so they immediately feel included.
- Conduct an ice breaker exercise at the beginning of any meeting attended by potential or new members that introduces them to the club in a fun and memorable way.
- Hold a meaningful induction ceremony, during a regular membership meeting or at a separate event, to instill a sense of pride in belonging to GFWC. Present the new members with a GFWC Member Pin. Contact GFWC Membership Services at **GFWC@GFWC.org** to request a special letter from the GFWC International President.
- Sample Induction Ceremonies can be found in the GFWC Ceremonies Guide. Electronic copies are available via request to GFWC and hard copies are available for purchase through the GFWC Marketplace at **www.GFWC.org/membership/marketplace/**.

### **CELEBRATE YOUR CLUB MEMBERS' RECRUITMENT SUCCESSES**

Star Recruitment Pins and Circles are GFWC's recruitment incentive for clubwomen. The first five awards, recognizing members that have recruited five to 29 new members, are small, star-shaped pins with a butterfly clasp and a chain that attaches to the stem of the GFWC Member Pin. Members that have recruited 30 to more than 50 new members will be awarded the appropriate color circles to wear behind their star pins. These awards are cumulative and cross administrations. There are 10 levels.



## **GFWC'S SEASONAL RECRUITMENT CAMPAIGN**

Join GFWC clubs nationwide in our popular seasonal membership recruitment campaign. The theme for the 2014-2016 campaign is *A Proud Past and a Promising Future With Friends*.



**SUMMER**  
WARM UP WITH NEW FRIENDS  
June, July, and August  
Report due September 1



**FALL**  
RAKE IN NEW FRIENDS  
September, October, and November  
Report due December 1



**WINTER**  
A FLURRY OF NEW FRIENDS  
December, January, and February  
Report due March 1



**SPRING**  
GROW NEW FRIENDS  
March, April, and May  
Report due June 1

Guidelines and suggestions for themes and recruitment campaigns can be found in the *Membership Advancement Guide* at **www.GFWC.org/GFWCMembers**.

GFWC MEMBERS WHO RECRUIT:

**Five to nine** new members receive a white star

**10 to 14** new members receive a red star

**15 to 19** new members receive a blue star

**20 to 24** new members receive a silver star

**25 to 29** new members receive a gold star

**30 to 34** new members receive a white circle to be worn behind the star pin

**35 to 39** new members receive a red circle to be worn behind the star pin

**40 to 44** new members receive a blue circle to be worn behind the star pin

**45 to 49** new members receive a silver circle to be worn behind the star pin

**50+** new members receive a gold circle to be worn behind the star pin

Send the name of the recruiter and the names and contact information of the active, dues-paying new members to your state membership chairman. Only your state membership chairman is able to order the pins from GFWC. Questions about GFWC Star Recruitment Pins should be directed to your state membership chairman.

ACTIVITIES FOR ACQUAINTING MEMBERS WITH GFWC

- 1) Pair an experienced member with a potential or new member making sure they do not know each other.
- 2) Distribute paper and writing implements to each participant.
- 3) Ask each participant to write ten personally descriptive words or phrases. Include information on family, interests, hobbies, employment, etc. Allow five minutes.
- 4) Direct one of each pair to tell her partner about herself, in a conversational style using the list as an aid. Allow five minutes.

This group exercise is a unique way to get people talking and introduced to the club.



**SUCCESSFUL RECRUITMENT  
EVENT TIPS**

- Begin planning well in advance—at least three months before the event.
- Dedicate a club meeting to brainstorming, and ask members to bring lists of potential invitees.
- Consider holding award ceremonies in conjunction with the event. This shows prospective members that the club appreciates and rewards participation and effort.
- Keep the event short, informative, and interesting. Do not inundate prospective members with too much information.
- Choose a date and time that appeal to your target audience. Accommodate women who work during the day or have childcare concerns. Avoid religious holidays.
- Choose a venue that can be accessed via a variety of transportation options. Avoid public areas where the meeting might be disrupted.
- Use the club membership chairman as the contact for the meeting so all questions and RSVPs can be referred to one person.
- Send invitations at least a month before the meeting. Make sure your invitations include the When, Where, What, and Call to Action/RSVP. If all of the information is there, the attendee does not have to research additional information—she just has to RSVP and show up!
- Let invitees know they can bring a friend. New prospects might feel more comfortable attending an event if they can bring a guest.
- Before the event, email members a list of attendees so they are aware of who will be present.
- Download promotional or member benefit information, GFWC materials, and other information from [www.GFWC.org/Membership](http://www.GFWC.org/Membership) and order GFWC brochures and tri-folds from [www.GFWC.org/membership/marketplace/](http://www.GFWC.org/membership/marketplace/).
- Provide name tags for everyone, indicating whether an attendee is a current member or a guest.
- Have a greeter at the door to welcome each guest.
- Have all guests sign in.
- Begin and end on time.
- Ask each attendee to introduce herself and share information about her life.
- Ask each attendee to fill out a Membership Profile and Interest Sheet.
- If your club bylaws permit, ask prospective members to join! Have a club membership form available at the meeting. If your club bylaws are restrictive to easy membership, consider reviewing and making amendments to create an open environment for all who want to join your club.
- Follow up with each attendee after the meeting with a phone call, e-mail, or handwritten note thanking her for attending and inviting her to the next meeting/event.

## ESTABLISHING NEW GFWC CLUBS

GFWC clubs and individual members are encouraged to make the commitment to build a new GFWC club or federate an existing, non-GFWC club. A club may choose to sponsor a club in the same membership category, but it isn't required. A General club could sponsor the formation of a collegiate club out of a local university, or a Junior club could sponsor a Juniorette club made up of some of its members' daughters and their friends.

All clubs interested in forming new clubs should contact their state membership chairman and/or the membership team at GFWC Headquarters for assistance.

### GFWC MEMBERSHIP CATEGORIES

Before embarking on forming or federating new GFWC clubs, it is important to understand the types of GFWC membership categories specified in the GFWC Bylaws, as well as those defined by membership practices. The following are Active membership types recognized by GFWC:

#### GENERAL CLUBS

General clubs are clubs that are not otherwise designated as Juniorette, Junior, International, or National clubs. This group constitutes the largest portion of active membership.

#### JUNIOR CLUBS

Junior clubs hold active membership status and participate in the regular programs of GFWC. Junior clubs vary in age range, and not all states have Junior clubs or membership categories. Some State Federations place an age cap on Junior membership. Other State Federations support Junior membership at any age. On the national level, GFWC Junior clubs are represented by the GFWC Director of Junior Clubs, a nationally elected officer who serves as a member of the GFWC Executive Committee and who presides over all Junior functions at GFWC meetings.

#### JUNIORETTE CLUBS

Juniorette clubs are composed of young women in junior or senior high school with an age range from 12 to 18 years. Juniorettes may have voting privileges at the GFWC International Convention, are eligible for awards, and have reporting responsibilities, just like all active membership clubs. Juniorette clubs are sponsored by a General club, Junior club, districts or State Federations. It is recommended that a Juniorette club not be organized unless there is a regular GFWC advisor assigned to it. For further guidelines on organizing a GFWC Juniorette club, refer to the Juniorette Handbook available at [www.GFWC.org/ClubManual](http://www.GFWC.org/ClubManual).

#### NATIONAL CLUBS

National clubs are clubs that have a nationwide membership composed of State Presidents or State Directors of Junior Clubs from one administration. In addition, the GFWC Booster Club, falls within this membership category. Boosters are composed of friends, relatives and spouses of individual members. National clubs pay per capita dues directly to GFWC.



## COMMIT TO FORMING NEW GFWC CLUBS

A successful campaign to form a new GFWC club starts with a firm, focused commitment by club, district/region, and/or state leadership. GFWC members and officers at all levels need to promote the formation of new clubs at every opportunity. Commitment means that all GFWC members are ready to do what needs to be done to help get new clubs up and running. Commitment does not end when a new club is chartered. Months, often years, of nurturing and mentoring will ensure that the new club becomes an established club with members who understand and appreciate the benefits of GFWC membership.

Team work is the key to success. Building a new GFWC club can be a long process, but it is definitely a rewarding one. Appoint a New Club Formation Team at the club, district, state, and/or region level, ensuring that the members of the team represent various geographic areas. Members of the team should be:

- Enthusiastic, motivated, knowledgeable, and positive about GFWC.
- Willing to travel throughout the community, district, state, and/or region.
- Comfortable speaking in public.
- Ready to delegate and willing to accept delegated responsibilities
- Ensure that team members know state-specific membership information, including where and how to obtain:
- State membership application forms or applicable state membership eligibility requirements for clubs
- How the chartering process is accomplished
- Financial details relevant to new clubs (i.e., amount of state dues, the amount of GFWC dues—currently \$15 per person, per year—and when and how dues are collected).

#### INTERNATIONAL AND SPECIAL INTEREST CLUBS

International clubs are clubs whose membership is based outside the United States. Such clubs pay per capita dues directly to GFWC.

Associate members are comprised of the following groups:

#### NATIONAL ORGANIZATIONS

National organizations are organizations with national scope whose work is germane to GFWC programs.

#### INTERNATIONAL AFFILIATES

International Affiliates are clubs, federations, and associations whose work is germane to GFWC programs and are based outside the United States. Affiliates pay flat-rate dues. If someone in your club has an international connection, consider sponsoring the creation of a GFWC International Affiliate.

Contact the GFWC International Liaison Committee for assistance in developing International Affiliates. The committee is responsible for maintaining communication between International Affiliates and GFWC through both traditional correspondence and electronic communications. Goals of the 2012-2014 International Liaison Committee include stronger relations with all international members, increased visibility in GFWC publications and on the website, and encouraged attendance at GFWC Conventions.

#### SPECIAL INTEREST CLUBS

##### COLLEGIATE CLUBS

Colleges and universities are an excellent source for GFWC members. Campuses often face the same challenges as other traditional communities. A collegiate club could meet the unique needs of the campus, as well as provide a service opportunity that accommodates the lifestyles of students. Juniors who have graduated to college settings could help form these clubs and maintain their GFWC affiliation.

Identify an energetic leader to serve as organizer. A member of the school's faculty who is a current or former GFWC club member is an ideal choice. It is important to provide a constant figure such as a faculty advisor due to the transient nature of students. Invite potential members from all segments of the campus community—full and part-time students, residents and commuters, and all years. Make sure to receive proper authorization from the school's administration if the club must be affiliated with or recognized by the school. Collegiate clubs are considered active membership clubs with appropriate voting privileges.

##### CYBER CLUBS

This new type of club is designed for women who want to make new friends while making a difference in their communities through volunteer service, but cannot, for whatever reason, attend regular club meetings in person. Most interaction is conducted through email, Facebook, Twitter, and other social media technology. Traditional clubs may even have "cyber members," who "attend" meetings via Podcast, Webinar, or Skype. Cyber clubs are active membership clubs with appropriate voting privileges.

##### SINGLE ISSUE CLUBS

GFWC offers diverse Community Service Programs, but a club is not required to participate in all of them. It is acceptable, and may be beneficial, for a club to address a single issue. Single issue clubs are active membership clubs with appropriate voting privileges.

##### WORKPLACE CLUBS

In looking for sources of new clubs, consider the workplace. Women working together in government, university, or corporate offices already have some things in common. Workplace clubs might hold breakfast, lunch, or dinner meetings, which are appropriate to the workplace schedule. Workplace clubs function the same way as other clubs, choosing community projects, building friendships, and discussing topics of interest. They are active membership clubs with appropriate voting privileges.

## **CYBER CLUBS**

The Internet continues to change the way communities interact and how the world does business. This has given rise to a new type of club—the cyber club. This type of club is designed for women who want to make new friends and be inspired to do volunteer community service who are either not physically close enough to attend regular GFWC meetings or whose schedule prohibits them from attending in person. Most interaction for these clubs is conducted through email, Facebook, Twitter, and other social media technology. Traditional clubs may even have “cyber members,” who “attend” meetings via Podcast, Webinar, or Skype.

The cyber club is organized just like other GFWC clubs. The difference is in how they meet.

Types of electronic meetings that allow members to hear and/or see each other include:

- Telephone conference
- Video conference
- Virtual worlds
- Web conference
- Chat rooms

Other types of electronic meetings do not allow members to hear and/or see each other. When using these media, there need to be specific rules on how to conduct business to allow time for all members to make motions, debate, and vote. These types of meetings include:

- Email
- Bulletin Boards
- Wikis
- Social media such as Facebook, Twitter, LinkedIn, etc.
- Blogs

Cyber clubs can be women’s clubs, junior clubs, or juniorette clubs. State Federations establish the requirements for these clubs in their state bylaws. An electronic meeting that is properly authorized in the bylaws is permissible. It is advisable to adopt additional rules pertaining to the conduct of these meetings. Cyber clubs should be established in the same manner of other GFWC clubs, including writing bylaws for the club. Some of the things to consider when establishing requirements for cyber clubs include, but are not limited to, the following:

- How shall the club apply to the state to become an authorized GFWC club? This should be like any other club, the main difference being that the cyber club does not meet in person throughout the year.
- **OBJECTIVE**—what is the purpose of the club? There should be a relationship to the GFWC mission.
- **MEMBERSHIP**—who will be eligible to the club? How do they join?
- **DUES**—members of cyber clubs pay dues just as other GFWC club members do.
- **OFFICERS AND ELECTIONS**—what officers shall the club have and how shall they be elected? How shall vacancies be filled? Term of office?
- Duties of officers.
- Fiscal year.
- **MEETINGS**—how often shall the cyber club meet and how? Will there be an annual meeting at the state Federation convention where cyber club members meet in person. Some cyber clubs use that opportunity to conduct the election of officers.
- **COMMITTEES**—what committees and programs shall the club have?
- How shall the club conduct business, to include making motions, debating an issue, and voting?
- What media shall the club use? State Federations should not limit a cyber club to just one or two social media, as new media are constantly being developed. But the cyber club bylaws should establish how the club will meet.



### **IN SUMMARY**

Cyber clubs allow women in areas where there may be no GFWC presence to become or remain active in Federation. In addition, it allows women who are not able to attend local club meetings to remain an active member. This is an opportunity to reach out to the cyber-savvy generation through the media with which they are most comfortable. In the process, GFWC membership will grow.

## IDENTIFY A CORE GROUP OF MEMBERS FOR A NEW CLUB

Take a good look at your district and state. Get a map and locate every community where a GFWC club does not exist and mark it on the map with colored thumbtacks or a marker. To help provide you with a clearer picture of where to focus your efforts and how to evaluate target communities, consider the following:

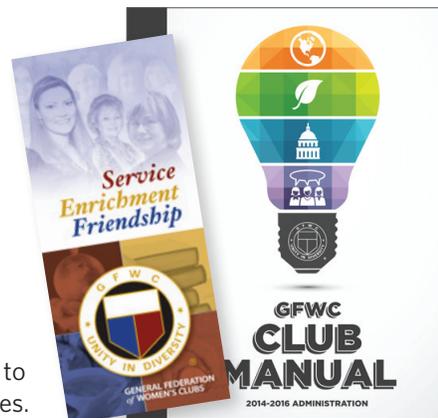
- Identify communities in close proximity (within 25 miles) to one that already has an existing GFWC club, making it easier to mentor a new club.
- Is there a new suburb in a community populated by new arrivals?
- Is there a club that may have been a GFWC club years ago? Providing a great presentation on the benefits of GFWC membership could encourage that club to refederate and reconnect to its GFWC history.
- There are thousands of universities, colleges, and junior colleges in the United States. Which post-secondary educational institutions are located in our community that might consider sponsoring a collegiate club?
- What local junior and senior high schools do not have a Juniorette club?
- Are there mid-sized to large-sized businesses to build a GFWC workplace club?
- Is there an active adult senior living retirement community without a GFWC club?

## PLAN YOUR NEW CLUB'S FIRST MEETING

Determine where the initial club meeting will be held. Look for a well-known, neutral location, such as an historic home, museum, community center, or library. Look for a site that will appropriately accommodate the number of people expected to attend. A room that is too small will feel cramped, while a room that is too big will make even a great turnout look paltry. Avoid religious or political locations for the initial meeting.

The first meeting is a very important event. Bring along a variety of GFWC membership and promotional materials, such as brochures, state membership applications and program information, model bylaws and parliamentary briefs, and the *GFWC Club Manual*.

Attendees may feel out of their comfort zone, so it is important to welcome each of them as they arrive and present them with name tags. Decide ahead of time who will chair the first meeting: a team member, state officer, sponsoring or mentoring club member, or an enthusiastic prospective member. Depending on the level of interest and ability, one of the core group could be encouraged to chair the meeting. If this is the case, the new club formation team should provide guidance. Have an agenda prepared to ensure all business is covered, and distribute a copy to each attendee. Appoint or elect a temporary secretary to take the minutes.



First impressions are critical. The first meeting with prospective new club members should be organized, informational, and include an ice breaker.

Keep it simple. Provide some highlights of GFWC history using resources from the Women's History and Resource Center, share information about the many benefits of belonging to GFWC, and review the six GFWC Community Service Programs and two special projects from the GFWC Club Manual. Keep the presentations short and provide plenty of time for questions and answers. Provide enough information about GFWC to demonstrate the benefits of belonging but be careful not to overwhelm attendees.

During the informational meeting, identify people who seem particularly excited about the new club and whose energy and enthusiasm appear to be contagious. Look for those who are especially well-connected in the community. These individuals will be critical in making the new club part of the community and attracting additional members.

At the end of the meeting, ask whether the attendees are interested in forming a new club. For those that are interested, decide when would be a convenient day, time, and location to attend an organizational meeting. This will encourage the prospective new members to assume control of the club. Have informational packets prepared to send home with prospective members so they can read more about GFWC at their leisure.

Follow up with prospective members by phone, email, and/or a personal note after the informational meeting to reinforce the connection and maintain enthusiasm. Be sure to mention the day, time, and location of the next meeting and invite the attendees to provide names, addresses, telephone numbers, and/or email addresses of friends and family members who might be interested.

## THE SECOND MEETING

The new club formation team and sponsoring or mentoring club members should attend the second new club meeting at the previously determined day, time, and location. Important business and votes will be conducted at this meeting including:

- Choosing a name. It is **required** that all new clubs include “GFWC” in their name, such as GFWC [town name] Woman’s Club.
- Determining the club’s purpose and mission.
- Establishing the amount of dues to be collected. Dues are calculated based on the total amount of dues for GFWC, your respective State Federation, district (if applicable), and what the club decides it will need to function effectively.
- Creating club officer positions. Traditionally, clubs have at least a president, vice-president, secretary, and treasurer, though more positions may be needed for larger clubs. Clubs of ten members or less need only a president and a secretary. Consider also terms of office and how officers will be elected (via a nominating committee or directly).
- Establish a bylaws committee of at least three members to draft the club’s bylaws for review and adoption by the entire club. The committee should use the GFWC Parliamentary Briefs and Model Bylaws as guidelines.

At the conclusion of the second meeting, determine by consensus the time and place of the next meeting. The new club formation team, or sponsoring or mentoring club may ask the new club members to make the necessary arrangements for the third meeting, including securing the meeting space, creating and sending the invitation/communication, setting up refreshments, etc.

## THE THIRD MEETING AND BEYOND

There is no set formula for how the club building process evolves. It may take longer than three meetings to decide on a club name or draw up bylaws, but don’t be discouraged. A new club can take over a year to get on its feet. Perseverance is much more important than speed. As long as the new club is not losing momentum, there is nothing to fear from a slow start. Just don’t give up on the new club. The new club formation team or sponsoring club representatives should attend meetings of the new club, gradually transferring administrative responsibilities to the new club members. It may take some work, but when the new club is achieving great things for its community on its own, all the effort will be worth it.

## CHOOSING A CLUB PROJECT

In addition to taking care of administrative business, the third meeting is the appropriate time to discuss projects the club members might be interested in undertaking. Encourage each member to share information with the group about a project or program in which she is interested or involved. These are potential projects for the club to consider. As an added value, members will get to know each other better and have a sense of the range of projects on which they can work.

Interaction among attendees will increase their sense of involvement and ownership in the club. Smaller groups should be encouraged to engage in informal, free-wheeling, general discussion on any and all topics raised. Larger groups may have to be divided into discussion groups to allow each person a chance to have her voice heard.

Once the discussion is complete, the new club should democratically choose its first project based on community needs and available club resources. This will be the first of many community service projects voted on and accomplished by this new club.

## **MAKING IT OFFICIAL-THE NEW CLUB APPLICATION AND CHARTER PROCESS**

The new club formation team or sponsoring club should guide the new club's officers through the club membership application process. Membership applications and eligibility requirements are established through the State Federation.

Contact your State President and/or State Director of Junior Clubs to make arrangements to present the new club with its Charter at a state meeting. Everyone should enjoy the celebration of accepting a new club into the GFWC family. The new club deserves the recognition, and it will reaffirm for others in the state that it is possible to form new clubs.

### **CONNECTING NEW CLUBS TO GFWC**

Orienting new clubs to the benefits of belonging to GFWC is as important as orienting new members to their local club. GFWC wants to let new clubs know as soon as possible that they have access to the many benefits provided to them through Federation.

Since State Conventions are generally held in the spring and GFWC dues are not collected until the following February, there is often a disconnect between GFWC and the new club. GFWC cannot provide a new club its complimentary *GFWC Clubwoman Magazine* and *News & Notes* subscriptions and other benefits until it receives documentation that the club is officially recognized by the State Federation as a new GFWC club.

Even if a State Federation chooses not to remit the club's dues until the next February deadline, it should provide a copy of the New Club Form, available under 'Forms' at [www.GFWC.org/membership/gfwc-resources](http://www.GFWC.org/membership/gfwc-resources), and club bylaws to GFWC as soon as possible. To engage the new clubs right away, GFWC Membership staff will enter the new club's information in the GFWC member database, send out a welcome letter and certificate, and complete subscriptions to *GFWC Clubwoman Magazine*, *News & Notes*, and other special mailings.

When the club's dues are received at GFWC Headquarters, the club will receive a full New Club Welcome Packet, which contains the complete GFWC Club Manual, GFWC brochures, mini tri-folds, WHRC brochures, a club president pin, and other resources of value to a new club.

### **INSTALLATION OF NEW OFFICERS**

If possible, the State President, district president, state board member, and/or, if applicable, the State Director of Junior Clubs or district junior director, should install the new club's officers. This reinforces the club's connection to GFWC, and lets the members know how important they are to our organization.

Installations are based on the duties of the offices as outlined in the club's bylaws. The club should supply the installing officer with her list of duties. Ceremonies are as varied and diverse as our membership.

Sample Induction Ceremonies can be found in the GFWC Ceremonies Guide. Electronic copies are available via request to GFWC and hard copies are available for purchase through the GFWC Marketplace at [www.GFWC.org/Marketplace](http://www.GFWC.org/Marketplace).

### **NURTURING THE NEW CLUB**

Transitioning a club to stand on its own is a delicate process. It must become independent, but don't discontinue involvement too soon. The new club formation team or sponsoring club should be prepared to nurture the new club for one to two years. District and state leaders should also be involved in this process, checking in and providing guidance when necessary. When it appears that the club has a firm foundation, cut back on the visits, but follow up with occasional phone calls and emails.



### **ADDITIONAL TRAINING**

Meetings at every level of GFWC (district, state, region, and national) offer a variety of training opportunities, including membership workshops, roundtables, and informal get-togethers. Meeting attendance provides an expanded perspective on the breadth and depth of GFWC activities and accomplishments at every level.

Be sure to nurture, but not dominate, the new club. It needs to build its own history based on the interests and styles of its members. It is okay if the new club does things differently than the sponsoring club or how the new club formation team suggested. The important thing is that the new club is given the tools and support needed to succeed. With this sort of mentoring and guidance, the club members will know the value of GFWC and will thrive.

## **MEMBERSHIP AWARDS, CONTESTS, AND GRANTS**

### **AWARDS**

A \$50 award will be given annually to one club in the nation for creativity in implementing an effective Membership program. Awards will be determined by the entries into the Awards Program. Each State Federation may submit one State Award Cover Sheet and one Club Creativity Entry Cover Sheet for the Membership Advancement Area. Clubs do not submit entries to GFWC.

A \$500 award will be given at the 2016 GFWC Annual Convention to one state in each GFWC membership category that records the largest number of new clubs federated with GFWC during the 2014-2016 GFWC Administration. State membership chairmen must send the completed New Club Form to GFWC Headquarters within 60 days of the new club's federation date in order for the new club to qualify. Dues for the new club must be received by GFWC no later than the next February 15 dues deadline. The award is based solely on information provided to GFWC via the New Club Forms submitted between July 1, 2014, and May 1, 2016.

### **GRANTS**

GFWC grants are available to clubs to assist with recruitment efforts and to districts to assist with club building efforts. Funds are designated each GFWC fiscal year beginning July 1 and ending June 30 to help underwrite membership recruiting and rebuilding in your community. GFWC offers \$50 for club member recruitment programs and \$100 for district new club building programs.

To apply for a club membership grant, please visit [www.GFWC.org/Membership](http://www.GFWC.org/Membership), email [GFWC@GFWC.org](mailto:GFWC@GFWC.org), or contact 202-347-3168. Please note that you must return the application form to GFWC Headquarters at least 45 days prior to your event. While a GFWC club or district may submit grant applications for separate events, GFWC will award a maximum of one grant per club/district per GFWC fiscal year.

As a GFWC member, you have access to the support and expertise of a professional staff at GFWC Headquarters. You can reach them at 1-800-443-GFWC (4392), 202-347-3168, or [GFWC@GFWC.org](mailto:GFWC@GFWC.org).



**GENERAL FEDERATION  
of WOMEN'S CLUBS**

# **SAMPLE CYBERCLUB BYLAWS**

## **BYLAWS**

### **GFWC Anytown Cyber Club**

#### **Article I. Name**

The name of this organization shall be GFWC Anytown Cyber Club. This organization shall be affiliated with the General Federation of Women's Clubs (GFWC) and the GFWC Any State.

#### **Article II. Objective**

This club is organized exclusively for the purpose of bringing together women, who are unable to physically attend a meeting, to promote charitable, educational and civic progress in their city, state and nation.

#### **Article III. Membership**

- Section 1. Membership shall require no sectarian, partisan, or political test for membership.
- Section 2. An individual may become a member of the club by paying annual dues, and accepting the duties and responsibilities of membership.
- Section 3. Resignations must be submitted in writing to the Secretary and presented by her to the membership. No member may resign in good standing unless her dues are paid.

#### **Article IV. Dues**

- Section 1. The annual dues shall be \_\_\_\_\_ and will include the dues payable to the General Federation of Women's Clubs and the GFWC Any State Federation of Women's Clubs.
- Section 2. Dues are payable to the GFWC Any State Woman's Club in care of the club's Treasurer on or before **May 1** of each year. Members in arrears after **June 1** shall be dropped from the membership for nonpayment of dues.

#### **Article V. Officers, Election and Duties**

- Section 1. The officers of the club shall be a President, Secretary and Treasurer. Officers will serve a two-year term of office.
- Section 2. All nominations will be made from the floor by a member at the meeting held at the annual GFWC Any State Convention in even number years. Elections shall be held at this Annual Meeting with new officers assuming their positions effective June 1 in even number years.
- Section 3. No member shall hold more than one office. No member shall be eligible to hold the same office for two consecutive terms, except for the chartering year.
- Section 4. The President shall preside at all meetings of the club and have general supervision of the work of the club. She shall be a member ex-officio of all committees.
- Section 5. The Secretary shall keep the minutes of the club meetings. She shall conduct the correspondence on behalf of the club.
- Section 6. The Treasurer shall collect all dues and keep an accurate record of the membership list. She shall send written notice to all members in arrears after May 1. She shall make payment of dues to the General Federation of Women's Clubs and the GFWC Any State Federation of Women's Clubs no later than **October 1** annually. She shall receive all monies for the club and deposit them in the club account. She shall pay all bills after approval by the membership and present a written report to the membership at each meeting. The books of the Treasurer shall be audited annually.
- Section 7. The fiscal year of the club shall be from **the first day of June to the last day of May** of the succeeding year.
- Section 8. When a vacancy occurs in an elective office, the unexpired term shall be filled by the membership at the next cyber meeting. When a vacancy occurs in the office of President, the Treasurer shall succeed and a new Treasurer shall be elected.



**GENERAL FEDERATION  
of WOMEN'S CLUBS**

# **SAMPLE CYBERCLUB BYLAWS**

## **Article VI. Meetings**

- Section 1. The regular meetings of the club shall be held at a minimum quarterly via electronic means. Cyber meetings may be held more frequently if there is business to be transacted. As club members are located throughout the state making it geographically challenging to conduct regular monthly meetings, this club will employ electronic means to conduct meetings. The club president will be responsible for initiating the monthly meeting, and the secretary will be responsible for maintaining a record of all correspondence.
- Section 2. The regular meeting at the GFWC Any State Annual Convention shall be the Annual Meeting.
- Section 3. Special meetings may be called by the President and shall be called at the request of three members. The call shall state the object of the meeting. All members shall be notified of the time and place of special meetings at least five days in advance of the meeting.
- Section 4. Fifty-one percent (51%) of the members shall constitute a quorum for the transaction of club business.

## **Article VII. Programs and Committees**

- Section 1. The membership shall create such Programs and Committees, as it deems necessary to complete the work of the club. These shall conform as nearly as possible to those of the General Federation of Women's Clubs and the GFWC Any State Federation of Women's Clubs.

## **Article VIII. Parliamentary Authority**

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **Article IX. Disposition of Club Assets**

In the event GFWC Anytown Cyber Club is dissolved, any remaining club assets will be turned over to the GFWC Any State Federation of Women's Clubs.

## **Article IX. Amendments**

These bylaws may be amended at any meeting of the club by a two-thirds vote of the members present and voting, provided that the amendment(s) has been read at the previous meeting and transferred to those not in attendance.