



GFWC Florida
GENERAL FEDERATION *of* WOMEN'S CLUBS
living the volunteer spirit



GFWC Florida

Club President's Handbook

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Club Responsibilities

I. Club bylaws

- a. Study the club bylaws thoroughly.
 - i. Check club bylaws to how the club conducts business.
 - ii. Promote that club members review and are guided by the rules voted on by the club – the bylaws.
 - iii. Appoint a committee to review the bylaws. If they are inadequate or antiquated, take the steps outlined in the article on amendments to make a change.
 - iv. Make sure club bylaws are not in conflict with those of GFWC Florida
- b. Review the duties of the President
- c. Review the duties of the club's officers and chairmen

II. Installation of officers

- a. Choose an installing officer
- b. Invite the installing officer to the appropriate meeting as indicated in the club's bylaws.
- c. Provide the installing officer the general theme chosen and if there is a specific project for the club to focus on for this administration

III. Appoint Chairmen

- a. Consult with members such as past presidents, officers and chairmen to get recommendations for the appointments.
- b. New leadership with fresh ideas can do much to energize a club; do not appoint the same chairmen each year.
- c. Maintain a brief job description and/or Procedure book of each position so the members will understand the commitment when they show their willingness to serve as a chairman
- d. Create an "interest" form for each member of the club to complete in order to know the interests of the members and to appoint a chairman objectively.
- e. When appointing a chairman, make certain she is told exactly what is expected so that there are no surprises and she is able to perform her job satisfactorily.

- f. Advise chairmen when they are expected to report to the board of the club and the membership. Include that they should provide a written report for the recording secretary.
- g. Provide guidelines to each chairman so she knows how to track information for GFWC Florida reports done annually and the due dates of those reports. Make certain the chairman knows how to access our Member Center at www.gfwcflorida.org/member-login/ to download the latest reporting information.
- h. Make certain the club's publicity chairman is well informed on all upcoming club projects and activities. Remind her to send press releases to local newspapers, radio stations and to GFWC Florida's newsletter the "GFWC Florida Clubwoman" clubwomaneditor@gfwcflorida.org, as well as posting on the club's Facebook Page.
- i. If a chairman is not the right fit for the position, work together to find out the course of action. Arrange for assistance if she needs/wants it. Go over the specific tasks she is to do. If she feels she cannot continue in the position, thank her and name another chairman. If she says she can but still does not do her work, name another chairman. As a leader, the President owes the club the service of an active chairman.

IV. Keep one (1) master club calendar to include:

- a. Dates of all club, board of directors and committee meetings
- b. Dates of all district, state and international meetings
- c. Dates of all community meetings that the president may need to attend
- d. Date on which the club's bylaws require certain actions to take place (i.e., the election or appointment of officer, financial deadlines, etc.)
- e. Dates when dues and contributions are due to GFWC Florida headquarters.

V. Preside at Club and Board Meetings

- a. Maintain a list of all business matters, reports, introductions, and any other items which should be presented at the next meeting. Begin this immediately after the close of the preceding meeting and add to it until the day before the meeting...then make up the

- agenda. Confer with the recording secretary and refer to the minutes of the previous meeting to be certain no business is omitted.
- b. Rehearse the agenda....even the routine statements. If the meeting is well written and rehearsed the club members will be at ease. Write everything down and go through it several times. Try to use an outline, but if the script must read it, do so, in order that the meeting moves forward.
 - c. Try to anticipate any unusual parliamentary procedure which may arise and be prepared to handle it. Discuss it with the club's parliamentarian or refer to an **up-to-date copy of Robert's Rules of Order**. Do not hesitate to ask the parliamentarian for advice during a meeting. This is her job. Carrying out the matter correctly will be appreciated by everyone.
 - d. Be gracious and tactful, but businesslike. Be humorous on occasion, but always maintain the dignity of the office. Maintain calm no matter what happens. Give fair consideration to speakers on both sides of an issue. Keep personal feelings at bay while presiding. If a President believes it is imperative to speak to an issue, ask the vice president to take the chair.
 - e. Begin the meeting on time! Do not wait for any certain person. Officers and members will soon learn that the meeting begins promptly and will be there. Members will appreciate that their time is respected. It is not fair to those who are there not to begin on time.
 - f. Allow time for necessary discussion and debate, but proceed as rapidly as possible. Recognize all members who wish the floor. State all motions, put the vote on all questions moved, and then state the results. Be sure to take the vote and announce the results.

VI. Financial Responsibility

- a. President should review the budget before presentation.
 - i. When making up the club budget, if possible, include funds for projects suggested by state chairmen and standing projects of GFWC Florida.

- ii. Include a donation to the district director and junior district director to help defray their expenses serving the clubs in the district.
- iii. Check the Honor Score form, the GFWC Florida remittance form and the Lois Perkins Award form early to be sure that provision is made to include all necessary donations.
- b. President may be required to sign checks.
- c. President may be required to sign all documents that contract the club to any responsibility general of financial.

VII. Communication

- a. President writes an article for the clubs newsletter monthly. The article are due when indicated by the club President.
- b. President oversees E-mails and Club E-blast that go out as approved by the President.
- c. President oversees the club website.
- d. President oversees the Facebook page.
- e. President should approve any written communication such as:
 - i. Club correspondence
 - ii. Club Brochures or Flyers
 - iii. Club Press Releases
 - iv. Club invitations

VIII. Protocol

- a. Pass on Materials and information from District, State, International and community organizations to the appropriate chairmen.
- b. Send invitations to the District Director to visit the club.
- c. Send invitations to GFWC Florida Officers residing in the district to major fundraisers or events.

IX. Recognition and Appreciation

- a. Club budget allowing; create a note card specifically from the club in which the President may use to show appreciation.
- b. Thank members, chairmen and board members privately and publicly.
- c. Thank community partners either individuals or businesses for sponsorships and/or donations.

State Responsibilities

The President is a member of the GFWC Florida Board of Directors. GFWC Florida has a headquarters located in Lakeland, Florida at 4444 Florida National Drive, Lakeland, Florida 33813.

Headquarters: is located at 4444 Florida National Drive, Lakeland, Florida 33813. Telephone is 863-647-2642. The website is www.gfwcflorida.org.

As a member of the GFWC Florida Board of directors, the expectations are as follows:

- I. Attend the state Board of Directors (BOD) meeting held in the fall each year (Fall Board) and the BOD meeting preceding the annual Convention held in the spring. The BOD meeting in the even numbered years is held Post Convention in the spring. If unable to attend an alternate, who should be an officer of the club, should represent the club.
 - a. Each active club shall automatically be represented by its president or her alternate at the GFWC Florida convention.
 - b. In addition to the club president or alternate, representation shall be on the following basis:
 - i. If the membership is less than 50, then 1 delegate
 - ii. If the membership is 50 and less than 100, then 2 delegates
 - iii. If the membership is 100 and less than 150, then 3 delegates
 - iv. If the membership is 150 and less than 200, then 4 delegates
 - v. If the membership is 200 and less than 300, then 5 delegates
 - vi. If the membership is 300 or more, then 6 delegates.
 - vii. No club is entitled to more than 6 delegates, including the president, or her alternate. Each delegate shall be entitled to one vote; if absent, an alternate may vote in her place.
- II. Dues are due to the state by December 15th of each year. An Excel file is sent to the club treasurer and president from GFWC Florida headquarters via email. The President is responsible for making certain that the club

treasurer sends the dues and updates to the Excel file to the state headquarters.

- III. Send the names of the club's officers along with their correct addresses, emails and phone numbers to the current Corresponding Secretary and to GFWC Florida Headquarters immediately upon election to:

4444 Florida National Drive
Lakeland, Florida 33813

- IV. State Projects and Programs are listed in the GFWC Florida bulletins and reporting manual for current listings of state projects. They may be carried on from year to year with some being "adopted" for each administration. Go to our Member Center at www.gfwcflorida.org/member-login/ to find documentation for GFWC Florida programs. Any contributions for state projects should be sent to GFWC Florida headquarters along with the club's dues.
- V. Communication from GFWC Florida is found in several areas:
 - a. The telephone number is (863) 647-2642 and there is an Executive Director that answers or responds to voice mails regarding all questions and concerns.
 - b. Facebook Page: GFWC Florida
 - c. Website: <https://www.gfwcflorida.org>
 - d. Signup for GFWC Florida's newsletter, this is a weekly communication from GFWC Florida.
 - e. Junior Facebook Page:
 - f. Junior News:
- VI. Reporting is done annually following the GFWC Florida guidelines found in the Member Center at www.gfwcflorida.org/member-login/
 - a. Community Service Program Reports: Chairmen will need to track the number of hours, in-kind donations and amount paid out of the club.
 - b. Project areas such as Leadership, Membership, Fundraising, etc.
 - c. Honor Score form is completed and the club receives a certificate if they are able to meet a total of 100 point for participation in GFWC

Florida. These certificates are presented at the GFWC Florida Annual Convention.

- d. Lois B. Perkins form is completed for the club to be eligible to win additional awards
- e. GFWC Florida has special contests. Review the reporting documentation to find out the contests the club qualifies to enter.
- f. Reporting is optional but a great way for the club to keep records of projects and to help the state of Florida and GFWC, share projects with other clubs and reflect the good work of our volunteers.
- g. Understand all deadlines for reports and special awards.
- h. Contact the State First Vice President, the District director or junior district director for questions or help.

VII. GFWC Florida Materials may be found on the website. There are also items that may be purchased from headquarters such as Pins for club presidents, members, past president and membership pins celebrating number of years served. There are other logo'd materials available such as shirts, cups, etc. Go to www.gfwcflorida.org

District Responsibilities

The President is a member of the District President's Council. The President works closely with an elected District Director or Junior District Director to promote the work of GFWC, GFWC FL, the District and our local clubs.

The district is made up of all member clubs residing within its geographical boundaries.

District Officers: are a district director, junior district director, and a secretary, all of who serve for two years. Districts may also have a treasurer, if they wish.

The directors were elected by the club's delegates at the annual district meeting during the odd numbered year. The district directors are state officers. The district secretary and treasurer are district officers and are appointed by the district director under whom they serve.

I. **Annual District Meeting:** is held in the fall with the date set by the GFWC Florida President-elect, who with the advice of the GFWC Florida

President, makes up the itinerary of the touring state officers. This is commonly referred to as district tour, as there will be visiting officers of the federation in attendance.

a. Representation at the annual district meeting shall be as follows: Each woman's club, each junior club and each county federation shall be automatically represented by its president or her alternate. In addition to the president or her alternate, if the membership of the club is less than 50 — the number shall be 2; if the membership is 50 but less than 100 — the number shall be 4; if the membership is 100 and less than 150 — the number shall be 6; if the membership is 150 and less than 200 — the number shall be 8; if the membership is 200 and less than 300 — the number shall be 10; if the membership is 300 or more — the number shall be 12. No club shall be entitled to more than 13 delegates **including** the president or her alternate.

II. **District Workshops:** are usually held shortly after the GFWC Florida state meetings. Club presidents or their alternates are encouraged to attend. Urge as many of the club members to attend as possibly can. At this time, details of the GFWC Florida state meetings and of district meetings are given. Workshops are also held on subjects as reporting, leadership, membership and timely topics/projects as of interest to our members. These are not business meetings so there will be no delegates from the clubs.

III. **District Directors:** the district director is in charge of advancing the work of GFWC Florida in her district. She assists the state officers and chairmen in promotion of their programs. She is the direct link to federation. She helps to organize new clubs. She can help with questions and problems. She is also a source of ideas on programs and projects.

IV. **Junior District Directors:** work closely with the district director in all district work. The junior district director is in charge of promoting all junior work among district junior clubs and serves in an advisory capacity as well as helping organize new clubs.

V. Each club is encouraged to invite their district director/junior district director, state officers, or state chairmen to speak on some phase of federation at least once during the club year.

- a. Clubs may invite their district director/junior district director to speak, attend a special program, or to install officers.
- b. Clubs may invite State officers or chairmen to present programs or discuss their work with the clubs. Take advantage of their expertise.

VI. Protocol for invitations:

- a. Invitations should be sent as far ahead as possible, be specific providing date, time and nature of the meeting. If it is a dinner meeting, be specific as to whether their spouse or their traveling companion will be a guest also. If the speaker/guest is unfamiliar with the area, send a map or written instructions to the clubhouse or meeting place. Include a landmark which is easily identifiable. Provide a phone number of someone who can be contacted in case she is delayed en-route or needs to be contacted in an emergency is a must.
- b. It is discouraged to extend a verbal invitation to a person while going down a receiving line or at a large meeting. It is appreciated if the person is contacted by phone, e-mail or note a few days in advance of their scheduled visit to confirm the arrangements.
- c. Do not invite two state officers or chairmen to address the club at the same meeting for neither will have adequate time to present their material. Do not schedule another outside speaker or long entertainment on the same day as a federation speaker.
- d. Indicate the topic the guest is requested to speak to and explain any local club specifics the speaker should emphasize. Give the length of time for the speaker but do not ask someone to travel a long distance and speak only five or ten minutes. Give consideration to allowing the speaker to precede the business portion of the meeting in case lengthy discussion leaves members restless and disinterested. This is also helpful if she must travel a long distance from home.
- e. GFWC FL officers and chairmen are not paid for speaking to clubs and their expenses must come from their small allotments. They do not expect remuneration, but some clubs offer them travel expense and accommodations as a courtesy for their time and effort.
- f. Arrange to have the program chairman or some designated club member watch for the guest at the door. Be sure to have a reserved parking place for her as close to the entrance as possible and clearly marked. She will want a glass of water on her table.

- g. Become familiar with her exact title and position and some of her background. Introduce her briefly and enthusiastically. Her chief reward is the interest the club members show for her presentation.
- h. Clubs invite state officers or district directors to attend their president's receptions. Be sure to include on the invitation or in the envelope a name and address or telephone number to which the guest can reply.
- i. If federation officers are invited to stand in the receiving line at a reception, include information concerning the time they are expected to arrive and the type of dress to be worn (business, church, cocktail).
- j. Express appreciation on behalf of the club from the chair and individually after the meeting. If time permits, give members an opportunity to meet the visitor. Send a note of appreciation a few days later.
- k. When speakers who have no connection with club life are invited to appear on the program, it is considerate to tell them briefly the club's project or main projects so they will know how to gauge their approach. Sending them a GFWC Florida and club profile ahead of their visit will help them become familiar with the organization. They should be extended the same courtesies as a federation guest.

General Federation of Women's Clubs

The General Federation of Women's Clubs (GFWC) is one of the largest women's organizations of its kind in the world. Through it, local clubs can combine opinions for effective action on a national scale, and by uniting their efforts on projects of general interest, can extend their achievements far beyond their own areas.

Each club and each club member in the GFWC Florida is automatically a member of GFWC. A portion of each member's dues goes to GFWC headquarters to help disseminate by the vote.

Each club will receive a CALL to the GFWC convention, usually held in June. Follow the instructions given on the registration card enclosed in the CALL. The President is expected to attend. The club delegate helps in the formation of federation policy by the vote.

Subscriptions to the *GFWC Clubwoman* publication are available to all club members. The club President, will receive a subscription to be shared with the club. Urge club officers and chairmen to subscribe as there is much up-to-date information in each issue.

Protocol

- I. **Club receptions** may be held to honor the club president after her election. The President may have little to do with the plans. However, she should be consulted about the list of federation guests outside the club who are to be invited. Usually other club presidents in the area, state, district, and state officers as well as chairmen from the groups are invited, but the choice is made by the president and the committee.

Often, as a means of honoring state, district or state officers, they are asked to receive with the club president or officers. Avoid long receiving lines. If any club member holds state, district, or county office, it is courteous to invite her to stand in the receiving line.

The chairman of the reception is the hostess representing the club. She heads the line, greets the guests, and introduces them to the club president who stands to her right.

Order of precedence after the club president is determined by the position held by the guests. The GFWC Florida President is always first; then elected GFWC officers; GFWC Florida state officers (president-elect, first, second vice presidents, recording secretary, treasurer, finance officer, corresponding secretary, director of junior clubs, member-at-large) district director; junior district director; GFWC appointed chairmen; GFWC Florida appointed chairmen; district chairmen; county officers. Next to the club president is the highest ranking federation guest who has been asked to help receive. The club officers in the order named in the club's by-laws make up the remainder of the line. Sometimes when there are a number of outside guests in the receiving line, they are spaced between two club officers.

When the junior club president is in the general club receiving line, she is placed immediately after the state, district or county guests and before other club officers. The same applies to the general club president/ or advisor in a junior club receiving line.

Junior clubs place the junior district director next to the president and the district director next to the junior director when both are in a junior club line; while woman's club's honor the district director first and place the junior director next in their lines.

The GFWC Florida President is the highest ranking officer in her own state and no officer in any branch of the federation or outside official precedes her.

Club President's Reception

Line facing to right of page

1. Club chairman — hostess
2. Club president
3. GFWC Florida president
4. GFWC elected officers — in order of their rank
5. GFWC Florida officers — in order of their rank — including district director and junior director
6. Elected district officers
7. GFWC appointed chairmen
8. GFWC Florida appointed chairmen
9. District chairmen
10. County federation president
11. Junior club president
12. Club officers in order of their rank

Alternate Pattern**

Line facing to right of page

1. Club chairman — hostess
2. Club president
3. GFWC Florida president
4. Club first vice president
5. GFWC elected officers
6. Club second vice president

7. GFWC Florida officers — in order of their rank — including directors
8. Club third vice president
9. GFWC Florida appointed chairmen
10. Club recording secretary
11. County federation president
12. Club corresponding secretary
13. other club officers

Not all of the federation officers outside the club who are listed above will be present at any one time but the order is indicated when they are.

Corsages may or may not be worn by the members of the receiving line. It should be decided by the club president whether or not to have them.

- II. **Luncheons and Dinners.** The general plan for seating federation officers at a luncheon or dinner is the same as for receiving lines, except that the order is planned by rank to both the right and left of the presiding officer. The first place of honor is to her right and the next is to her left. For instance, if the club president presides in the center, she places the GFWC Florida president on her right and the district director, or next highest ranking officer, to her left. Other visitors are arranged in order of their rank, first to the right; and then to the left.

Sometimes other club officers are interspersed, in the manner of the alternate position for receiving lines, between two visitors to give them an opportunity to talk with the guests. At other times all of the honored guests are seated in order of rank of the presiding officer's right and the club officers, in order, on the left. In general, the positions of honor are those nearest are those nearest the presiding officer.

If a new president is being installed, the retiring president sits in the center, with the incoming president on her right and the remainder of guests, in order of rank, alternating to the retiring president's left first, and then to the right.

III. **Club Luncheon/Installation** (facing to the right of the page)

4. Retiring officers in order
 3. Retiring first vice president
 2. State chairman or speaker
 1. Retiring president
- Chairman (center)
1. President elect
 2. State officer or district director
 3. First vice president elect
 4. Other officers elect in order

Club Luncheon **(facing to the right of page)**

- District director or speaker
- Club president (center)
- FFWC president or district director
- Club first vice president

Parliamentary Procedure

Parliamentary law is a system of rules based upon fundamental principles of justice to all, courtesy to all, one thing at a time. The rules are practiced in organizations to ensure order and to expedite business.

The Gavel is the "symbol" of authority. It should be used sparingly. One firm tap to open the meeting... one firm tap to close the meeting. It should be used otherwise only when necessary to maintain order.

Steps in bringing about action:

1. A member stands, addresses the Chair and is recognized by the Chair. (Address the Chair as Madam President).
2. The member states her motion.
 - a. "I move that _____ " (Never "I make a motion that _").
 - b. When possible, have the motion ready also in writing to give to the Recording Secretary for her records. Some clubs require motions to be written on printed motion forms.

- c. To get action on a subject, it must be presented in the form of a motion, whether the President agrees or disagrees, as discussion must be preceded by a motion.
3. The motion is seconded or will not be considered for lack of a second.
4. The motion is restated by the Chair. (Say, "The Question is on").
5. The motion is opened for discussion.
 - a. The maker of the motion has the right to discuss the motion first, if she wishes.
 - b. No member may speak twice on the same motion until everyone who wishes to speak has had an opportunity.
 - c. No member shall speak longer than ten minutes.
 - d. No member shall speak more than twice on the same motion.
 - e. During discussion, STAND and address the Chair.
6. The motion may be amended at any time during the discussion.
 - a. A member may "Move to amend the motion":
 - i. "by adding" — words are added to the end of the pending motion.
 - ii. "by inserting" — words are added in the beginning or middle of the pending motion.
 - iii. "by striking" — words are removed from any part of the pending motion.
 - iv. "by striking and inserting" — words are stricken and new words are inserted.
 - v. "by substituting" — to change a whole phrase.
 - b. The amended motion goes through the steps outlined in numbers 3 through 6 above. (the amendment may also be amended).
 - c. The President may postpone discussion:
 - i. Refer — "I move to refer _____ to committee for report on _____". (More study is needed before a decision is made).
 - ii. Table — "I move to lay on the table the motion that _____ until _____". (State specific time no later than the next meeting)". (The postpones further consideration until the stated time). Is
7. The motions are voted on in the reverse order in which they were presented. (Refer or table, amendment to amendment, amendment, and then the original motion.)

- a. The person who presented the motion does not have to vote "for" it, but cannot speak against it.
 - b. The motion may be referred to committee or tabled at any time before the call for the question by a motion to that effect.
8. To bring a motion to a vote, someone must cease discussion by a "call for the question. (I move the previous question.)"
9. The vote is taken and declared by the Chair.
10. If the motion is carried, action is carried out.

Name of Motion	Interrupt Speaker?	Second Needed?	Is it Debatable?	Is it Amendable?	Votes Needed
Fix the time which to adjourn	No	Yes	No	Yes	Majority
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	No	Yes	Majority
Raise a question of privilege	Yes	No	No	No	No
Call for the orders of the day	Yes	No	No	No	No
Lay on the table	No	Yes	No	No	Majority
Previous question	No	Yes	No	No	2/3
Limit or extend limits of debate	No	Yes	No	Yes	2/3
Postpone to a certain time (definitely)	No	Yes	Yes	Yes	Majority
Commit (refer to committee)	No	Yes	Yes	Yes	Majority
Amend	No	Yes	Yes	Yes	Majority
Postpone indefinitely	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority

NOTE: It is not the President's duty to take motions from the table. Any club member can take a motion from the table. Tabled motions must be taken from the table at the time specified in the motion to lay on the table.

By-Laws Review Committee Selection

Select a By-laws review committee per the bylaws or per Robert's Rules.

Try to include a good representative sample of the various types of club members when selecting the committee members, but don't get so many on the committee that no work can be accomplished.

If members are elected by the membership, suggest that these be included — If the President appoints, remember to include the following:

- 1) Both a member who is employed outside the home and one who is not.
- 2) Both a new member and an experienced member.
- 3) One who is very active and one who has not been so active (maybe she has not been because of problems which may be remedied in the revision process, if many others seem to be having the same problem).
- 4) At least one Board member.

This committee should meet far enough in advance of the next business meeting that a written notice of the proposed changes can be sent (either by the club newsletter, or separately) to each voting member of the club. Some club bylaws require 30 days of notice, others just two weeks, or one week. Check the club's by-laws to see the requirements are being followed.

Appoint the chairman (or elect, if the by-laws state this) of this committee, who in turn should appoint a recorder of all changes proposed. One completely revised copy should come from this meeting.

REMEMBER ---the changes made by this committee are just PROPOSALS and must come before the full membership for a vote. Each change should be voted on separately.

Up-to-date by-laws should be in accord with the actual club practice. If the need for more or fewer offices arises, or job responsibilities change, revisions need to reflect this. By-laws should be guidelines, specific enough to cover

questions regarding operation, but not so confining that they must be constantly revised.

Reviews should be held once a year, even if no changes result from the action. It is nice to know that things are going as they were intended to when set forward in the by-laws.

EXHIBIT A

Sample Meeting Agenda

Call to Order

(Ascertain if a quorum is present)

Opening Ceremonies

Invocation

National Anthem

Pledge of Allegiance to the Flag of the United States of America (make certain there is a flag and it is properly displayed) other ceremonies or pledges, as appropriate.

Reading and Approval of Minutes

Minutes are read and approved "as read" or "as corrected".

Roll call may be taken at this time by the Secretary, or by written checklist than aloud.

Correspondence

All correspondence not requiring club action is read at this time. That which requires action should be taken up under New Business.

Officers' Reports

(In order of their rank, and only if they have a report to make)

Treasurer's Report

A brief financial statement is normally given at each meeting, with a full report at the annual meeting. All reports should be filed for audit.

Recommendations from the Board

Each recommendation should be acted upon individually.

Committee Reports

President should ascertain before the meeting time, which committees will need to report and should call only on those who do.

- a. Department report should be done alphabetically by department name.
- b. Standing committees should be presented as listed in the club's bylaws.
- c. Special committees should be presented in order of appointment.

Recommendations which require action

The reporting member of the committee makes the recommendations at the end of the report and moves their adoption. No second is necessary and action is taken at that time. Recommendations which are adopted become effective immediately. Each should be considered separately.

Unfinished Business

The President should have on her agenda a record of unfinished business which should be presented for consideration at this time. Unfinished business includes:

- a. Business postponed from the previous meeting
- b. Business on which action was not completed at the previous meeting.

NOTE: it is not the President's duty to take motions from the table. Any club member can take a motion from the table. Tabled motions must be taken from the table at the time specified in the motion to lay on the table.

New Business

Before business can be acted upon, it must be presented to the group in the form of a motion, resolution or recommendation, with appropriate second when required.)

Announcements

- a. President announces the next meeting and any other important matters.
- b. Other announcements from the membership.

Adjournment

The meeting can be adjourned before or after the program. This is up to the individual club preference and/or President.

The motion to adjourn can be assumed, does not need to be voiced, does not require a second or a vote unless there is an objection.