

SUGGESTIONS FOR A SUCCESSFUL CLUB YEAR

1. Simplify club projects. Do those that are more effective and profitable.
2. Don't be afraid to start new projects. A new project can excite and motivate members.
3. Make your community aware of your club. Service work and publicity go hand in hand.
4. Make new members feel like they are an integral part of your club. Get them involved-now.
5. Hold a New Member Orientation. It is very important that your new members understand the nature and organization of your club, and be given a rudimentary explanation of Federation. It will help them feel more like members than rookies.
6. Hold a Federation event. This is a wonderful way to give members a view of the larger picture. Federation history and achievements add a dimension to our organization that makes us unique.
7. Have a "what does it mean" or glossary of terms sheet--an explanation of NJSFWC jargon which "experienced" members understand, but which is a mystery to newer members.
8. Have different members participate in the meeting each month by doing the Invocation, the flag salute, etc.
9. Create a talent file, keeping a record of the special interests and skills of your members. Use your members' talents whenever possible.
10. Use a questionnaire/survey in planning your year. Let the members indicate which projects they would like to see continued and which they would be willing to chair or cochair. The questionnaire gives the members the benefit of a secret ballot, as well as the opportunity to consider their own personal responsibilities and time commitments before they make choices.
11. Be willing to restructure. It is necessary to grow and change with the times and with each year's change in members.
12. Learn to delegate responsibility. It will help save your sanity, and it will provide training and leadership development opportunities to your members.
13. If you ask and expect your members to meet all deadlines, and if you meet all deadlines set for you, last minute, frantic efforts can be avoided.
14. How things are said are sometimes as important as what is said. You can never give too much praise. SMILE-SMILE-SMILE!

A PRESIDENT'S DUTIES, RESPONSIBILITIES AND PRIVILEGES

A president's duties include:

- a) To be pleasant and gracious in manner, to set an example in fairness, courtesy and obedience to rules.
- b) To report frequently to the membership and keep it informed.
- c) To plan each meeting well in advance and to prepare an agenda including all items of business to come before the club at that meeting.
- d) To call meetings to order on time.
- e) To be absolutely impartial while presiding.
- f) To take the vote on each item of business properly, the affirmative first, then the negative; to clearly announce the result of the vote.
- g) To delegate responsibility to others and to give praise where it's due.
- h) To realize she has no more authority than that which is given to her by the bylaws, and other rules of the club, or by a vote of the assembly.
- i) To refrain from speaking on behalf of the club, unless authorized to do so.
- j) To be familiar with the bylaws and all other rules of the club.
- k) To show, by example, how members may work together as a team to accomplish desired results.

A president's responsibilities include:

- a) To participate in District and Federation activities; to encourage membership participation and attendance at all meetings of the club, District and Federation; to represent the club at meetings of other clubs and organizations and at District and Federation meetings and events.
- b) To answer all mail promptly and to distribute club mail to the proper chairmen.
- c) To be available for help at all times but to refrain from interfering with the work of various departments and committees.
- d) To assist in training future leaders in order to provide for continuity in the work of the club.
- e) To urge new or shy members to take an active part in club work.
- f) To discourage cliques.
- g) To hold an Orientation meeting for the members of the Board after each election.

A president's privileges include:

- a) As a member of the club, the president has all the privileges of membership, including the right to make motions, debate, and vote. In order to be impartial, she will refrain from making motions and debating while presiding. She will call upon the First Vice President, or someone else if the First Vice President is not present, to take the Chair if the president wishes to propose motions and debate AS A MEMBER. She will not resume presiding until after the vote is taken on the motion in question and the result of the vote is announced.
- b) As a member of the club, the president has the right to vote, but she does not exercise this privilege in a voice vote, show of hands vote, or standing vote unless her vote will change the result. She may vote to make or break a tie, but she does not have to do this. In a ballot vote, she will vote with other members but must do so before the ballots are counted. In this case, she may not vote to change the results. In a Roll Call vote, the president's name is called last. She may vote, or she may answer "Present" if she wishes to abstain.
- c) If the club bylaws state that the president serves as a member, ex-officio, of all committees, except the nominating committee, she has all the rights and privileges of other members of the committee, including the right to vote.
- d) The president is considered to be the Hostess at all social functions of the club. When refreshments are served, she is served first, then the guest of honor and other guests are served.

- e) As one who holds the highest office in the club, the president is accorded the honor and courtesy that should be given to a president of a federated club. Every club member should be encouraged to respect THE OFFICE.

CLUB FINANCIAL RESPONSIBILITIES

501(c) 3 DETERMINATION

There are many benefits to a club and its membership in becoming 501(c)3 tax exempt. Club dues, mileage, and donations become tax deductions for your members. The club can then apply for New Jersey Sales and Use tax exemption, saving them money on purchases. Also, when the club holds a meeting at a restaurant, there is no sales tax.

If your club is not currently 501(c)3 tax exempt, the easiest way to obtain this status is to join the NJSFWC's Group Letter of Determination. A package is available for \$2.00 from Headquarters that explains how your club can be covered under the NJSFWC tax exempt determination and includes the necessary form. In addition to the \$2.00 fee for the paperwork, there is a one-time application fee of \$50.00, which is far below the charges collected by the IRS for a club to apply on their own. To be included, you must complete the form and return it to Headquarters by the December 15th deadline.

To find out if your club is 501(c)3 tax exempt, you can call 1-877-829-5500, the toll free number of the IRS unit that deals with Exempt Organizations. The NJSFWC Financial Secretary can tell you if you are part of the NJSFWC Group Letter of Determination.

Note that if your club has 501(c)(3) status on its own, there is no benefit to joining the Federation's group. If your status has been revoked by The Internal Revenue Service for nonfiling, the club cannot reapply under the NJSFWC Group Letter of Determination.

If you have any questions about the rights and/or responsibilities of a 501(c)(3) organization:

- a. Visit the web site www.irs.gov/eo for a variety of informational links,
- b. Visit the web site www.irs.gov/formspubs to download Publication 4221 Compliance Guide for 501(c)(3) Tax-Exempt Organizations (excellent) and Publication 557 Tax-Exempt Status for Your Organization (technical),
- c. Call 1-800-829-3676 to request Publication 4221 or 557, or
- d. Call 1-877-829-5500. This toll free number is to the unit that deals with Exempt Organizations.

Another good source of information is StayExempt.org. This educational web site, developed by IRS Exempt Organizations, features an online version of a popular workshop for Small and Mid-Sized 501(c)(3) organizations, as well as mini-courses on various topics of interest to exempt organizations, including deductibility of contributions, applying for exemption and foundation classification and applying for exemption.

Be sure to keep your 501(c)(3) Letter of Determination in a safe place and make sure that both the President and Treasurer of the club have copies and know where the originals are.

CLUB FINANCIAL RESPONSIBILITIES (cont'd)

IRS INCOME TAX FILING REQUIREMENTS

IRS form 990, 990-EZ, or 990N are the income tax forms for tax exempt clubs. **All tax exempt clubs** are required to file one of these forms annually. **This applies whether your club achieved 501(c)(3) status on your own or if you are part of the NJSFWC Group**

Letter of Determination. Your club is responsible to file individually. The Pension Protection Act requires the IRS to revoke the tax exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. **Therefore, organizations that do**

not file the e-Postcard (Form 990-N), a Form 990 or a 990-EZ for three consecutive years, will have their tax-exempt status revoked as of the filing due date of the third year. If you are not sure if your club has 501(c)(3) status, you may check by calling the IRS Exempt Organizations Unit at 877-829-5500. They will ask for your club's Employer Identification Number (EIN).

IRS form 990 or 990-EZ is the annual income tax form for a club with gross receipts (every penny deposited in your bank accounts) over \$50,000. This form is due the 15th day of the fifth month after the end of your fiscal year. Unless your club bylaws state differently, your club fiscal year would be your club year. So, if your club year is May 1 to April 30, and the club had gross receipts over \$50,000, the IRS form 990 or 990EZ needs to be filed by September 15th. Any club that is part of the NJSFWC Group Letter of Determination must file by September 15th regardless of their club's fiscal year because this is the deadline for NJSFWC.

With the enactment of the Pension Protection Act of 2006, small 501(c)(3) tax exempt organizations with **gross receipts** less than \$50,000 since the 2010-2011 club year are now required to file electronically Form 990N, also known as the e-Postcard, with the IRS annually. It must be completed online, there is no paper version. **The e-postcard is easy.** The first step is to register as a new user. Go to www.irs.gov. Click on the "Charities & Non-Profits" tab at the top. The first article that appears is about the Annual Electronic Filing; click on the link. In the middle of the page is a box entitled "How To File." Follow this link and accept to leave the official IRS website. There is a private company handling this for the IRS. There is a link to register as a new user. You will need the club's Employer Identification Number (EIN) to establish a log-in ID. They will ask for you to create a password plus give your name, e-mail address and daytime phone number. You will be sent an e-mail containing an activation link. When you click on this link, you will be asked the club name, address, employer identification number, contact person, and a statement that the gross receipts were under \$50,000. Just like the other versions of the form 990, this new 990N will be due the 15th day of the fifth month after the end of the club's fiscal year. Remember to keep your EIN Number and password in a safe place to use the next year.

CLUB FINANCIAL RESPONSIBILITIES (cont'd)

CHARITY REGISTRATION

Does your club:

- Raise money from the public?
- Have a raffle license permit?
- Utilize the services of a professional fundraiser (in the past fiscal year)?

If so, you must register yearly with the Division of Consumer Affairs by completing the appropriate Charities Registration Form within five months of the end of your fiscal year.

If the **GROSS CONTRIBUTIONS (the sum total of all money deposited in your treasury from FUNDRAISING EVENTS before deducting expenses) were over \$10,000 and under \$25,000** and you did not use a professional fundraiser, you may take advantage of registering through NJSFWC by **October 1st**. By early September, Club Presidents receive a mailing with the necessary one page form and directions. The cost is \$15.00 payable to NJSFWC.

If the **GROSS CONTRIBUTIONS were over \$25,000 or if you used a professional fundraiser**, you must file on your own. For information about the Charity Registration and Investigation Act or to request an application, you may visit www.njconsumeraffairs.gov/ocp.htm#charity or call the Division of Consumer Affairs, Office of Consumer Protection in Newark at 973-504-6215.

If you qualify to file under the NJSFWC, do not miss the October 1st deadline to be part of NJSFWC's registration or you will have to register on your own!

The Charity Registration number is necessary to renew or apply for a raffle license and the potential fine for not registering is \$7,500. **Complete our one page form as soon as you receive it and return with your \$15.00 payment.**

IMPORTANT! In the past, if a club has ever filed the Charities Registration on their own, they could not switch to filing the Charities Registration under NJSFWC because they have their own number issued by the state. **However**, if your club now qualifies to be part of the NJSFWC group, you may contact the NJSFWC Treasurer and ask that she write a letter requesting that you be added to our group.

CLUB FINANCIAL RESPONSIBILITIES (cont'd)

SALES TAX?

"Any person or organization engaged in selling taxable goods or services in this State must register with the State for sales tax purposes by filing a business registration application (Form NJ-REG)..."

If your club sells anything that, if purchased in a store, you would pay sales tax on, your club should be collecting sales tax and sending it to the state on at least a quarterly basis. There used to be a coupon book for monthly and/or quarterly remittance, even if the numbers were all zero. Do you have ST-3, ST-4, or ST-5 forms in the club files? What about a Certificate of Authority or an old book of coupons? These all indicate that some time in the past the club was registered.

Over time your club may have turned away from direct sales (such as candy bars or hoagies) as fund raising projects. Maybe when you have sales of a product (Innisbrook for example) you collect the sales tax and pay it to the vendor. It is quite possible the need to complete the paperwork has been overlooked for several club administrations. In 2004, the State of New Jersey went paperless for filing and paying collected sales tax (Form ST-50). This online filing has added to the oversight problem for there is no longer a coupon book to remind the treasurer to file the report.

Or, maybe someone in the recent club history filed a **Request To Be Placed On a NonReporting Basis Form (C-6205-ST)** and your club is no longer obligated to file forms full of zeros. Only when you sell items for which sales tax needs to be collected will the club be required to go online and complete the ST-50. How can you find out if this non-reporting status has been granted to your club? Call the Division of Taxation's Customer Service Center at 609-292-6400. They can tell from your Employer Identification Number (EIN) what the status is for your club and send you the C-6205-ST Form if needed.

BUT, IF YOUR CLUB IS 501(C)(3) AND FILED WITH NEW JERSEY TO BE AN EXEMPT ORGANIZATION, DO YOU STILL NEED TO COLLECT SALES TAX?

In this case, your club need not collect sales tax if you hold infrequent sales of taxable items. This means holding sales once or twice a year or for a short duration, such as running the refreshment stand during baseball season.

If on the other hand, your club has a weekly hoagie sale, sales tax must be collected and paid to the state. Visit www.state.nj.us/treasury/taxation/index.html and click on the "Publications" link for a variety of bulletins on sales tax that can answer your questions.

CLUB FINANCIAL RESPONSIBILITIES (cont'd)

MONEY LINGO

Many of our clubs have monies for a variety of purposes held in one checking account and this is OK if your recordkeeping is good. When members ask at a meeting how much money is available to give for an unplanned donation the treasurer can not just look at the check book current balance and say "We have \$2,000." Within that account there are monies for the budget, specific charities, unrestricted charities, and what is called "exchange."

Budget Monies – usually these are funds raised from dues to meet the operating expenses of the club. Some examples of these expenses would include GF and NJSFWC dues, insurance,

annual report filing fee, post office box, printing, postage, and Delegate Registration to Convention. Total anticipated receipts and disbursements should match to make the budget balance.

A specific fundraiser (advertised to the public as for the operating expenses of the club), an internal event involving only members, or a minimal administrative fee of 5% to 10% charged to all fund raising events may be necessary to increase the receipts.

You can not just take other money in the checking account to cover a budget expense.

Charity Monies – these are the funds raised from the public for the good works done by the club and may be considered “restricted” or “unrestricted.” When the club has an event such as a fashion show and the ticket or advertising states the event is to benefit the scholarship fund, than all the profits from this event are restricted to use for scholarships. If the ticket said to benefit the scholarship fund and other charities, than the club should have determined when the project was approved what percentage or dollar amount was to be for scholarships and what amount was for unrestricted charities. Only these unrestricted funds are available during the year for donation.

At the end of the club year a pot of unrestricted monies may have been disbursed to a variety of charities. If one donation was to sponsor a youth basketball team for the Parks and Recreation Department in town and the check was not to be written until November, the funds became restricted.

Exchange Monies – are funds collected from members for specific expenses. One example would be members giving the treasurer money to purchase state project pins. This money will go in and out of the account. Collecting installation dinner or Convention expense money, so that one club check can be written, are other examples.

So, how much money is available to make that special donation? If the treasurer has kept proper ledger sheets and knows what monies are committed, she can say with confidence “We have \$150 in unrestricted charities.”

FEDERATION EVENTS

Club presidents receive information and reservation forms for all upcoming events sponsored by the NJSFWC. Some of the events held yearly are as follows:

Achievement Day may or may not be held in conjunction with Spring Conference. Club members enter their personal handiwork and plants which they have grown in District-wide contests. The categories of the contests are determined yearly by the state chairmen of the Arts/Creative Department and the Conservation Department. The winning entries in each District go on to compete on a statewide level at Convention.

Convention - The annual Convention is the official business meeting of the organization. All members of the club may attend the Annual Convention, but the number of those members that are official delegates is dictated by the Bylaws of the organization. In addition to business meetings, Conventions offer workshops, banquets, and many learning opportunities.

District Councils are held in June, September/October, January/February, and March/April. Every member is invited to attend, and it is hoped that each club will have at least one representative. State and District chairmen bring useful information to each Council meeting, and written materials are distributed.

Fall Conference is held annually, usually in October. There are a variety of workshops offered in the morning. Following a luncheon, there is a keynote speaker, program updates and presentation of membership awards.

Leadership Institute may be held every other year, usually in March. This special day at Headquarters is provided for incoming and continuing club presidents. Members of the state Executive Committee explain various aspects of club leadership, and written material on many topics is distributed.

Middle Atlantic Region Conference (GFWC) - GFWC divides the country into eight regions. New Jersey belongs to the Middle Atlantic Region, along with Pennsylvania, New York and Delaware. Every year a region conference, a mini-GFWC Convention, is held in one of the four states. There are informative workshops and other learning experiences, as well as visits from the GFWC International President and the GFWC Presidentelect.

Performing Arts Festival - Club members entertain other District members with their talents at this District event. There are group skits, individual and group singing, serious or comic readings, musical and acting performances. This is a fun day for everyone.

Program Assistance Day is held yearly in each District. Each club shares information about the programs they have held at their club meetings, and indicate if the program was worthwhile or not.

Public Issues Day is held in March. Several invited speakers inform our members, and answer members' questions. Speakers often include state officials, and heads of state agencies. Proceeds from the day are given to the Political Science Scholarship.

Spring Conference - The March/April District Council meeting is designated Spring Conference and includes club presidents' reports, a keynote address from the State President or First Vice President/President-elect, a luncheon and awards.

Women of Achievement is co-sponsored with Douglass Residential College. A group of outstanding New Jersey women, as selected by a committee of Douglass and NJSFWC representatives, is presented. Each woman is given the opportunity to speak about her area of experience, and is presented an award for her achievements.

What does the NJSFWC offer your club?

FINANCIAL/TECHNICAL HELP

1. The opportunity to register for the State of New Jersey Charity Registration and Investigation Act with a minimum of effort.
2. The opportunity to become tax-exempt on the Federal level as part of the Federation's taxexemption. Once this has been accomplished, the club will be eligible for state sales tax exemption.
3. The opportunity to get \$2 million worth of liability insurance for less than \$200 as part of the Federation's policy.
4. A press release for every Federation event.
5. Every club receives free materials designed to help with membership and the operation of the club. Recent examples, Market Your Club Effectively, Retain Your Members Effectively, Treasurer's Handbook, Protocol, and GFWC Club Manual which includes information on how to process motions, writing an agenda and what the minutes should contain.
6. Every club receives a free copy of the ALMANAC eight times a year and GFWC CLUBWOMAN magazine six times a year. Included in these publications is information from your state and national officers, parliamentary tips, sample proclamations and updated project information and ideas.
7. The members of the NJSFWC Board and Carol J. Sas, Executive Director, are always available to assist your club and to answer questions.
8. Access to a websites for further information www.njsfwc.org and www.gfwc.org
9. Clubs receive sources for new and interesting programs through the District Program Assistance Day, and the Classified Program Pamphlet.

PROJECT ASSISTANCE

1. Clubs have received ideas for easy projects with the receipt of Done In One.
2. The ALMANAC and GFWC CLUBWOMAN magazine offer project ideas in every issue.
3. Hundreds of project ideas are listed in the GFWC Programs and the NJSFWC Supplements, which are sent to every club and available online at www.njsfwc.org

PERSONAL GROWTH FOR INDIVIDUALS

1. The opportunity to attend national, regional, state and district days for continuing education, new ideas and socialization with members from across the state.
2. Achievement Day and the Performing Arts Festival give members the chance to showcase their personal talents and learn from other members.
3. Workshops at Convention, State Fall Conference and District Council; meetings provide information to support club leaders and educate individuals.
4. Federation gives each member recognition for her inherent worth. She is not seen as a mother, wife, employee, etc.
5. Federation gives each member an avenue for sharing those causes that are most dear to her. Members can bring their concerns to the club, the district and the state and make an impact by adding their voice to that of other members.
6. Most importantly, each member has the opportunity to meet and become friends with women she would not have met without her Federation membership.

FEDERATION – A BRIEF HISTORY

(from Federation Milestones)

GENERAL FEDERATION OF WOMEN’S CLUBS

In 1868, a newspaper writer named Jane Cunningham (Jennie June) Croly was refused admission, because she was a woman, to a dinner given by the Press Club of New York, honoring Charles Dickens. Her indignation was such that she interested some of her friends in forming a club for women which was named “Sorosis” (a collective fruit formed by the union of many flowers of pulpy mass). In 1890, “Sorosis” was 22 years old with 97 other such clubs in existence in different states. Representatives were invited to a meeting in New York to create a permanent organization – the General Federation of Women’s Clubs. Charlotte Emerson Brown of Orange, New Jersey, was elected as the first President and on December 29, 1893, the General Federation of Women’s Clubs was incorporated in Newark, New Jersey.

The establishment of a permanent headquarters was considered in 1920. Agnes Schermerhorn, former New Jersey President and GFWC Second Vice President, was appointed chairman of a committee to establish a headquarters in Washington, DC. She located a beautiful, historic site and began fundraising for its purchase.

The GFWC motto “Unity in Diversity” was first stated in 1889 by Ella Dietz Clymer, President of Sorosis. She told those pioneering clubwomen, “We look for unity, but unity in diversity. We hope that you will enrich us by your varied experience.” Today GFWC has membership in more than 4,000 clubs and affiliates in more than a dozen countries around the world. As women’s lives and the multiple demands on their time have change, GFWC has continued to be the organization of choice for those who make volunteer community service a priority.

Causes for which GFWC members have worked or are working include: first Child Labor Law, Cancer detection campaigns, human rights, crime reduction, enactment of the 8 hour work day, protection of children, election reform, equal rights and responsibilities for women, consumer protection legislation, creation of the Food and Drug Act, establishment of the Women’s Bureau, establishment of 75% of the nation’s public libraries, right to work, standards of educational improvement, promotion of international peace, betterment of life for older Americans, Workmen’s Compensation Act, responsible media, juvenile justice, Cooperative Forest Management Act, uniform Probate Code, responsible fiscal policy, protection of private enterprise system, domestic violence awareness and protection, volunteer rights and responsibilities, multiple use of federal lands, Social Security/Pension equality, lowering health care costs, and improvements of FCC regulations.

NEW JERSEY STATE FEDERATION OF WOMEN’S CLUBS

The NJSFWC was born on November 16, 1894 when approximately 150 women representing 36 clubs met in Union Hall, Orange, New Jersey. Before the day ended, a constitution and bylaws had been written and adopted and officers elected. Margaret T. Yardley was the first President. At the third Board of Directors meeting, a badge in the shape of a shield with a plow, a rising sun and the word UNITY and the letters NJSFWC was accepted. Later, the lily of the valley was chosen as the Federation flower, and buff and continental blue as the Federation colors.

By 1897, the first state Yearbook had been published listing five departments. It was during the 1902-04 administration that clubs were first asked to send reports of their work to the Federation so that the information could be used to aid other clubs. By 1906, the Federation had grown to such an extent that it became necessary to reconstruct the organization by forming districts. Ten District Vice Presidents were appointed to head each district. Re-districting took place several times. In the years 1947-1950, the 6th District was divided into two making 11 Districts. During the 2004-2006 administration, the number of districts was reduced to 8. In 1911, “A Collect for Club Women” written by Mary Stewart, was read at the semiannual meeting of the Federation. This, as revised, became the official collect for all federated clubs. The JM was organized in 1923, the EMD in 1937, and the Juniores in 1948

The achievements of the NJSFWC have been many, including the founding of the New Jersey College for Women (now called Douglass Residential College), providing the Arts Center at Douglass, raising funds for the building of the Douglass Disabilities Center for Autistic Children, providing two dormitory rooms at Canine Companions for Independence Northeast Regional Center, supporting Special State Projects which have included the Valerie Fund, Community Food Bank of New Jersey, Domestic Violence Awareness and Autism New Jersey.

NJSFWC HEADQUARTERS

The NJSFWC is one of the few State Federations to have its own Headquarters building. It is located centrally in the state, in New Brunswick. Prior to 1959, the NJSFWC met in Newark in any building where they could obtain a room. Then in 1959, the Federation moved to a four-room suite in the Griffith Building, where, for the first time, records could be stored. In 1964, a committee met to formulate plans for the establishment of a new headquarters, and it was suggested that fundraising be accomplished through redemption of trading stamps.

A suitable site was researched in the Trenton, Princeton, and New Brunswick areas. A two-acre tract on Clifton Avenue adjacent to the Douglass College campus was found to be ideal, and on October 15, 1964, the final approval for the leasing of the land was granted by the Rutgers trustees. Fundraising began in earnest, and each club appointed a stamp chairman. The Juniors voted to include Headquarters as their 1965-1966 State Project. Construction began in October, 1965, and the building was formally dedicated at 2:00 p.m. on May 1, 1966. Over half the funds for the building had been raised by collecting trading stamps. The first President to occupy Headquarters and assume responsibility for internal furnishings and maintenance was Geraldine V. Brown Sentell.

ABC's of Federation

ALMANAC - Newsletter published by NJSFWC

CGH - Cecilia Gaines Holland

CIP - Community Improvement Program Award Contest

DVP - District Vice President

EMD - Evening Membership Department

ESO - Epsilon Sigma Omicron (Continuing Education Reading Program)

GCI - Girls' Career Institute (Formally Girls' Citizenship Institute)

GFWC - General Federation of Women's Clubs

MAR - Middle Atlantic Region (one of 8 GFWC Regions)

MYFF - Margaret Yardley Fellowship Foundation

NJSFWC - New Jersey State Federation of Women's Clubs

SSP - Special State Project

WC - Woman's Club

WOA - Women of Achievement

GLOSSARY OF TERMS

GFWC	General Federation of Women’s Clubs formed in New York City in 1890, world’s largest and oldest women’s volunteer organization. GFWC comprises 100,000 members in affiliated clubs in every state and more than a dozen countries ranging from teenagers to retired persons. Members are united by a dedication to community improvement through volunteer services. The motto “Unity in Diversity” was taken from a welcoming speech to delegates considering the formation of the General Federation. The GFWC International President resides at GFWC Headquarters, 1734 N Street, Washington, D.C. during the term of her administration.
www.gfwc.org	Web site for information on the General Federation of Women’s Clubs
NJSFWC of GFWC	New Jersey State Federation of Women’s Clubs of GFWC was formed when 150 women representing 36 clubs met in Union Hall, Orange, NJ on November 16, 1894. The NJSFWC became a member of the GFWC the same year. Currently, the NJSFWC has approximately 7800 members in 215 Woman’s Clubs and Juniorette Clubs. The NJSFWC boasts over one hundred years of achievement, which includes the founding of a College for Women, now called Douglass Residential College, and the saving of the Palisades from commercial destruction. NJSFWC Headquarters lies on the corner of the Douglass Campus in New Brunswick. The President of the NJSFWC also serves on the GFWC Board of Directors.
www.njsfwc.org	Web site for information on the New Jersey State Federation of Women’s Clubs
WC	Woman’s Club, an individual club of the Federation (NJSFWC and GFWC) whose members are over the age of 18. While a club’s bylaws cannot be in conflict of those of the federation, each club is autonomous. Many clubs are tax exempt, and incorporated for their protection. Among many valuable materials and services offered clubs by the Federation is insurance coverage through an umbrella policy and registration with the State under the Charitable Registration and Investigation Act. Included in each member’s dues to the club are \$15 dues to NJSFWC/GFWC.
www._____.	Web site for this individual club
Juniorette	A member of a club composed of girls between the ages of 12 and 18 years of age. The aim of the club is still community service. A Juniorette club may be sponsored by a Woman’s with a member serving as advisor.
EMD	Evening Membership Department is an evening department of a daytime Woman’s Club, organized to accommodate members of the club who are not able to make daytime meetings.
Community Service Program (Departments)	Areas of work for members of the Federation; The Arts (Creative and Performing), Conservation, Education, Home Life, International Outreach and Public Affairs.

GFWC Clubwoman Magazine	The GFWC magazine published 6 times a year containing news, features, department updates, suggested projects and club information, etc. One copy is mailed free to each club president. Subscriptions are \$10 per year and every GFWC member is encouraged to subscribe.
ALMANAC	Newsletter containing pertinent news and updates published by the NJSFWC. Eight (8) issues are published each year. A copy is mailed free to each club. Additional copies for members can be ordered from Headquarters at a subscription fee of \$20.
DVP	District Vice President is the leader in each district of the Federation who conducts council meetings for the purpose of disseminating information from the NJSFWC Board, and sharing of ideas between the clubs in the district. The NJSFWC has 8 districts plus the EMD. The DVP is known as the District President at the GFWC level.
MAR	Middle Atlantic Region is made up of the States of NJ, NY, PA and Delaware. Meetings are held bi-annually to share ideas between states. GFWC is divided into 8 regions.
CIP	Community Improvement Program Award Contest is a GFWC program with cash awards as incentives to encourage clubs to undertake and report outstanding community programs.
SSP	Special State Project is a project or program selected each administration either by the State President or by a vote of the clubs and on which all the clubs of the Federation can participate. Some examples of State Projects include: Domestic Violence Awareness, Headquarters Foundation Fund, Community Food Bank of New Jersey, Canine Companions for Independence, The Valerie Fund, Autism New Jersey, Family Promise, and National Alliance on Mental Illness (NAMI NJ)
GCI	Girls' Career Institute is an annual program held at Douglass College and sponsored by the NJSFWC for high school Junior girls to explore women's issues and encourage awareness to contemporary problems. Clubs work with their local high school to select a candidate.
Convention	Annual meetings of the NJSFWC, held in early spring, and GFWC, held in June, at which each Federated club may be represented by delegates and alternates for the purpose of hearing annual reports and transacting the business of the Federation, such as taking action on Resolutions and Bylaws.
News & Notes	GFWC's weekly e-newsletter keeps clubwomen up-to-date on GFWC activities
eConnection	NJSFWC e-newsletter emailed to club members at no cost. This tool is used to share information in a timely manner.

“KNOW YOUR STATE YEARBOOK”

- Blue Sheet – Due May 1
- Federation Information – number of members, colors, flower, address, telephone and fax numbers, hours of lunch for the Office personnel
- Board members names, addresses, phone numbers and e-mails
- Past State Presidents, Past Junior Directors, Past EMD Chairmen
- Calendar (state and district) for the year – September to June
- Assigned District Days
- General Rules for Use of Headquarters Building
- GFWC Executive Committee members and names and addresses, plus New Jersey Representatives on the GFWC Board
- Important Notes
- Items for Sales at Headquarters, with the prices
- Minutes of the State Fall Conference
- Minutes of the Annual Convention including Resolutions adopted, Reports of Officers, and Auditor’s report
- Community Service Program (Department) Reports and Committee Members
 - Arts/Creative, Arts/Performing, Conservation, Education, Home Life, International Outreach, and Public Issues – plus any applicable District Chairmen names, addresses and phone numbers
- Standing Committee Reports and Committee Members where applicable for
 - ALMANAC, Annual Convention, Bylaws, Cecilia Gaines Holland/Margaret Yardley Fellowship, Communications, Community Improvement Contest, Credentials and Registration, Domestic Violence Awareness, Fall Conference, Girls’ Career Institute, Headquarters, Historical, Honors, Leadership, Legislation/Resolutions, Membership, Program Assistance, and Special State Project – plus any applicable District Chairmen names, addresses and phone numbers
- Special Committee Reports and Committee Members
- Appointments – Report for Parliamentary Consultant to Clubs and Day of Service
- Directories (alphabetically) – General Clubs, State Organizations, Juniorette Clubs and Evening Membership Departments
- DIRECTORY BY DISTRICT
 - Number of clubs, number of members in the District, District Vice President name, address and phone number

- District Assistant
- Clubs listed alphabetically – for all General Clubs, State Organizations, Juniorette and EMD
 - Club (County), number of members (billed by Treasurer)
 - Date organized, date Federated
 - Day club meets, time club meets
 - Name, address and phone number of President, Recording Secretary and Treasurer ▪
Meeting place with address and phone number
- Explanation of Contributions – General Clubs and EMD
- Charter Member Clubs
- Centennial Clubs
- Amended Certificate of Incorporation
- Bylaws
- Standing Rules – General Clubs and EMD
- Index
- Map and Directions to Federation Headquarters
- Member Transfer Form
- Back Cover – Collect

NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS of GFWC
55 Labor Center Way
New Brunswick, NJ 08901

Only pins and printed materials will be sent through the mail. All other items must be picked up at Headquarters. There is a minimum shipping and handling charge of \$3.00 on all materials mailed, unless otherwise specified. All prices include tax. Make checks payable to: NJSFWC and mail to above address.

WOMEN'S CLUBS			
Club Presidents Pin (Gold Filled)		\$100.00	
Past President Pin (Gold Filled)		\$75.00	
Past Presidents Bar (Gold Filled)		\$25.00	
Past Presidents Pin with Bar Attached (Gold Filled)		\$95.00	
Gavel Guard - For Founding Presidents Only (Gold Filled)		\$8.00	
JUNIOR MEMBERSHIP			
Junior Club Presidents Pin (10K Gold)		\$60.00	
Junior Past Presidents Pin (Gold Filled)		\$17.00	
Junior Membership Pin w/ JM attached		\$8.00	
EVENING MEMBERSHIP			
EMD Past Chairman Pin (Gold Filled)		\$17.00	
FEDERATION STATE BOARD PINS			
District Vice President Pin		\$35.00	
State Board Pin		\$18.00	
EX Club Pin (Gold Filled)		\$50.00	
FEDERATION DISTRICT PINS			

PRINTED MATERIALS

Model Agenda.....	\$.25
Model Bylaws.....	\$.25
Duties of a Federation Secretary.....	\$.25
Conference Arrangements.....	\$.25
Parliamentary Pointers.....	\$.35
Conducting a Club Meeting.....	\$.50
The Way to Conduct a Meeting.....	\$.50
Parliamentary Terms.....	\$.50
Participating Member.....	\$.50
Committees and How They Function.....	\$.50
Membership Motivation.....	\$.50
Model Meeting (Azalea Club).....	\$.75
Hats of Leadership.....	\$	1.00
Pearl A. Mentary, Presided.....	\$	1.00
Protocol.....	\$	1.00
Classified Program Pamphlet.....	\$	1.00
ESO Reading List.....	\$	2.00
Treasurer's Handbook.....	\$	2.00
Tax Packet.....	\$	2.00
Schongar's Procedure, Policy and Protocol.....	\$	2.00
Fund Raising Booklet.....	\$	2.00
Done-In-One.....	\$	2.00
Schongar's Parliamentary Maneuvers.....	\$	3.00
Legislation Letter Writing Workshop Kit.....	\$	3.00
NJFWC Active Resolutions Booklet.....	\$	5.00
Golden Moments..... (Picked Up at Headquarters).....	\$ 4.00(Mailed).. \$ 7.00

FEDERATION ITEMS

NJFWC Desk Organizer.....	\$	10.00
NJFWC Combo Notebook with Pen.....	\$	5.00
NJFWC Static Cling Decals.....	\$	2.00
NJFWC Shield Decal.....	\$	1.00
NJFWC Decal Stickers (Strip of Eight).....	\$	1.00
NJFWC Logo Notepaper	\$	10.00
NJFWC Flower Note Cards	\$	10.00
NJFWC Headquarter's Building Casts.....	\$	10.00
NJFWC Nail Files.....	\$	1.25
NJFWC Pens.....	\$	5.00
NJFWC Pens (Flashlight).....	\$	4.00
NJFWC Luggage Scale.....	\$	10.00
NJFWC Lunch Bags.....	\$	8.00
NJFWC Cooler Bags.....	\$	8.00
NJFWC Cell Phone/iPhone/iPod Media Lounger.....	\$	5.00
NJFWC Fleece Vest.....	\$	20.00
NJFWC Black Polo Logo Shirt.....	\$	25.00
Federation Profiles.....(Picked Up at Headquarters).....		FREE
Collect Cards.....	\$.05
Calendar Date Books.....	\$	4.00

State Yearbook.....(Picked Up at Headquarters).....\$ 25.00(Mailed).... \$	30.00
ALMANAC..... (8 issues, mailed to every Club President).....		FREE
(8 issues, additional subscriptions).....	\$	20.00
<u>A Century of Challenge - NJSFWC First 100 Years</u>(Picked Up at Headquarters)....	\$	35.00
	(Mailed)... \$	40.00
<u>From the Beginning: A Page of History - Volume II</u>(Picked Up at Headquarters)....	\$	30.00
	(Mailed)... \$	35.00