



ALMANAC



February 2019

No. 412

New Jersey State Federation of Women's Clubs of GFWC

55 Labor Center Way, New Brunswick, NJ 08901

President's Message—Mary E. Wolfe

Thank you to all the Club Presidents and Chairmen who took the time to submit their 2018 Annual Reports. These reports are an integral part of your club history. Please share the information with your members and celebrate your accomplishments. While the facts are still fresh in your mind, why not write a letter to the editor of your local newspaper thanking the residents and merchants for their support while sharing how your club's projects benefitted your community?

At the January District Councils, each President received a supply of letters explaining the goals of the Shining Future Endowment Campaign, and was asked to distribute one to each of her club members. After reading the letter, please ask yourself, "What does membership in my club and NJSFWC mean to me?". It is this Officer's hope that your love of Federation will prompt you to support the campaign with a donation and that you will be as generous as your situation allows. We have **A Proud Legacy** and, with your help, we will have **A Shining Future!**

Be on the lookout for the official CALL TO CONVENTION! The Credentials and Registration Committee, chaired by Rosemarie Saviello, will meet to prepare the mailing on Saturday, February 9th. This earlier date will help each Club President receive the materials in time to share with her members before the registration deadline. Please adhere to all deadline dates. You won't want to miss this Convention, Celebrate A Proud Legacy, May 6-8, 2019.

Convention will be a celebration of our upcoming birthday and 125 years of Federation! Convention Chairman Darlene Grady and Vice Chairman Nancy Levy are working hard to make this a memorable event. New this year - on Monday, May 6th prior to the opening Business Session, you are invited to show your district pride at a Pre-Convention lunch featuring the reports of the District Vice Presidents!

Remember that ads for the Convention Program Book are due to the Chairman, Jennie McQuaide, no later than February 15. Please take advantage of this opportunity to honor or congratulate a club member or wish a Happy Birthday to NJSFWC!

We learned in November, when NJSFWC Treasurer Joyce Fredericks delivered your generous donations of Christmas stockings for the troops, that 2018 was the final year for the Boatsie's Boxes collection. They will be closing down operations permanently on March 1, 2019 and extend their heartfelt gratitude and appreciation to all who so generously volunteered their support.

Boatsie's Boxes has been a favorite project for our Club Members and I know that we are grateful to Gail Van Vranken (aka Boatsie) and her family for their dedication to the troops. We wish them all the best in the future! In the meantime, NJSFWC is looking for another organization in order to continue this wonderful project, remembering the troops at Christmas. Your suggestions can be sent to Public Issues Chairman Lisa Levin, levin@njsfwc.org.

Have you made your reservation for the statewide fundraiser for our Special State Project, Court Appointed Special Advocates (CASA) of NJ? Join in the fun with your Federation sisters on Thursday, March 7th for the lunch matinee at Hunterdon Hills Playhouse when the Mahoney Brothers present "California Dreaming". Members and guests are welcome. Please see the flyer in this ALMANAC and be sure to send your response by February 15. I hope to see you there!

In Federation Friendship,

Mary

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Special points of interest:

- State Dates
- Conservation Registration Forms
- Convention Volunteers
- The Lilies - Award
- SSP Fundraiser
- Spring Open House
- HQ Wish List
- T-Shirt Order Form
- 1894 Society
- Yearbook Changes



NJSFWC PRESIDENT-ELECT**Jan W. Hanson**

Here are three things you might not know, but would be helpful in running your meetings.

1. If you have an NJSFWC Board member in your club, she should be on your agenda and asked to speak. If she is on the NJSFWC Executive Committee, you should call on her after the President's Report or, if she is a Board member she should speak after the club officers.
2. The President should remain neutral in any discussions during a meeting. When she gives her report or if she wishes to speak on a topic, she appoints another officer to "assume the chair" while she speaks.
3. Whoever opens the meeting should close the meeting, even if you have installed a new President during the meeting.

If you have any questions on Leadership, please don't hesitate to ask me.

Monthly Tip: You can't be expected to know all the answers, but if you don't ask the questions then you will never know the answers.

Thank you for all of your reports. Keep developing leaders.

NJSFWC SECOND VICE PRESIDENT**Shirley A. Holly**

Thank you to all club presidents who took the time to submit reports! Even though it takes time to write reports, clubs are always happy they took the time to gather statistics and report as this now becomes part of your club history. Share this information with club members. Not every member is involved in every project your club partakes. Club members may be surprised at how many projects your club has done and how many hours and dollars it took. Write a newspaper article on how successful your club has been over the past year and let your community know of your successes.

Now, the work of the Community Service Program and Standing Committee Chairmen begins. The chairman will read and reread your reports many times, for different reasons. First they will select the district winners who will receive certificates at their Spring Conferences. Then they will select the State winners who will receive certificates at the Annual Convention in Atlantic City, in May.

Then the chairman will reread club reports in order to write their GFWC report. It is the job of each chairman to select 10 projects that have made an impact in communities across New Jersey from the projects that clubs have submitted. If your club project is selected to be sent to GFWC, clubs will receive a certificate at the NJSFWC Annual Convention for this also. These certificates are new this year. Once the chairmen have written their GFWC report, the reports are reviewed by this officer and sent to the President for final approval. After final approval, the reports are mailed to the GFWC Chairman who will read and reread the reports to select the winners who will receive their certificates at the GFWC Convention in Austin, Texas in June. GFWC Chairmen will be looking to see how many projects have been reported for International President Mary Ellen Brock's "Seven grand initiatives".

Much of the information that is garnered from all the reports is used to write the NJSFWC supplements for the next administration.

NJSFWC THIRD VICE PRESIDENT**Barbara McCloskey****Membership Matters!**

Thank you to all the clubs that sent in a Membership Report, and to all the clubwomen who brought in new members!

Now is a great time to begin keeping records of all your membership activities, so when you start looking at your membership report next year, you will already have a list of your projects and hours recorded.

If you have not already considered a spring membership drive, now is the time to start planning.

GFWC Day is April 24th and this officer would like to encourage all clubs to consider promoting a membership event or display during that week.

NJSFWC THIRD VICE PRESIDENT (continued)

Many locations, such as the library and other places you might consider to hold an event or display, may already be booked up for spring activities, so get your date confirmed now!

Also, consider a short program that includes information about your club history, GFWC and of course include information about the Shining Future Endowment Campaign.

Other theme ideas include one of the GFWC Grand Initiatives, such as a Dr. Seuss theme in March or Earth Day (April 22nd) and Arbor Day (April 26th) with a tree theme.

National Volunteer Week is the week of April 15th and is a time to celebrate the impact of volunteer service on our communities.

Why not try something different and hold a Saturday morning event or program. Many women are still working and cannot make a day event. Or, plan your event around women who are at home and include their children with a craft.

Don't forget to review the Membership Supplement and see if there are some new projects or activities you can implement this year. It is available to all on the NJSFWC website, and you do not need to login to access the materials section of the website.

Attracting new members should be ongoing, so why not try a few different ideas, you may be surprised with the results.

NJSFWC TREASURER

Joyce J. Fredericks

Treasurers should be compiling a list of contributions that your club has made to date in preparation for your disbursement meeting, held in the next month or so. Most clubs decide their disbursements sometime in March, either in a separate meeting or at their March General Meeting. Along with the list of contributions already made, Treasurers need to compile a list of proceeds from fundraisers and IF the fundraiser was designated for a SPECIFIC charity or charities, the list should detail who the fundraiser was for and the amount of proceeds going to it. These should have been earmarked as "Restricted Funds" in your monthly Treasurer's Report. A motion to move the disbursement of these funds will need to be made at the disbursement meeting or at the general meeting in March. Whether you hold a special disbursement meeting or it is discussed at a general meeting, a motion should be brought to the membership and put in the official minutes of your club.

Now, as to the rest of the available funds NOT DESIGNATED previously to go to a specific purpose, the Treasurer should now include the amount of funds that will be available to be voted on to be disbursed at either your disbursement meeting or your March general meeting. Motions must be made and seconded at these meetings, as club members move to donate the available funds.

Carryover of funds to be used in the next or future club year for "seed money" for upcoming fundraisers or to cover expenses that will not be paid in this fiscal year, is allowable. You might want to set up a scholarship fund in a separate account to be used in future years, especially if this is something you usually raise money for, to avoid the need for constant fundraising for scholarships.

If your club had a very successful fundraiser, you might want to hold over some funds in an interest-bearing account, such as a Money Market Account, to have money to cover deposits, buy prizes, etc. for future fundraising or to be used for future endeavors.

CHARTIABLE REGISTRATION QUESTIONS – Even though this officer has written articles in the ALMANAC about the process, there seems to be some confusion about charitable registration and questions come frequently.

In an effort to clarify the procedure, this information is presented:

Under the Charitable Registration and Investigation Act of 1994, all charitable organizations were required to register. Clubs could register *individually*, or *if gross receipts were under \$25,000, they could register UNDER NJSFWC. If gross receipts are \$25,001 or more, Clubs MUST REGISTER ON THEIR OWN.* HOWEVER, The CRI Act now permits charitable organizations receiving annual gross contributions of \$10,000 or less to choose whether or not they wish to maintain a registration with the Charities Registration Section, as long as they do not use a professional fundraiser.

NJSFWC TREASURER (continued)

So, if YOUR CLUB'S GROSS RECEIPTS are under \$10,000, you can choose not to register; but if you want to maintain the Registration, then you can do so either individually or with NJSFWC.

The confusion seems to be about whether or not your club is part of the 501(c) 3 NJSFWC Group Determination. Registration DEPENDS UPON THE AMOUNT OF YOUR GROSS RECEIPTS and your club can register with NJSFWC by sending in your check for \$15.00 to NJSFWC Headquarters, 55 Labor Center Way, New Brunswick, NJ 08091 in accordance with the guidelines set forth in the annual mailing to ALL CLUB PRESIDENTS in September of each year. If your Club is part of the 501(c)3 NJSFWC Group Determination AND your gross receipts are \$10,000 but not more than \$25,000 you **SHOULD** file this by using the above stated procedure. If your club is NOT under the NJSFWC 501(c)3 Group Determination then, as long as your gross receipts are under \$25,000, you can register under the Federation's group registration by following the above procedure.

Questions regarding 501(c)3 exemption, such as is your club under the NJSFWC Group Determination, etc., should be directed to the Financial Secretary, Marie DiMatties at dimatties@njsfwc.org.

NJSFWC FINANCIAL SECRETARY

Marie E. DiMatties

Thank you to all the clubs that submitted their Fundraising Report. Although a lot of time and effort goes into the gathering of information, remember this is a history of your club. A copy of the report should be saved and utilized when your finance committee begins working on the club budget. The information will help to give insight into what was accomplished in the prior year and what changes may need to be made to reach the goals for the club's new fiscal year. This Officer thoroughly enjoyed reading your reports and will compile the information received from your reports to send a Fundraising Report to GFWC.

GFWC has suggested using the five W's and one H to help organize and plan a successful fundraiser:

- WHO - who will serve as a committee and who will be your audience?
- WHAT - are you selling? Is it a product or service or hosting an event?
- WHEN - timing is critical. Holiday or seasonal related?
- WHERE - location, location, location!
- WHY - what will this fundraiser support? Why are you raising funds?
- HOW - advertising, promotion, and planning.

In order to be successful in fundraising, we need to be creative, inspirational, thoughtful, adventuresome, and determined. Remember fundraising begins with FUN! The success of a fundraiser is not always decided by the amount of monies raised. Often, the good will spread in the community and the teamwork and bonding of your members is just as important.

COLLEGE DISTRICT

Christina Burlew

As we celebrate Heart Health month, remember that we should always take care of ourselves. Learn all you can about the steps you can take to guard against heart disease.

The Woman's Literary Club of Bound Brook will hold its annual Bakeless Cake Sale fundraiser sponsored by the Ways and Means Committee. Instead of baking, members are encouraged to donate an amount equal to or more than what the ingredients would cost. Each member is given a letter explaining how the Cake Sale runs. Members who were not able to attend the meeting are sent a letter. This is one of their most popular and successful fundraisers.

Also, the Home Life/Social Services CSP will accept donations of comfy, new clothes, sweat pants, T-shirts, and diabetic socks. Before the collection, the Chairman contacts the Menlo Park Veterans Home in Edison to confirm what items are most needed.

COLLEGE DISTRICT (continued)

Bridgewater Woman's Club learned the power of one small act of kindness while baking "Cookies for the Courageous" -- an idea picked up at a District Council. In recognition of those who selflessly serve our community, and as a token of our gratitude, club members began delivering homemade treats to area first responders. What started on Valentine's Day with the Bridgewater Police Department, continued on a rotating basis, once a month or so, to a volunteer fire department or rescue squad serving Bridgewater Township until all were thanked. Several units noted that this was a first for them. Bridgewater Woman's Club now has use of one fire department's banquet facilities for their monthly club meetings thanks to appreciative firefighters who remembered this small gesture, and who are hoping for more cookies! Preferably with milk.

EVENING MEMBERSHIP**Claire J. Hill**

The **Haddon Fortnightly EMD** will be holding a progressive dinner.

The **Woman's Club of Merchantville EMD** is planning a Taste of Pennsauken. The Knit Wits are busy making scarves and blankets to be donated to CASA NJ and other charities.

EMD of Arlington Woman's Club will be having a speaker from a Kearny bank who will give advice on protecting themselves from Identity Theft and also discuss safe banking habits. They will be sending valentines to the residents at Alaris - a local nursing home.

Woman's Club of Ridgely Park EMD will be having a speaker from CASA at the February meeting.

Many EMDs will participate in the February cookie-candy program where goodies will be donated to rest homes and schools.

GARDEN DISTRICT**Patricia J. Dahl**

Even in the cold months the Garden District spreads flower seeds in their community as well as abroad. On the Martin Luther King Day of Service, **The Haddon Fortnightly** created washable, reusable pads for girls in Malawi, which enabled them to continue their schooling while menstruating. They had cutters, sewers, turners, and ironers helping to make these pads. "Days for Girls" (DfG) is a global movement that prepares and distributes sustainable menstrual health solutions to girls who would otherwise miss school during their monthly periods.

The **GFWC Woman's Club of Runnemede** held its Annual Basket Auction. They had 138 baskets with an extra five Super Baskets. The attendance was 124 people as well as their members. They made a profit of \$3,991.82.

The **Woman's Club of Mullica Hill** supports Your Place at the Table (YPATT), a local outreach project, with monthly donations of needed food and supplies. They also sponsored two families in need by fulfilling their wish lists. They had an annual Pound Party fundraiser at their meeting where club members bring a wrapped item weighing one pound that will be auctioned off to the highest bidder with the proceeds to benefit CASA NJ.

Marlton Woman's Club had a Cookie Pack at a member's home. At that time, they filled small Valentine cellophane bags with homemade cookies and Valentine candy. They hand deliver them to a local nursing home for their Valentine's Luncheon. Some of the bags were delivered to their local food pantry. The **Woman's Club of Edgewater Park** does a similar project for Valentine's Day but delivers theirs to the Children's Home Crossroads for Teens in Crisis.

FEDERATION TRIPS

(CALL HEADQUARTERS FOR MORE INFORMATION – 732-249-5474)

England, Scotland & Wales – October 4, 2019

Holland Tulip Festival featuring Mackinac Island's Grand Hotel– May 9, 2019

Christmas Markets Along the Danube (Germany and Austria) – December 4, 2019

Christmas at the Broadmoor Resort featuring The Broadmoor Holiday Show – December 11, 2019

HIGHLANDS DISTRICT**Judy Filippini**

The cold and snowy weather of winter has not deterred the women of the Highlands from their philanthropic endeavors. Many clubs have baked cookies for their annual Cookie/Candy project with the packages delivered to local nursing homes, DASI, people in need and veterans.

It is Spelling Bee season in the Highlands. Club bees will be held in January and early February with the district bee later in February. The following clubs are holding bees- **GFWC Woman's Club of Denville-Rockaway Area, Long Valley Area Junior Woman's Club, Woman's Club of Parsippany/Troy Hills, Junior Woman's Club of Somerset Hills, Junior Woman's Club of Sparta and West Morris Junior Woman's Club.**

Long Valley Woman's Club will sponsor their 33rd Annual Antiques Show on Saturday, February 23, 2019 at the Long Valley Middle School.

The Sparta Woman's Club continues their Vial of Life project in conjunction with volunteers from Sussex Tech, local churches, Sparta Ambulance Cadets and many others. The next batch of 1,000 kits is in the works. The vial contains important medical information that can assist emergency personnel in administering the proper medical treatment.

LIBERTY DISTRICT**Jane Mackesy**

The **Woman's Club of Allwood** members will be filling recycled grocery bags for St. Peter's Haven Food Bank to bring to their February meeting and luncheon.

The **Woman's Club of Arlington** is in the midst of planning its annual Author's Event scheduled for April 7th at the Henrietta Benstead Senior Center. This year's featured speaker will be author and sports writer Ed Lucas. Baseball, Cracker Jacks, and a dynamic speaker will make for an exciting and informative afternoon.

The **Junior Woman's Club of Arlington** is planning a social event for the older teens in foster homes under the care of CASA NJ Hudson County. They will be packaging their annual Valentine's Cookies for Seniors and partnering with other local organizations to co-sponsor their 2nd blood drive.

The **Woman's Club of Little Falls'** Home Life & Social Services Committee will have a guest speaker from Seeing Eyes for the Blind from Morristown, NJ at their Feb.13th meeting. Their Warm Up America Committee, Book Club, and Bridge Group meet regularly.

The **Woman's Club of Upper Montclair** will hold a Valentine's Day Luncheon on February 13th.

PALISADES DISTRICT**Marie Sullivan**

We're halfway through winter, so we know spring can't be far behind!

The **Paskack Junior Woman's Club** will be having Bumper Bowling for the kids on President's Day, 9:30-11:30 a.m. Spend the morning with your little ones or grandchildren.

The **Junior Woman's Club of River Edge** is running a Handbag Raffle Wednesday February 20, 2019 at 7:30 p.m. at Knights of Columbus in River Edge. Please check www.jwcriveredge.org for information and tickets. Who doesn't want to win a new designer pocketbook?!

The **Junior Woman's Club of Rutherford** will be hosting a Chili and Brews Event- a Chili Cook-Off Contest and Beer Tasting at Rutherford Woman's Club Carriage House. Sounds like a fun night!

RAMAPO DISTRICT**Barbara Cook**

Some clubs in the Ramapo District, like some animals, are in hibernation until March. The **Woman's Club of Franklin Lakes** does not have formal meetings in the months of January and February. However, they have what they call "Fun and Fellowship Meetings" at a restaurant and all members are invited. It gives them an opportunity to catch up with what has been happening in their member's lives. The club members just honored Rose Auricchio who at 91 is very active in the club. She was given an Honorary Membership to the club and a Proclamation from the mayor.

The **Suburban Woman's Club of Pompton Plains** is gearing up for their Tricky Tray in March which is their major fundraiser. The theme this year is the "Roaring 50's". Club members will be wearing poodle skirts and neck scarves. The club will be hosting a program on Unclaimed Property to inform members on how to get unclaimed money, etc. They will also be participating with the local library for Dr. Seuss Day on March 2nd.

Clubs are setting up programs and projects for the coming months. The **Woman's Club of West Milford Township** is having a speaker from the local CASA come and speak to their members. They are having a "Soup /Cookie Night" where they will make cookie baskets to be delivered to Nursing Homes and Senior Centers. The club hopes to have someone talk on a Dog Rescue program in March. Their annual Victorian Tea will be in April.

SHORE DISTRICT**Gwendolyn M. Lewis**

Allaire Woman's Club donated grocery store gift cards to needy families throughout the Wall Township schools. Diapers, clothing and bedding were donated to 180 people. For Martin Luther King Day of Service the ladies are making fleece blankets for the pediatric patients at Robert Wood Johnson Hospital.

For MLK Day of Service, **Woman's Club of Asbury Park** will pack toiletry sacks for young girls in need in the Asbury Park area. They will hold their yearly Hearts Desire Brunch Fundraiser at Clancy's Tavern.

Woman's Club of Brielle members are working diligently to promote their club. A presentation was held at the Brielle Elementary School with Brielle's PTO President, the Principal and families of the students. On MLK Day of Service, they will award two students from Asbury Park High School each with a \$2,500 scholarship. Brielle's new evening meeting group is growing in membership.

Woman's Club of Lacey members were busy over the last several months. The Merilee Singers performed at the Lacey Community Center and the Municipal Alliance Luncheon. The Arts Creative CSP collected a record number of items for the Lacey Food Bank and Providence House. The club paid a needy family's bills. They collected items for women and children in shelters.

Woman's Club of Point Pleasant will hold a MLK Day of Service project. They will have tables set up around the room and focus on making tray favors for nursing homes, packing birthday bags for Providence and Dottie's House, making fleece blankets for CASA NJ and signing letters advocating to political leaders.

Woman's Club of Spring Lake had a Souper Bowl Club meeting with a speaker from the Natural Gas Company. Soup and sandwiches were provided by the members and they played an Energy Bingo Game. They had a successful wine and hors d'oeuvre fundraiser.

SOUTHERN DISTRICT**Jane Snyder**

Country Shore Woman's Club held a new member installation in January. They have begun practicing for their upcoming play, "The Adventures of the Wizard of Oz" that is held the first weekend in March at Upper Township Elementary School.

February is a quiet month for the **Colony Club of Ocean City**. Their literature group will be discussing *Tale of Two Cities* by Dickens. The speaker at their general meeting is Mary Ann Sullivan from the Emmanuel Cancer Foundation.

SOUTHERN DISTRICT (continued)

In February, **Woman's Club of Absecon** is going to start collecting gently used sneaks and flip flops for donating to either Nike "Reuse a shoe" or to Soles4Souls. They continue dropping off baked goods to the local rest home residents (Absecon Manor) twice a month.

Woman's Civic Club of Hammonton members are looking into a soup night as a fundraiser. They delivered poinsettias for shut-ins and candy/cookies to a nursing home in town.

The **Women's Community Club of Cape May** program for February is a Weather Program presented by Joe Martucci, a meteorologist and weatherman for The Press of Atlantic City. Great information!

Millville Woman's Club hosted a speaker on "Women's Heart Health" at their monthly luncheon. They did a mall walk handing out "red" buttons for Heart Health. The book for their monthly Book Discussion will be The Girl with Seven Names: Escape from North Korea by Hyeonseo Lee & David John.

Ex-Presidents Club of the Southern District semi-annual luncheon meeting will be held on February 22 at the Tuckahoe Inn.

THE ARTS/CREATIVE COMMUNITY SERVICE PROGRAM

Gail Kovacs-Felici

Plan a Road Trip!!

The museums that are listed in the Arts Creative supplement hold multi-diverse exhibits. There are other museums to visit, either with current members, prospective members of the club, with school children or with a senior group.

If the weather is fine, an open-air museum such as Grounds for Sculpture (Hamilton) would make an interesting venue, as would the Museum of American Glass (Millville) or the Gustav Stickley Museum at Craftsman Farms (Parsippany).

There are county or local historical societies that have needlework, costume and pottery exhibits like those at Greenfield Hall (Haddonfield) or the Belskie Museum of Art and Science (Closter), Lambert Castle (Paterson) or the Hermitage (Ho-Ho-Kus). There are ethnic museums in Freehold (Latvian), Jersey City (Russian), Passaic (Hungarian) and Newark (Jewish).

Some of the museums specialize in a single area. For example, the John F. Peto Studio Museum (Island Heights) exhibits trompe l'oeil work of John F. Peto and the Fleetwood Museum of Art and Photographica (North Plainfield) showcases the science of photography.

Whatever suits your fancy – get out and explore! This could be a great way to draw in some prospective members by running a trip to one of these museums.

THE ARTS/PERFORMING COMMUNITY SERVICE PROGRAM

Debbie Edwards

Thank you to all of the clubs who reported to this Chairman. This will make the job easier as the State Chairmen all have to report to GFWC. Thank you for the narratives, as this explains each project that is done on the club level.

This Chairman is looking forward to all of the Arts/Performing Days coming up next month. The Palisades District has already had a wonderful Arts/Performing show back in December. But all the other Districts are coming up soon.

You still have time to get your act together. That is your readings, jokes, songs or a short skit. Acts are always needed for your District's Arts/Performing Day. This is always a fun day spent with friends and club members. Come out and enjoy the time spent with them! Audience members and performers are both needed to make the day a success!

CONSERVATION COMMUNITY SERVICE PROGRAM**Bonnie Dann****Sustainable Seafood**

The world's supply of seafood is seriously threatened by overfishing and the destruction of marine environments. Continued decline can only be averted by better management of fisheries, and using practices that are sustainable. In addition, fish farming, or aquaculture, has become increasingly necessary as human population growth creates demand that cannot be met by wild-caught fish.

The fishing industry in the U.S. is regulated by the National Oceanic and Atmospheric Administration which tries to maintain or improve fishing stocks. However, this addresses only part of the worldwide problem. Consumers can help by avoiding seafood that comes from endangered fisheries, while supporting sustainable sources.

Sustainable seafood has been described as seafood that is caught or farmed in ways that insure the long-term vitality of fish species and the well-being of the oceans.

One organization that promotes sustainable seafood is Seafood Watch, a project of the Monterey Bay Aquarium, which publishes guidelines on its website to assist consumers in making responsible choices in the market or when dining out. Seafood Watch can be accessed at <http://www.seafoodwatch.org/>. Besides the type of fish, consumers generally will need to know the geographical source and method of catch in order to choose knowledgeably.

Among the better choices cited by Seafood Watch in the Northeast U.S. are bass, bluefish, haddock, U.S. Mahi Mahi, Canadian and U.S swordfish, catfish, and farmed trout. Most tuna is a good choice (except Bluefin), unless caught with drifting longlines. Tilapia from the U.S. and South America is also a good choice (this is a fresh-water fish native to Africa which is extensively farmed). Crabs from the U.S., Canada, Australia and Norway are generally a good choice (except Atlantic rock crabs caught in pots). Most Pacific salmon from the U.S. and Canada is also a good choice.

Fish to avoid include Atlantic cod (unless caught by handline), Atlantic halibut, imported Mahi Mahi, imported octopus, orange Roughy, shark, and most imported shrimp.

EDUCATION COMMUNITY SERVICE PROGRAM**Ann Ribinsky Brown**

Thank you to all the clubs that held local spelling bees. Good luck to all the local finalists in the February District competitions. This chairman looks forward to meeting all the District winners at the NJSFWC State Spelling Bee, to be held at Headquarters on March 2, 2019.

Although Dr. Seuss' Birthday is March 2, it will be celebrated in schools on Friday, March 1. Will your club participate in this year's Read Across America?

Many clubs have begun to collect new Dr. Seuss books as part of GFWC President Mary Ellen Brock's Seven Grand Initiatives. Please send a portion of what you collect directly to GFWC, 1734 N. Street NW, Washington DC 20036. The rest should be distributed to schools, day care centers, hospitals, safe houses, or wherever young children may gather. It would be great if every child in a class could take home a new book, especially in the less affluent school districts.

Be sure to keep track of the number of books in each language and where you donated them, so we have an accurate account of our support toward this Grand Initiative. Also, be sure to put labels in your books indicating that they were donated by your club.

HOME LIFE COMMUNITY SERVICE PROGRAM**Susan A. Chambers**

Most of us are aware that February is American Heart Month, first declared by President Lyndon Johnson in 1964. But did you know that one in five Americans will develop heart failure that is "a progressive condition in which the heart is unable to pump blood efficiently" (from Consumer Reports on Health, December 2018)? Physical activity keeps our arteries in shape, helps control weight, blood pressure and blood sugar as well as inflammation. Try to get at least 20 minutes of physical activity 4-5 days a week. And stop smoking! Your heart, and everyone you love, will thank you!

HOME LIFE COMMUNITY SERVICE PROGRAM (continued)

Check out the American Heart Association's website (www.heart.org) for some great tips on improving your lifestyle and keeping your heart strong. And be sure to look up some great heart healthy recipes at recipes.heart.org.

At your February board meeting, take 5 minutes to do some stretching after sitting for a while and remind your members how good it feels to get up and get moving besides the health benefits they receive. Also, encourage your members to wear red to your February meetings to remind everyone to take care of their hearts!

INTERNATIONAL OUTREACH COMMUNITY SERVICE PROGRAM**Karen Manneback**

Operation Smile

For too many families around the world, safe surgery is not an option.

At Operation Smile, they believe every child deserves exceptional surgical care. They believe all children deserve to be treated as if they were our own.

That's what drives each and every one of them: their global network of medical professionals, who donate hundreds of thousands of hours toward the care of children around the world each year, and their supporters who are moved every day to make a difference in the lives of children they've never met.

As long as there are children in the world who need their help, they will do whatever it takes to give them the quality care they deserve. Together they strive for a world where no parent has to tell their child that there are no options or that there is no hope.

The obstacles patients face may vary – it may be financially difficult to seek care, or transportation to the medical mission site may be challenging. Their community volunteers help alleviate discomfort and stress by extending their generosity beyond the surgery that each of our patients receive.

HOW CAN WE HELP:

We can help by making quilts, blankets and Afghans, (No-Sew Light Weight Fleece Blanket, Machine Quilted Blanket, Knitted Child-Sized Afghan and Crocheted Child-Size Afghan), smile bags, smile dolls, smile splints and hospital gowns. If your club members like to collect items, you can look at the "Child Life Therapy Supplies" and "Medical Record Supplies". The "Service Project Inventory Sheet" will have the General Shipping Instructions and the Service Project Inventory Form. The "Medical Records Supply list" will also include General Shipping Instructions and Community Volunteer Supply Donation Inventory Form. As always, a cash donation will be accepted. For more information go to: www.operationsmile.org.

PUBLIC ISSUES COMMUNITY SERVICE PROGRAM**Lisa Levin**

Operation Teddy Care/Stuffed Bear is a comforting way to help children who are in a dangerous situation or are victims of a house fire. When police and firefighters visit their home in an emergency, they bring a new stuffed teddy bear for the child to hold during this stressful or fearful situation. This gesture helps to give the child a sense of calmness, in a tragic moment of their life.

Please contact your local Police Department and local Fire Department to find out how you can help. Many local townships have a program, asking non-profits or individuals to donate money toward the purchase of new stuffed teddy bears.

COMMUNICATIONS**Mary Lu Henry*****Pitch Letters, Make it Work for your Club!***

Many companies use a "Pitch Letter" to attract a journalist's attention on a story that may not be important, but still interesting. Organizations use pitch letters for human-interest stories that don't merit an official press release, but would generate favorable publicity for their organization. Press releases are usually sent to several news media sites at the same time, while a pitch letter will be sent to only one newspaper or magazine to offer an exclusive to them.

Every day, journalists receive many news stories that must be screened to determine whether it is news-worthy or not, however, a pitch letter gets the reporter's attention with why the story would be interesting to print.

A pitch letter should never be more than one page and you should get the reporter's interest in the first line. However, don't tell them everything. You want to use it as a "teaser" to get their interest so that they will attend your event or interview your club officers for the story. You want them to say, "Wow, I never knew that about that club" or "The history or special event about this club would make an interesting story."

Some guidelines:

- Do not start with a general greeting of "To Whom It May Concern", be sure you use the reporter's name.
- First paragraph - make your first line a "teaser" of what is to come.
- Second paragraph remember the four W's – Who, What, Where, and Why by explaining a summary of your proposed story.
- Third paragraph - explain how the reporter can contact you. If they like the story and want to follow through, provide several ways they can contact you through a phone number, e-mail address, or social media account/website. Let them know that you will be contacting them in two weeks to follow up on your pitch letter.

Good luck and let me know if a pitch letter worked for your club.

COMMUNITY IMPROVEMENT PROGRAM**Rachael M. Salandra**

The GFWC Community Improvement Programs' goal is to enhance the lives of our neighbors around the world by meeting your community-specific needs. This Chairman believes the Community Improvement Program Contest is the heart and soul of our organization. It would be great if each of the clubs in our state would enter the contest. The Community Improvement Program Award provides a way to enhance relationships between GFWC clubs and the community.

Almost any project can be turned into a Community Improvement Project that addresses a specific, unique need within that community. Large or small projects qualify. A continuation of a project or enhancing a project that your clubs already does qualifies.

To find a project, use your club projects, use your community partners, and use your members. And if you want to get totally new ideas, then brainstorming is the way to go. It's a process for generating creative ideas and solutions through group discussion, for new ideas. Everyone should be encouraged to think aloud and suggest many ideas.

This Chairman would love to know what kinds of projects your club is working on. Remember you will find applications and reporting information, judging criteria and dates in the GFWC Manual. This Chairman is here to help. If she can assist you in any way, please feel free to contact her by email psal6@verizon.net or phone 201-387- 2036.

CONVENTION**Darlene R. Grady**

The official CALL to Convention is due to be delivered to your clubs. Take the time to review the details, go over the schedule of events and make plans with your club members. Encourage Federation sisters by sharing the many activities they can be involved in and how much they'll enjoy the unique experience of Federation Friendship. This type of experience comes from attending the annual Convention together in Atlantic City at the Golden Nugget Hotel Casino, themed "Celebrate a Proud Legacy" to pay tribute to the Federation's 125th Anniversary.

Day one of Convention, May 6th, you'll need to register with the Credentials and Registration Committee, where you'll receive your Convention program book, your meal and workshop tickets. On this opening day, a pre-purchased plated breakfast is offered, scheduled between 7:45 a.m. to 9:30 a.m. After breakfast, there's time to deliver and register the Conservation and Arts Creative entries to their respective areas.

A new event has been scheduled prior to the opening Business Session. A District Day Lunch is being planned. The plan for this colorful event has District members sporting "their" colors and will include the reports of the District Vice Presidents. Tee shirts are being sold in each color (look for the order form in this ALMANAC) or wear something you already own in your district color, so the unity and solidarity of the members from a District is evident to all. Pick up your box lunch and plan to attend, but register early as there are limited seats.

The opening Business session will begin at 1:30 p.m. and will recess by 4 p.m.

Monday evening, we've got a social hour planned from 6 p.m. to 7 p.m., open to all attending. We will once again be acknowledging this year's Women of Achievement award recipients, after dinner. The evening's traditional EX Club tribute is themed "Power of the Past – Force of the Future".

Workshops will be offered on Tuesday and Wednesday of Convention. As in previous years, they are all being offered on a pre-registration basis and, new this year, there'll be a ticket for admittance. In order to execute the plan of choosing the room that best meets the attendance and to allow the presenter to prepare the materials needed, there will be no walk-ins accepted.

The Convention starts with a full agenda and continues through to Wednesday to complete the mission to Enlighten, Educate and Entertain. Please open, read and share the CALL. Consider it an open invitation to all New Jersey's clubwomen to attend the 2019 Convention.

CREDENTIALS AND REGISTRATION**Rosemarie Saviello****Registering for the 125th NJSFWC Annual Convention – May 6 – 8, 2019**

On February 9, 2019, snow date February 16th, the CALL to the 125th NJSFWC Annual Convention will be prepared for mailing to State Board Members, Past State Presidents, General Club Presidents, Affiliate Clubs, EMD Chairmen, and State Organizations by the Credentials and Registration Committee.

The January ALMANAC explained in detail all the information needed to register for Convention. Please read all information carefully and adhere to the deadlines when submitting your club's form.

NOTE: THE DEADLINE FOR ALL FORMS IS MARCH 29th, 2019. Forms postmarked between March 30th to April 5th must include the appropriate late fees. All registrations must be postmarked by April 5, 2019. No exception!

Registrations postmarked after April 5th will not be accepted.

All attendees who register by March 15th will receive a gift.

Your careful attention while completing the Registration Form is very important for both the Registration and Credentials Committee and you.

CREDENTIALS AND REGISTRATION (continued)

Even though you will have not received the CALL by the time you read this article, you can still start to plan who your delegates and alternates will be, so that once the CALL is received, the registration form can be completed without delay. Here's how you know how many delegates you club may have:

IF YOUR MEMBERSHIP IS:	THEN YOU MAY HAVE:
49 or less	4 Delegates and 4 Alternates
50 – 149	6 Delegates and 6 Alternates
150 - 249	8 Delegates and 8 Alternates
250 or More	10 Delegates and 10 Alternates

NOTE: No delegate or alternate can represent more than one club or state organization.

Responsibilities of a Delegate:

We want each of our delegates attending to enjoy all activities Convention has to offer. Keep in mind that being a delegate entails some responsibilities that need to be taken care of before, during and after the Convention.

Before Convention:

Prior to Convention, all necessary Credential and Registration Forms should be completed and signed. In addition, any material regarding the business to come before the Convention will be mailed to the club presidents. This material may include proposed changes to the Bylaws (included with the CALL) or Proposed Resolutions (included in a separate mailing). It is the club president's responsibility to make sure their delegates receive a copy of this material so they may have the necessary information in preparation for Convention.

Ideally, the material should be presented to the Club and any controversial issues should be discussed. The delegates should arrive at Convention fully informed about how their club feels on issues and act accordingly. Delegates are free to vote as they see fit on any matter unless they have been instructed otherwise by the club.

During Convention:

While the delegates are in attendance at Convention, they should attend all the business meetings as well as any informative workshops. The delegates should take an active role in deliberations of the assembly and take part in the vote.

After Convention:

The delegates should report back to the club. This report may be oral, written or both. It should be an informative report on the business that transpired at the Convention.

Club presidents should send the number of delegates allowed for their membership size to the Convention and encourage all other members to attend. Attending Convention will present new experiences and create wonderful memories.

If you have any questions, please feel free to contact the Registration and Credentials Chairman, Rosemarie Saviello, saviello@njsfwc.org.

GFWC SIGNATURE PROJECT: DOMESTIC VIOLENCE AWARENESS AND PREVENTION

Ora M. Kokol

Did you know that on average; nearly 20 people per minute are physically abused by an intimate partner in the US? During one year, that equated to more than 10 million men and women! Well here is a small but vital way for your members to help keep some of these individuals safe – Cell Phones!

Contact your local Police Department and inquire if they collect used cell phones. Do not worry about sharing any information that is on your phone, the police have a way to rewire the phone so that it can only dial 911. These phones can then be given to men and women who are in danger from their domestic partner, or other family members. You can go on line to www.wirelessfoundation.org or call the Protect Organization at 202-736-3200 for further information.

Thank you, to all who sent narratives with your reporting forms telling about the wonderful ways you are showing your support in the Domestic Violence Awareness area, it is exciting to read.

GIRLS' CAREER INSTITUTE**M. Jill McDonald**

February is a very short month with weather, winter break, and holidays often being factors in when schools are open. Club coordinators are sometimes snowbirds and not always available to interview the candidates, then a substitute must be appointed.

LET THIS ARTICLE BE A WARNING REMINDER: your club must act immediately to ensure that your Delegates and Alternates are selected in a timely manner and their forms completed to include parent signatures and club contact information. Please check that the forms are entirely legible. If necessary, contact the Delegate or Alternate and print in the correction. Forms are to be mailed to Jill McDonald, Girl's Career Institute Director, 26 Bastian Drive, Mt. Laurel, NJ 08054. **March 1, 2019 is the deadline.** Delegate packets will be mailed to Delegates by April 1. Alternates do not receive packets until they are moved to a Delegate position.

If your club **anticipates** having a problem meeting the deadline, contact the Director by email (jillmcdon@aol.com) or telephone (856-234-0253) immediately! We want to hold the spaces you paid for as long as possible, but remember there are clubs waiting to add Delegates. If you are having difficulty finding a delegate, we are usually able to arrange for an adoption from another club with excellent candidates or alternates who are anxious for the opportunity. The chances of that girl being from a nearby club or within your District are vastly increased the sooner we know that the space is available.

In several situations during the 2017 and 2018 selection process, clubs found that although they had reserved and paid for one Delegate, they discovered another candidate that they felt was especially in need of the GCI experience. We were able in several situations to cover the cost of this girl through adoption or scholarship. Please don't hesitate to contact the Director if a similar situation has arisen for your club.

Designation of ALTERNATES continues to be a sticking point! If your club/school doesn't want to submit paperwork for Alternates, we understand. However, if you have additional highly qualified candidates, keep their contact information at your fingertips so you can contact them if your Delegate withdraws. If your club submits Registration forms for more than one Alternate, number the forms or designate for which Delegate they are the alternate.

In 2018 nearly 40 Alternates became Delegates! Some of those replaced a Delegate who withdrew. Others were adopted by clubs lacking a Delegate. Still others attended District Orientations and based on that initiative were given scholarship funded slots. The Director will contact all designated Alternates via email as soon as possible after Delegate packets are sent out. This email will inform them of their responsibility as an Alternate to let their sponsoring club and this Director know if they make other plans and will not be able to continue to serve as an Alternate. The importance of attending Orientation will also be emphasized.

We are currently confirming speakers and seeking additional housemothers and volunteer staff who can assist the full time staff – if interested contact Jill McDonald, Director.

HEADQUARTERS**Joanne Mangels**

Wishes, Wishes. We all want to help and support NJSFWC!

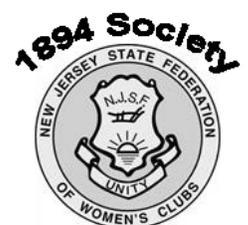
HEADQUARTERS WISH LIST

You can make life in the NJSFWC Headquarters more comfortable for our members by providing an item or two from the **Wish List** in the Flyer enclosed in this ALMANAC. If you would like to donate any of the items on these lists, make a monetary donation, or if you have any questions, send an email to: mangels@njsfwc.org

1894 SOCIETY (Membership for this year ends March 31, 2019)

Complete the 1894 Society Form in this ALMANAC.

The 1894 Society acknowledges the donors who have made a commitment to the future of New Jersey State Federation of Women's Clubs of GFWC.



HISTORIAN**Carol A. Niemiec**

Thank You to all of the clubs that returned their Women's History Reports for 2018. This Historian is looking forward to reading all of them, especially your Narratives, to see what projects are important to clubs.

Now, some more interesting facts about past NJSFWC Presidents:

The Tenth President of the NJSFWC was **Jessie Ropes**, 1913-1915, from the All Round Club of Montclair. During her administration Federation became incorporated, and a Founders Book, later known as the Honor Roll Book, was established in connection with the Endowment Fund. An official Federation song was written... "On, NJ Daughters" by Mrs. Allen Smith of the Ridgefield Park WC, and sung to the melody of "Onward Christian Soldiers." Safety in the kitchen, and conservation of food was emphasized, as World War I approached. A committee was appointed in 1912 to launch a movement to establish the NJ College for Women, and with Mrs. Ropes as leader, thousands of clubwomen worked to arouse public interest in this endeavor.

The Eleventh President of the NJSFWC was **Lillian Stockton**, 1915-1917 of the Woman's Club of Ridgefield. A census at this time revealed that 5 million adults in the US could neither read nor write, and the area of South Jersey known as the "Pine Barrens" was home to many illiterate residents. Clubs were asked to pay the salary of a trained social worker to go into the Pines to teach reading to stay at home mothers, help teachers in school, and make social centers from one room school houses. During Mrs. Stockton's administration, a fully equipped dental ambulance was purchased for use in the Pines, and funds were raised to endow a pediatric bed for children to use in the Burlington County Hospital.

Agnes Schermerhorn was the twelfth president of the NJSFWC, 1917-1920, from the Woman's Club of Orange. World War I was underway and the Federation assisted the war effort by supporting three Liberty Loan drives, selling thrift stamps, and lending larger clubhouses for the Red Cross to use. Camp Dix, known now as Fort Dix, was a major site for shipping soldiers overseas, and the Federation equipped and maintained a Soldiers Club there, the Haversack, that was visited by over one-half million soldiers. After 15 years of ongoing efforts, the NJ College for Women became a reality and it opened in September, 1918, with 54 students. Agnes Schermerhorn in 1922, also helped raise the needed funds for the purchase of the present GFWC Headquarters in Washington, DC. The NJ Federation was the first state to contribute its quota of \$3,500 toward GF Headquarters.

LEGISLATION/RESOLUTIONS**Carole B. Speechley**

Thank you to every club that submitted a Legislation/Resolution report. This Chairman has enjoyed reading them and is using the information in them for New Jersey's report to GFWC. Our Federation has made a positive difference in our world through advocacy – **your club is helping to continue this proud legacy.**

The Legislation/Resolutions Committee has been busy researching, reviewing, writing and discussing topics that will be presented to you at the Convention in May. Clubs were asked to submit Resolutions, which some did, and to consider topics for possible Resolutions which the members of the Committee have continued to review.

As you may know the deadline for the submission of a Resolution by a club was December 15th. The Legislation/Resolutions Committee met in January. They have reviewed the Resolutions submitted by the clubs, added some of their own, and will now present those Resolutions found to be important to the mission and purpose of NJSFWC to the Executive Committee. The Executive Committee will examine and discuss the Resolutions that are submitted, possibly ask for further clarification or explanation then accept or deny any or all of the Resolutions submitted. Once the Executive Committee approves the Resolutions, they are presented to the Board of Directors by this Chairman. They are sent to each member of the Board several days before the meeting so they have time to read them and make notes in case they have questions. Again, there might be discussion on some of the Resolutions, which is encouraged. Through this process, each Resolution is fully vetted and understood before it is brought before the membership for approval at Convention in May.

This Chairman thanks you for all the work you have done in Legislation and Resolutions. Even though the deadline for submission of Resolutions for the 2019 Convention is past, any suggestions for Resolutions that you want the committee to pursue can be sent to this Chairman any time. Also, it's not too early to start working on Resolutions for next year.

Please continue to ask your members to join the GFWC Legislative Alert Center. What we do matters.

SPECIAL STATE PROJECT**Lynn Webb**

An article entitled "Make Creativity Contagious" in the Winter Edition of GFWC CLUBWOMAN Magazine included a suggestion of how to support Court Appointed Special Advocates (CASA). The magazine suggested donating coloring books and crayons for children, who are present with their guardians in court. Please check with your local CASA affiliate before collecting these items.

Show the love for CASA of NJ by purchasing NJSFWC State Project pins for \$5 each. The funds support our project.

Many clubs asked about the measurements for a child's quilt. There are many quilt patterns and the throw size quilt is approximately 56" x 77" or a twin size, approximately 67" x 101". There can be variety of simple patterns and may be different sizes especially sewing with scraps. There are websites with pattern ideas from other organizations: <http://www.quiltsforkids.org/patterns.htm>. You can design your own quilt by looking at what other volunteers have done. If you find a favorite pattern, please share what your club has done.

February 15, 2019 is the deadline to register for the "Mahoney Brothers" at the Hunterdon Hills Playhouse on Thursday, March 7, 2019. This is a statewide fundraiser for CASA of NJ. More information and the Registration Form is included in this ALMANAC. The luncheon will be a fun get together for lunch and a show.

"How to Become an Effective CASA Ambassador"
Millville Woman's Club Clubhouse
300 E Street
Millville, NJ 08332

Saturday, April 13, 2019
10:00 a.m. - 12:30 p.m.

Registration deadline April 1

To sign up for the training or if there are any questions,
Contact: Lynn Webb webb@njsfwc.org

WEBMASTER**Denise Hosier****WEBSITE CONTEST ENTRY**

Submit your intention of entering the competition by emailing the NJSFWC Webmaster between February 1 and 28. Website will be reviewed between March 1 and March 15. (See Flyer in this ALMANAC for details).

Is It Safe to Use Facebook?

We all worry about Internet security. With reports of accounts being hacked and identities being stolen, it makes you wonder if anything is safe, especially a social network like Facebook.

In general Facebook is a pretty safe place. There's built-in security that helps protect you and your information. Your data is encrypted and the Facebook servers have built-in security.

But there are a few things you can do to help protect yourself.

1. **Use a unique password.** DON'T use your name, your pet's name, or any other word that someone might guess. Make it hard to figure out, with upper and lower-case letters, numbers, and special characters. And NEVER give your password to anyone.
2. **Only "friend" people you know personally.** And watch out for fraudulent friend requests. It's always best to click on the requester's profile and make sure it's actually someone you know. If there is only one profile picture and one cover shot and they were created yesterday, this might be a fraud. When in doubt, delete.

WEBMASTER (continued)

- 3. **Don't over-share!** If you post on Facebook that you're going on vacation, it shouldn't be a surprise if your house gets burglarized while you're gone. Use Facebook's privacy settings to keep your information contained. Set your Facebook security so only your friends can see your posts. And be aware that your cover photo and profile picture are public, so anyone can see them.

Taking the above advice into account, feel free to join Facebook. And while you're at it, **"like" our NJSFWC Facebook page. You'll find lots of great photos and information there.**

PARLIAMENTARY CONSULTANT TO CLUBS

Maureen K. Costello

The following parliamentary terms may help you understand some of the lingo used during a meeting or proceeding:

ACCEPT, ADOPT and APPROVE: Minutes are usually "approved", Treasurer's reports are "accepted", Resolutions are "adopted"

ACCLAMATION: Loud viva voce (voice vote) of approval.

ADDRESS THE CHAIR: Speak directly to the presiding officer.

ADJOURN: Bring the meeting to a close.

AGENDA: List of business or discussion to be handled at a meeting.

ALTERNATE: Substitute to replace another.

AMEND: To alter (as by motion) by (a) striking out, or (b) by adding, or (c) by substituting.

APPEAL: May be made from any decision of the Chair when ruling is made, and may be put to vote by the assembly.

ASSEMBLY: A gathering of persons for deliberation or legislation.

AUDIT: A formal official examination and verification of accounts.

BALLOT: A printed slip for voting, usually secret. Total votes cast.

BYLAW: A law or regulation made by an association for its own guidance; a method of procedure rather than a basic principle.

CANDIDATE: One who proposes himself or is proposed for an office.

CHAIR: The presiding officer at a meeting.

COMMIT: To refer to a committee.

COMMITTEE: A small group of persons appointed or elected to take action on a proposal.

CONSENT: In matters of trifling importance, the chair takes for granted the consent of the assembly.

CONSTITUTION: Fundamental law or principle for an organized group.

.....to be continued