

## EXTENSIONS MANUAL INDEX

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## INTRODUCTION

You are a Believer and a Doer! A person of Vision!

By virtue of the fact that you are examining this Extension Manual, you have indicated the depth of your commitment to the Women of Today organization. The growth and success of the Women of Today depend upon the establishment of new local chapters.

An extension is the process by which we establish a Women of Today chapter in a community which did not previously have one. If done with the proper planning and attitude, working on an extension can be one of the most rewarding aspects of your Women of Today career. It is exciting and satisfying to have been a part of giving a new community the benefit of having a Women of Today chapter.

This manual is intended to serve as a tool for you to successfully complete extensions. Please use it as a guide, keeping in mind that your state organization may have additional guidelines for you to follow regarding completing an extension in your state. It is also important to remember that each extension is unique. The ~~format used for each~~ extension of a new chapter can take from one meeting ~~or to~~ four meetings. The chapter can be 5 members or 50 members. There is no magic formula. You must be creative and be able to adapt to each individual situation.

Most of all, you must believe in the Women of Today yourself before you can sell the organization to the new community. Be enthusiastic. Come to the extension meetings well-prepared and willing to share the Women of Today opportunity with others. As the new chapter is formed, you will feel great pride in having been a part of enabling yet another community to benefit from the leadership training and community service which the Women of Today organization provides.

A special thank you to the Illinois, Minnesota, Nebraska, North Dakota and South Dakota Women of Today for their generous contributions to this manual. It is dedicated to the many future Women of Today members. Because of caring and believing individuals, hands of friendship will be extended along with opportunities to experience Women of Today.

## **THE BEGINNING**

1. A chapter, district or state extension team needs to vote to work an extension. It is a very worth while project with a 2 year commitment.
2. A chairman needs to be appointed and a 3-5 member extension team should be formed.
3. An Intent to Extend form should be filled out and sent to the ~~state and national officers working~~ USWT Extensions Director and the state officers working with membership and extensions.
4. To insure success and help a new chapter get off to a good start, it is essential to PLAN the extension.

## **EXTENSION COMMITMENT**

1. Setting up and running recruiting nights in the target community until you sign the number of members your state required for a new chapter. These meetings should be held every 2-3 weeks to keep momentum and community awareness going.
2. Have a good public relations campaign that includes signs, flyers, newspaper articles, radio and cable tv public service announcements and the New Beginnings packet available from the USWT Extensions Director.
3. Setting up and running the new chapter's first 2 meetings and assisting with this process as needed by the new chapter.
4. Orienting all new members of the chapter for the first 6 months.
5. Orienting the board members, including meeting separately with the new chapter president.
6. Attending all functions of the new chapter for at least the first 3 months.
7. Attending at least one meeting per month for the next 3-9 months.
8. Attending at least one meeting, every other month, through the new chapters second year.
9. Assisting the new chapter financially whenever possible or assisting them in raising funds.
10. Ongoing commitment to a new chapter can vary. It is important to understand that new chapters require support, guidance and attention until they feel comfortable running the chapter without much assistance.

Hold as many extension team meetings as necessary to plan and assign responsibilities. Do not forget to ask others for assistance. Those occasional helpers benefit from the assistance they are able to offer as do you.

# 10 STEP PROGRAM FOR COMPLETING AN EXTENSION

Completing an extension is an exciting, energizing and motivating activity for yourself, your chapter and your state. The following is a 10 step program to guide you through the completion of your extension.

- STEP 1:** Choose a target town and send in the Intent to Extend form.
- STEP 2:** Pick three dates in one month with varying weeknights, to hold extension meetings.
- STEP 3:** Find and reserve a meeting place in your target town. (Call banks, restaurants, offices, city hall. You will need a private meeting area for 10-12 people.)
- STEP 4:** Prepare a flyer and newspaper article announcing the Women of Today are forming a chapter in their community. (There is a [national media kit available](#) [New Beginnings packet available](#) - to you at no cost.)

*The following steps will need to be done at least three times each and will take about 20 minutes.*

- STEP 5:** Take two to four members of your Extension Team and post flyers in your Target town. Put them up at grocery stores, banks, post offices, city hall and shopping malls. **TRY AND GET A TABLE AT A SHOPPING MALL: HAND THEM OUT TO SHOPPERS, GET THEIR NAMES AND ADDRESSES.**
- STEP 6:** Put the article in the newspaper including a contact name and phone number.
- STEP 7:** Collect more names for Target Town. There are many sources to use, such as the phone book & contacts made when calling to find a meeting place.
- STEP 8:** Send out your invitations to the Extension Meeting. Be sure to call and invite every one personally, and answer any questions they may have.
- STEP 9:** **HOLD YOUR MEETING!! HAVE FUN! ASK ALL YOUR GUESTS TO JOIN AND GET THEIR CHECKS!!!**
- STEP 10:** Call your GREAT news to: Your State President  
Your State Extensions Program Manager/Director  
The National President  
The National Membership Vice President  
The National Extensions Director

## Celebrate!!

## FINDING A LEAD IN THE TARGET COMMUNITY

1. What do I do first? Find some contacts in the target community.
  - a) Call City Hall. Talk to the mayor, a city council person, or the city clerk.
    - \* Identify yourself as a member of the \_\_\_\_\_ Women of Today, a community service and personal growth organization for women.
    - \* Depending on the person with whom you are speaking, you may wish to expand by sharing your chapter projects.
    - \* Tell them you are planning to begin a chapter in their community and ask for their help with the following:
      - i) Finding a meeting time and place - try not to conflict with city council, school board, or church meetings. Find a central location for which you do not need to pay.
      - ii) Finding people who might be interested. You would like the chapter to get a strong start so it can make positive contributions as quickly as possible. You would like to know whether they can help you locate interested people or know someone who could.
      - iii) Learning about any major community events coming up at which you might give out information on our organization.
      - iv) Finding someone else in town whom you might contact for assistance.
  - b) Repeat the above process, calling anyone recommended by the contact at city hall, chamber of Commerce, editor of the local paper, PTA, business people in the community, school personnel, church leaders, day care providers, people at the Girl or Boy Scout council, church directories, city directories and Welcome Wagon, etc.
    - i) Use the suggestions given above to help you introduce yourself and your purpose.
    - ii) If anyone asks for more information, you can:
      - a) Talk to them about the kinds of projects your chapter does.
      - b) Send or bring copies of your ~~women~~ Women of Today brochure, from your chapter or state, to the extension meeting. People may be reluctant to give you an acquaintance's name but they might be willing to pass on a brochure.
      - c) Offer to meet with them privately.
    - iii) If they are abrupt and want to get off the phone, be pleasant, thank them for their time and say good-bye. Do not take it personally. It could just be a bad day for them.
    - iv) If they offer you a name or names of people who might be interested, thank them and take the information down. Let them know you appreciate their help. Do not forget to ask if they themselves are interested.
    - v) Get a copy of the local paper (preferably copies from the past several weeks and read carefully.) Look at community events coming up, names of people to contact, information about community needs which your new chapter can use for starter projects.

- vi) Get names from your chapter's members (their friends and relatives), other Women of Today chapters in your area, the phone book and newspaper.

## **PUBLIC RELATIONS**

Our public relations activities let the general public know we are here. When you talk to someone who has already heard of our group, they will be much more likely to consider joining.

Public relations experts know that most people need to hear and see your message at least five times before they accept it. It is a bit like hearing about your neighbor's sister before you meet her. When you do meet her you warm up much more quickly. "I feel like I know you already." This is the feeling your publicity should generate for you. Good publicity can also get people curious and eager for more information.

Once you've captured people's attention they are more likely to read the whole article, poster or flyer. Be creative so they will learn right away what a fun group this is going to be.

## **WHERE DO YOU PUT THESE NOTICES?**

Church bulletins, any and all bulletin boards, city hall, nursery school bulletin boards, telephone poles, city advertising signs, banks, etc. Any place a prospective member might look.

Radio and television stations are required by the FCC to air public service announcements (PSA's). The stations pick the day and time for the announcement. The National Extensions Media Kit has PSA's for your use.

If you have a contact person in the target community who is knowledgeable and willing to help, she could be the contact name on your publicity. This is particularly helpful if your target members would all be long distance phone calls from your own community. Prospective members may not call long distance to ask for more information.

Day care associations may let you come speak about the new chapter. They may also let hold your informational meetings there or let you pass out brochures to their members at one of their meetings. In larger communities, check with various "Neighborhood Associations" about including a brochure in their "Welcome to the Community" packets.

## MEETING THE PEOPLE

Now is the time to meet ~~as many people, whose names you have accumulated~~ all the people who are interested in helping to form a new chapter. You will meet people at an extension meeting and if they have met you before, they are more likely to come to that meeting. Here are some ideas that have worked.

- \* Set up a night for specialized door-knocking, where you go to the home of people who have been suggested or possibly interested.
- \* If you have gotten a name from someone you know, ask them to invite the prospective for coffee at a neutral location, coffee shop, etc. This gives them a chance to meet you and others from the extension team.
- \* Go to the community. Meet people at a busy community event, at the cafe, at the newspaper office, at city hall, at the local shops. Give out information to prospective members. Get their names, addresses, and phone numbers.
  1. The people who attend community festivals, ribbon cuttings, or school fund raisers are the kind of people who join Women of Today. Be there and meet them.
  2. If you have a booth which attracts children, such as a Fish Pond or Lollipop Wheel, the moms will be standing by watching and ready to talk. Give them a short information sheet they can take home. Get their names and addresses. Tell them you will mail them a newsletter or flyer. Be sure to aim your booth at young children and charge a modest fee. (You need a fee because people are suspicious of freebies, but you don't want to set it too high!) You may even make some seed money for the new chapter.
  3. Get the names of interested people. Try a drawing for a donated prize -- have people fill out a drawing ticket and check off whether they would like more information about Women of Today. (Great for many community events.)
  4. Be visible, bright, clean and well groomed. Be someone other people want to stop and talk to. Smile a lot!
- \* Ask the interested prospective members to contact other people they know.

With a list of interested people with whom someone in your group has met, you are ready to set up an extension meeting.

## GETTING PROSPECTIVE MEMBERS TO MEETINGS?

This will require hard work.

~~It is very normal to have~~ Don't be discouraged if one or two person people come to your first extension meeting. It is normal even if 8 people promised you they would be there.

"Why don't they come when they say they will?"

Their priorities have not been adjusted yet. One of them probably drove around the block and didn't have the courage to walk in to meet you. Another was feeling nervous about coming, so she didn't. A husband called at 6 P.M. to say he had to work late, and she didn't want to get a sitter. Still another wanted to come but had to work overtime unexpectedly.

## HURDLES - THINGS PROSPECTIVE MEMBERS FEAR AND HOW TO OVERCOME THOSE FEARS

1. Uncertain of the group type.
2. The other prospective members who came may be people that prospective does not care for.
3. The organization may not be what the prospective thought it was.
4. Already overdoing and fears another commitment will be too much.
5. What should they wear.
6. The prospective is afraid to meet new people and doesn't know what to say.

If you have met prospective members, your professionalism and welcoming manner, as well as the informative brochure or flyers, will convince them this is a great organization. Being a member will be fun rather than stressful and you are willing to help them meet new people. You might want to clarify that casual wear is appropriate.

There will be some prospective members you can not meet ahead of time. Give them enough information in your invitation so that they know what kind of organization we are. Call them before the meeting so they will want to meet you. Have a cheerful, open attitude. Be someone with whom they would like to be friends.

Whether or not you have met them ahead of time, a phone call within 36 hours of the meeting will help insure that your prospective members will come to your meeting. If last night Sara promised she would be there, she will be less likely to go shopping on the spur of the moment. She knows you would know she had not really forgotten.

### PLAN FOR GETTING THEM THERE

1. Meet people Try to get a chance to meet with everyone ahead of time.
2. Have the people who refer If someone has referred a friends' names to you, ask them to call those friends - keep it personal.
3. Have good flyers and brochures with adequate information about our organization. Post flyers wherever possible.
4. Mail out invitations at least a week and a half ahead of time.
5. Call each prospective - this is very important!-
6. Call them back within 36 hours of the meeting.
7. Offer to pick up those who may need a ride.

### WHAT DO YOU DO IF FEWER THEN 5 OR 7 GUESTS ATTEND?

(This happens at 90% of extension meetings.)

1. Go through your meeting as planned. You may relax the structure if there are 1 or 2 prospective members.
2. Invite the guest to join and ask them to give you their check to be held until you get the number of members needed to complete the extension.
3. Set time, date, and place for next meeting - preferably within two, at most three weeks.
4. Ask them for ideas or specific names of potential contacts.
5. Ask them to bring 2 friends each. Tell them this is their chapter and it is important for them to assist with recruiting new members.
6. Give them an invitation for the next meeting.
7. Follow up by calling each of them before the next meeting.
8. Repeat the meeting as described above.

Send new members a postcard or note a few days after they have joined just to welcome them.

### GETTING THE FINAL FEW TO REACH YOUR GOAL

Do not forget to keep trying the avenues you used at the beginning of this effort. Even though you have a few members now, you must still work on generating interest using the ideas presented earlier in this manual.

If you do have some excited prospective members, have them help you to find the rest. They will have friends in town and will be very helpful in finding interested people for the group. You may have to keep working the bulletin boards and door knocking to find new members. Hang in there!

Keep holding meetings until you reach the magic number of members. Be sure you work hard to generate new prospective members or your first few will get tired of waiting. Create a "We are all in this together" atmosphere. Remember – the quicker the chapter is formed the quicker they can start making a difference in their community!

### WHEN YOU REACH THAT MAGIC NUMBER

Show your excitement! Excitement is contagious and will convince the new members that they have made a great decision. Be sure they know that it is THEIR chapter and that you will help them for the next 2 years.

Settle a few points of business:

1. Collect State and National dues from each new member.
2. Complete an Add and Change form with all of the appropriate information. Do not fill in the chapter number space.
3. Mail the dues per member with the Add and Change form to your state Membership Vice President or contact person.
4. Complete the "Intent to Charter" form (Page 17 of this manual) The top section must be signed by two members of the new chapter. The bottom document is your chapter's commitment to work with the new chapter and must be signed by your chapter's President and the Extension Chairperson.
5. Send the completed form with the charter fee. ~~(It would be nice if your chapter paid this)~~ to your state Membership Vice President or contact. If possible, pay the chartering fee for the new chapter to help them out.
6. Decide when, where and at what time regular monthly meetings will be held.
7. Ask for a volunteer to contact local banks to find the best banking agreement available. S/he should bring such information to the next meeting.
8. Invite them to one of your chapter's meetings so they can observe how meetings are conducted.
9. Take pictures of the new members. Include the snapshot with an article or press release for their local paper announcing the good news.
10. Explain briefly what will be happening at the next three meetings.
11. Encourage them to begin thinking about their community needs.
12. Contact your State President, State Extensions Program Manager/Director, the National President and National Membership Vice President and the National Extensions Director.

13. CELEBRATE!!

**YOUR TOWN WOMEN OF TODAY**  
**ORGANIZATIONAL MEETING**

Date

Welcome

Icebreaker

Purpose of Women of Today

Enrichment Exercise or a Skit

Organizational Structure

Benefits of Belonging

Invitation to Join

**YOUR STATE CREED**

**"SCRIPT" FOR THE EXTENSION AGENDA**

**WELCOME** - Brief

"Hello, my name is \_\_\_\_\_. The YOUR TOWN Women of Today would like to welcome you to this EXTENSION TOWN chapter organizational meeting. Thank you for taking the time to come and find out what we have to offer.

**ICEBREAKER** - About 2 minutes maximum. Time to acquaint one another.

"At the beginning of our meetings we introduce ourselves and share a little information. This helps us to get to know one another and to become comfortable with speaking in front of other people. We'll go around the room, state your name and answer the ice breaker question."

EXAMPLES:

"What's your favorite movie?"

"Where did you grow up? When did you move here?"

"What's your favorite activity?"

"How many children in your family? Tell us about them."

**PURPOSE OF THE WOMEN OF TODAY** - 5 to 10 minutes.

Give solid information. An overview of the organization and its goals.

1. Discuss the meaning behind your creed.
2. Share leadership training, fellowship and personal growth stories.
3. Tell of your commitment to each other and your community.
4. Answer any questions.

### ENRICHMENT EXERCISE OR A SKIT - 10 minutes

The Enrichment Exercise must be an interactive exercise. Socialize and have fun with it.

#### EXAMPLES:

##### Women of Many Roles

1. Bring hats, wild scarves, boots, different clothing type props. A mirror would also be helpful.
2. Set them in center of room.
3. Have everyone choose an item.
4. When everyone has chosen, start with the extension team and ask why they picked that item.
5. When everyone is done, ask if anyone chose the same item as another person. How did they decide who received the item? This is the first step in working together. Then explain that our personalities are different. When taking the time to build friendships and learning each others personalities, we will be better able to work together toward success.

##### Data Processing

1. Form 2 teams of 5 or 6 people. (This can also be done with more teams and using up to 8 people.)
2. Teams should be standing in opposite sides of room.
3. Their goal is to organize themselves according to a rule which you will give them.
  - a. Examples: Put yourselves in order by your first names, shoe size, age, significant other name, high school name, birth date, graduation date, favorite flower or TV show, etc.
  - b. Give them 20 seconds (30 if needed) to accomplish this.
  - c. If 2 or 3 people answer the same, they must figure out who goes first and why.
4. Do 3 or 4 rounds.
5. When finished, have them sit down. Explain that being able to listen well and process what you hear is a very important communication skill. They also got a look at different leadership styles. Who took care of figuring out 3c?
6. Ask them what helped the exercise go faster or slower. Ask what types of communication blocks hampered them.

### ORGANIZATIONAL STRUCTURE - 10 to 15 minutes.

"Our organization is geared toward women. We provide leadership training, personal growth and development, friendships and community involvement."

"To establish a chapter of the Women of Today in YOUR TOWN, we need to have \_\_\_ members who have paid State and National dues of \$\_\_\_."

"This Women of Today chapter will be part of a large network. Our chapter, the \_\_\_\_\_ Women of Today, will be here to help you get started, train you on running meetings and projects and support you in any way we can for at least two years. We believe in helping our chapters get strong and solid beginnings."

"Your chapter will have tremendous support from our state and national organization. They supply us with programming information, project ideas, educational and training information. They are always willing to lend a helpful hand by speaking at a meeting or help solve a problem."

Next have someone go through your state organizational structure.

Then have a different person go through the programming areas your state has to offer.

Last, have another person explain the national organization.

| Be brief. Give them the basics. Don't overwhelm them!-

BENEFITS OF BELONGING - 5 minutes.

Have each Women of Today member share one or two sentences on what they enjoy most about Women of Today.

Ideas: Helping the community, becoming a leader, projects that were a success and those that failed (there's usually a good laugh with the flops) building self esteem and confidence, becoming a better speaker and writer, achievements, having fun, building lasting friendships and volunteer experience is often valuable in many careers.

INVITATION TO JOIN

"Does anyone have any other questions we could answer?"

Answer them the best you can. If you don't answer, write it down and tell them you will find out and get back to them but be sure you do.

"At this point in our meeting, we would like to invite each of you to join our organization in order to form the \_\_\_\_\_ Women of Today."

Have your extension team ASK EACH PROSPECTIVE MEMBER INDIVIDUALLY. Answer any other questions they may have. Let them know the dollar amount again and who they should write the check out to.

HINT - First ask those who you are sure will join. Their action will help convince the others.

Thank each prospective, even if they choose not to join. Smile and tell them you will keep them in-~~r~~formed on upcoming events.

If a guest says "yes" but does not make an effort to pay, advise them that you will hold their check until you have enough members required to complete the extension.

NEXT MEETING

Whether the extension was completed or not, the date, time and place needs to be determined for the next meeting before everyone leaves.

If the extension was completed CONGRATULATIONS! This will be your organizational meeting. It is time to establish the new officers. But remember, you should continually recruit new members.

If the extension was not completed, do some more public relations and make more phone calls to prospective members before the next extension meeting. DON'T GIVE UP! Sometimes it takes 3 ~~to 6~~ or more meetings before an extension is completed. Schedule your meetings 2 to 3 weeks after the other until the extension is completed. As the saying goes, OUT OF SIGHT OUT OF MIND. Don't give them the chance to forget about you.

DON'T HESITATE TO CALL YOUR STATE MEMBERSHIP VICE PRESIDENT, YOUR EXTENSION PROGRAM MANAGER/DIRECTOR OR YOUR NATIONAL EXTENSION DIRECTOR. ~~We~~ They are here to assist you any way ~~we~~ they can.

### ANSWERS TO HARD QUESTIONS

*"I'm a very busy person. I don't have time."*

You pick the projects or fun items that interest you and fit it to your schedule. We value your contributions whatever they may be. Besides, the more members who join, the more the work load is shared.

*"There are enough organizations in this town already. Why should I join yours?"*

Women of Today compliment those other organizations. We can jointly work on projects and fund raisers. At the same time, we provide opportunities for women to support and encourage each other's development as leaders.

*"The dues seem expensive."*

It only comes to \$\_\_\_\_\_ per month. That's less than a magazine subscription or daily vending machine trips. Besides, the benefits, personal growth, leadership training, community and fellowship activities you will receive, out weigh the cost. You also receive support and guidance from the state and national organization.

## EXTENSION MEETING CHECK LIST

- Key to facility (if needed)
- Name tags (you should all wear the same kind)
- Marker for name tags
- Extra paper for signs that might be needed at the last minute
- Tape for signs that might be needed at the last minute
- Extra paper and pens for prospective members
- Agendas
- Small calendars for prospective members (check for free ones at various places)
- Add and Change Form so you can record your new members' information
- Invitations for next meeting - ready to hand out to prospective members to take home
- Other handouts
  - Programming page from Extensions Manual Supplement
  - Brochures
  - Work sheets for Enrichment Exercises, if needed
- List of prospective members - you may get new names tonight!
- Cups
- Napkins
- Plates
- Treats - keep it simple and not messy to eat
  - Tray to put it on?
  - Knife to cut or serve it?
  - Forks to eat it?
- Beverage
  - Pop needs ice - ice needs cooler
  - Coffee pot, cord, ground coffee
  - Pre-made coffee in air pot
- Cassette player with a tape of soft background music if desired
- Camera

## SAMPLE PRESS RELEASE

Press releases and Public Service Announcements can be effective tools to gaining members and recognition in a new community. They should be double spaced, clearly addressed to the appropriate department, and contain a notation "For immediate release." A contact's name, address and phone number should be printed beneath the release.

### FIRST MEETING

An organizational meeting to establish a Women of Today chapter in the community of \_\_\_\_\_ will be held at (time) on (date) at (location). The Women of Today is an organization that provides service to their community, along with personal development and leadership training opportunities to their members. Anyone at least 18 years of age is invited to attend this meeting. For more information call (name) at (phone).

### SECOND MEETING

An organizational meeting was held in (name of community) to form a Women of today chapter on (date). (Name) was appointed temporary chairman. (Or list all the officers, if election was held.)

(Name of state officers or extension team members) explained to the group the purpose of Women of Today: to provide leadership training and personal enrichment opportunities through community service. Attending the meeting were the following: (list names)

The next meeting will be held (date, time and place). Anyone at least 18 years of age is invited to attend. for further information, please contact (name and phone).

## PUBLIC SERVICE ANNOUNCEMENT

Would you like to be actively involved in your community?

Could you benefit from leadership training or personal enrichment programs?

Do you want to meet new people?

If your answer is yes to one or more of these questions, then Women of Today is the organization for you. You are invited to share the experiences of thousands of others across the country by joining a local Women of Today chapter. For further information, call (name) at (number).

## **CONGRATULATIONS!!**

You have completed the extension. Now it's time to help this new chapter become independent. This can take anywhere between one to two years. Each chapter is unique and will develop at their own pace.

## **EXTENSIONS CHAPTER RESPONSIBILITIES**

1. Fill out required extension forms
  - a. Intent to Charter Form
  - b. New Chapter Form
  - c. Application for Extension Funding Form
2. Assist in filling out new chapter paper work
  - a. Articles of Incorporation
  - b. Charter Fee
3. Plan new chapter Charter Banquet
  - a. Make it special
  - b. Invite State President or a State Officer to install new officers and members
4. Run the first two meetings for the chapter
  - a. Keep meeting simple
5. Help them elect a Board of Directors
6. ~~Orient new officers~~ Hold an orientation for new officers
7. ~~Orient new members~~ Hold a new member orientation
8. Attend all new chapter meetings and functions for at least the first first three months
9. Attend at least one meeting and/or function per month for the next 3-9 months
10. After 9 months, attend at least one meeting and function, once a quarter up to their second year
11. Assist in planning Ways and Means and community projects
12. Continue with Public Relations
13. Assist financially whenever possible

## **ELECTIONS**

Elections should be held at the second membership meeting. This gives people a chance to think about positions and get to know one another. Because a chapter may be extended at any time during the year, the chapter's second elections could happen any time after their first quarter.

Begin working to interest next years' officers almost immediately after the first election.

1. An effective Board orientation will help set up capable officers who will in turn feel capable to taking on other positions.
2. A strong team feeling generates willingness to help again next year. Help the Board learn to work together.
3. Explain to the new president that the attitude about this position and the state organization has a significant impact on next year's Board. It is vital the s/he be positive and you must help in working through any frustrations s/he has so that the chapter is not affected.
4. ~~The first year's President, e~~Even though the- her "term" might only be four months long, the new chapter president should NEVER be President the second year. (Usually "term" is defined in chapter by laws.) This has been a problem for second year extensions which has resulted in losing brand new chapters. The first months of a new chapter are a lot of work. The President ~~needs to~~ should

move

on to another position so that the chapter has an energetic second year, instead of getting bogged down ~~when the~~  
~~—President gets tired out.~~ Because the president gets burned out.

### **BOARD MEETINGS**

The purpose of Board Meetings is to discuss upcoming business and plan the next meeting agenda. New members often feel that two nights out per month for meetings is one too many. Until they grow and feel the need to hold board meetings on a separate night, they may want to have them one half hour before the general membership meeting.

Following is a list of board positions. Your state may not have all of these positions or the chapter can choose to combine some of these positions for the first year.

### **BOARD POSITIONS**

#### **PRESIDENT**

Qualities - Likes to run things

- Enjoys talking to people

Duties - Runs all Board and General Membership Meetings

- Fills out monthly report forms

- ~~Smooths out ruffled feathers~~ Handles internal conflicts or issues

- Oversees/guides the Chapters planning process

**VICE PRESIDENTS** - There ~~are 3.~~ can be up to three Service (External), Growth (Internal), Fellowship

(Membership)

Qualities - Likes to work with people, plans and projects

- Does not mind being President's right arm if necessary

- Cares about the area for which she is Vice President

Duties - Follows up with those in charge of Programming areas

- Reports at Board Meetings on project activity

- Fills in for the President in her absence

- Responsible for submitting new member dues and information, renewal dues and change of address for existing members.

#### **SECRETARY**

Qualities - Good at taking notes

- Good at following through - typing, copying minutes

Duties - Takes minutes at Board and General Membership Meetings

- Gets the above copies on a timely basis

#### **TREASURER**

Qualities - Likes detail work

- Works well with numbers and tax forms

Duties - Maintains account structure for chapter

- Keeps Board informed of chapter's financial status

- Keeps membership roster up-to-date

- Mails dues in on time

#### **STATE DELEGATE**

Qualities - Likes to travel

- Gets excited about Awards and Incentives

- Duties - Quarterly Reports
- Brings information about State, National, District and/or Regional activity to the chapter
- Attends District and/or Regional and State Meetings

**PARLIAMENTARIAN** - Appointed position

- Qualities - Likes efficiency
- Keeps meetings running in an orderly fashion
- Duties - Is responsible for reviewing the Chapter's By Laws and Policies
- Is responsible for proposing updates to the above as needed
- Helps the chapter use Robert's Rules of Order at the meetings

NAME \_\_\_\_\_

**YOUR TOWN WOMEN OF TODAY  
SURVEY OF INTEREST IN BOARD POSITIONS**

The success of Your Town Women of Today depends on **YOUR** willingness to share your abilities, especially by serving on the Board. The most important qualities for doing well in a Board position are a Positive Attitude and a Willingness to Grow. You learn a position by working it. . .take the opportunity!

Please indicate which position or positions you would be willing to hold. Please suggest other members whom you would like to see hold board positions for the coming year.

PRESIDENT \_\_\_\_\_

INTERNAL VICE PRESIDENT \_\_\_\_\_  
(Personal Growth)

EXTERNAL VICE PRESIDENT \_\_\_\_\_  
(Service)

MEMBERSHIP VICE PRESIDENT \_\_\_\_\_  
(Fellowship)

STATE DELEGATE \_\_\_\_\_

SECRETARY \_\_\_\_\_

TREASURER \_\_\_\_\_

Thanks for volunteering. . . You will be glad you did!

## PLAN OF EVENTS FOR THE FIRST TWO YEARS

Because each chapter is unique, it is difficult to give precise instructions to help the new chapter become independent, What follows is a plan for the first two years. Use it, change it or rearrange it. Make it work for what the new chapter needs. This is an outline of the Plan of Events: detailed suggestions for each event are cross referenced.

### First Meeting

- Run by Extension Team
- Mixer activity or icebreaker
- New member orientations
- Choose programming areas - ~~Youth & Community~~, S.T.E.P., Public Relations, Newsletter, Socials (Membership), and 1 External and 1 Internal
- Choose one Ways and Means project: select chairman
- Explain options for a charter celebration: ask for a chairman
- Distribute sample By Laws and Policies, explain vote in next month  
(NOTE: To help people chair a project, encourage them to co-chair or to work with one person from the extension team. Also, you may know particular strengths of new members by now and can ask specific people if they would do a task. Ask in general, then ask specific people.)
- Help whenever possible

### Second Meeting

- Run by Extension Team
- Mixer activity or icebreaker
- Report on projects
- Vote on By Laws and Policies with any needed revisions. Keep it simple
- Chapter planning session - brainstorm and tentatively schedule events
- Set amount of Chapter dues, including National and State dues
- Elections of officers  
(NOTE: Motivate at least 2 members to attend a district, area or state function in the first 6 months)

### Chapter President, Treasurer, Orientations & Preliminary Budget Meeting

- Help President plan agenda for the third meeting
- Help President plan any awards or speeches for the Charter Celebration
- Help President complete Articles of Incorporation filing papers
- Help President and Treasurer prepare a simple budget
- Help Treasurer begin learning her duties
- Provide written directives

### Charter Celebration

This should be a special celebration social. Have them invite guests. You may have to incorporate with third meeting but try and keep it separate.

- Invite State President to attend, speak and install members
- Invite State Extensions Program Manger/Director and any other State Board members in your area
- Mixer activity
- Share any special recognitions
- Give overview of plans for year

- Third Meeting**
- Run by new Chapter President
  - One half hour before meeting - training for rest of the Board
  - Mixer activity or icebreaker
  - Brief business meeting, with chairmen reporting
  - Vote on budget
  - Solicit volunteers for the Local Program Manager positions
  - Have a special program: a local community leader, or speaker from one of the Foundations, or give a 20-30 minute Personal Enrichment session

- Fourth Meeting**
- (Membership goal at this point is 10 members)
  - Mixer activity or icebreaker (every meeting)
  - Local Program Manager orientation give by extension team
  - Business meeting
- (NOTE: If chapter members are not bringing in friends and neighbors, a membership night should be held this next month and every 2-3 months thereafter. Two or three of the original members signed may not return for one reason or another. This is consistent with our over-all organization. We need to continually work membership, so the chapter remains strong.)

- Fifth Meeting**
- Special 10 minute program, preferably a skit, on a helpful topic such as giving reports, writing for their newsletter, making motions, etc.
  - Business meeting, plan date for By Law Study meeting

- Sixth Meeting**
- (Membership goal is 12 members)
  - Special 20 minute program, preferably a skit, as described above in fifth meeting
  - Business meeting
  - Consider giving a specific orientation on the programming areas that the chapter has chosen

- Third Quarter membership**
- Plan a Fun event every month. These can be any mix of chapter socials, nights, couples events or family events. These can be parties, picnics, egg hunts, sing-a-longs, etc.
  - Orientations for new members joining should be done by the new chapter members, preferably with an extension team member present. They can be done before Board or general membership meetings to avoid being an extra night out.
  - Extension team members should be attending at least one meeting a month this quarter. Choose Board or membership meetings based on the needs of the new chapter.
  - By Law study committee meeting and vote on final version of By Laws

- Fourth Quarter**
- Start encouraging more State, District, Regional or Area activity. Chapter members should be ready to move out and meet other Women of Today members. Help them enjoy these events.
  - Extension team members should continue to attend at least one meeting a month this quarter. Choose Board or membership meetings based on the needs of the new chapter.

### **The Second Twelve Months**

- Recruit new members for your extension team so that you do not get burned out!! Extension team members should be attending at least one meeting every other month for the second 12 months.
- Phase in more programming when the chapter is ready for them. You may wish to add areas as new members express an interest in them.
- Evaluate the effectiveness of the new chapters orientation skills and decide whether it's time for you to stop attending orientations.

## NEW MEMBER ORIENTATION OUTLINE

### PURPOSE

The purpose of this orientation is to help new members.

1. Become acquainted with this organization and how it works.
2. Look at their talents and interests and see how to use them.

### I. Women of Today Mission Statement and Creed:

A. Women of Today is

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B. Creed: We the United States Women of

Today \_\_\_\_\_

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### II. History of the Women of Today

- A. Began as Jaycee Wives/Women organization in 19\_\_ in \_\_\_\_\_ (your state)
- B. The \_\_\_\_\_ (your state) Women of Today began as an independent organization in 19\_\_

### III. Organizational Structure

A. United States Women of Today

1. The National organization has \_\_\_\_ member states
2. The United States Women of Today Creed: We, the United States Women of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents and stand united by our friendship and belief in the future.

B. \_\_\_\_\_ (your state) Women of Today

1. Maintains a strong support system by providing individual chapters with educational information, as well as fund raising ideas and membership encouragement.
2. Membership
  - a. Members must be at least 18 years of age.
3. State dues
  - a. Members dues are \$\_\_\_\_ per year
    1. \$\_\_\_\_ of members dues goes to the State organization
    2. \$\_\_\_\_ of members dues goes to the National organization
    3. \$\_\_\_\_ of members dues goes to the local organization
4. State meetings are held \_\_\_\_ times a year

C. Explain States District, Regional or Area structure

D. Our chapter, the \_\_\_\_\_ Women of today

1. General membership meetings are held on the \_\_\_\_\_ of the month at \_\_\_\_\_ at \_\_\_\_\_
2. Board meetings are held: \_\_\_\_\_

#### IV. Our structure

- A. Local Board may consist of: (Vice Presidents vary from chapter to chapter)
  - 1. President - plans and runs meetings
  - 2. Membership VP - supervises membership, socials, S.T.E.P. and newsletter
  - 3. Internal VP - supervises programming in their internal areas
  - 4. External VP - supervises programming in the external areas
  - 5. State Delegate - keeps chapter members informed about District, Regional, Area and State matters
  - 6. Secretary - records minutes of business meetings
  - 7. Treasurer - manages chapter finances
- B. Local Program Managers (LPM's), under the External and Internal Vice Presidents
  - 1. Internal areas benefit the local chapter and its members. The following are the internal areas which the state organization supports: (list them) Our chapter participates in \_\_\_\_\_
  - 2. External areas benefit the community. The following are the external areas which the state organization supports: (list them) Our chapter participates in the following areas \_\_\_\_\_
  - 3. Membership area encourages developing friendships, getting involved in the chapter, and chapter growth. Our chapter participates in \_\_\_\_\_
    - a. Big Sis/Little Sis - experienced members with new members to help them become comfortable in the chapter
    - b. Newsletter - promotes good communication in the chapter
    - c. Public Relations - promotes community awareness of the group
    - d. Secret Pals - a fun way to get to know other members
    - e. Membership Vice President/Social coordinator - organizes socials, promotes fellowship, promotes recruitment of new members.
    - f. S.T.E.P. - (Success Through Enthusiastic Participation) - promotes well rounded involvement by members.

#### V. General Pointers for Members

- A. Membership Involvement
  - 1. Regular attendance at general meetings is strongly suggested
  - 2. Whatever your level of involvement, we are glad to have you there
  - 3. Do not be afraid to chair or co-chair a project
- B. Miscellaneous Tips
  - 1. Report at meetings
    - a. Be prepared - summarize!
    - b. Bring your written report to the meeting. Give it to the Secretary after you have given your report.
    - c. Be creative and have FUN! (Try a skit)
  - 2. Bring up new ideas at a meeting in the form of a motion  
Begin with "I move that . . ." and go on to state your idea
  - 3. Use your chapter newsletter; it's a great communication tool
- C. Please share the reason you joined the Women of Today and how we can direct your interests

CONGRATULATIONS! You are now oriented in the Women of Today. Don't be afraid to ask questions, there is always someone to help. WELCOME!

**EXTENSION FOLLOW-UP CHECK LIST**

New Chapter \_\_\_\_\_ Extending Chapter \_\_\_\_\_

The appropriate section of this form must be completed and all verifications sent to the Extensions Director/Program Manager. (Verification requirements appear in parenthesis.)

**Section A - Complete appropriate information and send in monthly**

**FIRST MONTH**

- \_\_\_ Hold a major orientation (send copy of agenda)
- \_\_\_ Send Visitation Report to State Extensions Director/Program Manager/[Contact](#)

**SECOND MONTH**

- \_\_\_ Do calendar "Year at a Glance" planning (send copy)
- \_\_\_ Hold Elections (send copy of Chapter Officer Sheet)
- \_\_\_ Begin Articles of Incorporation filing (agenda or minutes)
- \_\_\_ Orientation of President (Orientation agenda or note)
- \_\_\_ Orientation of Treasurer (Orientation agenda or note)
- \_\_\_ Send Visitation Report to State Extensions Director/Program Manager

**THIRD MONTH**

- \_\_\_ Hold Board member training (send agenda)
- \_\_\_ Fill LPM positions of chosen programming areas (send agenda)
- \_\_\_ Help with first projects (write note on progress and plans)
- \_\_\_ Send State Extensions Director/Program Mgr. a copy of the chapter's minutes
- \_\_\_ Send Visitation Report to State Extensions Director/Program Mgr.
- \_\_\_ [Help plan the new chapter's charter banquet](#)

**FOURTH MONTH**

- \_\_\_ Send copy of chapter newsletter
- \_\_\_ Send copy of any publicity generated by or for the new chapter
- \_\_\_ Send Visitation Report to State Extensions Director/Program Mgr.

**FIFTH MONTH**

- \_\_\_ Send Visitation Report to State Extensions Director/Program Mgr.

**SIXTH MONTH**

- \_\_\_ Set date for By Law Study meeting (send agenda)
- \_\_\_ Send Visitation Report to State Extensions Director/Program Mgr.

**Section B - Complete appropriate section and send at end of each 6 months**

**SEVENTH THROUGH TWELFTH MONTHS**

- \_\_\_ Have By Laws & Policies been revised and approved? (minutes)
- \_\_\_ Have all new members been oriented? (sample agenda)
- \_\_\_ Have you encouraged more state and district/regional/area activity? (explain)
- \_\_\_ Have you helped with membership socials? (explain)
- \_\_\_ Has the new Board been oriented? (agenda or minutes)
- \_\_\_ Send Visitation Report to State Extensions Director/Program Mgr.

**TWELFTH THROUGH EIGHTEENTH MONTHS**

- \_\_\_ Comment on whether chapter members are working as a group.

\_\_\_\_\_  
\_\_\_ Is the chapter working on getting new members? (explain)

- \_\_\_ Send Visitation Report to State Extensions Director/Program Mgr.

**EIGHTEENTH THROUGH TWENTY-FOURTH MONTHS**

- \_\_\_ Comment on whether chapter members are working as a group

\_\_\_\_\_  
Is the chapter working on getting new members? (explain)

Send Visitation Report to State Extensions Director/Program Mgr.

## **CHECKLIST FOR NEW CHAPTER AND EXTENSION TEAM**

The first year of a new chapter's life is a very important one. This year will build the base for a strong chapter. You will train and develop the members and make a significant change in the community.

The following check list is meant to serve as a guide to get things started. There are many other steps that you may find necessary to get going. There are no dumb questions, so ask them as needed. Never hesitate to ask for help. There is always someone willing to help in order to make this Extension into a health strong chapter.

- Required Extension Forms filled out and mailed
- Dues paid in full for all members
- Liability insurance checked into
- By Laws and Policies approved 90 days after charter date
- Charter Fee paid
- Filings for Articles of Incorporation and various tax forms in process
- Bank account set up. (2 signatures on checks - President and Treasurer)
- Permanent mailing address established. (A Post Office Box with Post Office street address works well)
- Hold a Chapter Planning Session within 90 days of your Charter Date
- Work on Plan of Action
- Work on a Budget
- Plan a Ways and Means Project
- Plan a Community Service Project
- Plan a Social event for your Chapter (Charter Celebration)
- Local President - establish membership and chapter goals. This should be developed with the assistance of the membership.
- Local Office Training Session held
- Orientation held for Local Program Managers and members held
- All members participate (not necessary certify) in S.T.E.P. I
- Use agenda at all meetings - give copy to members
- Have a local newsletter
- Are members attending meetings?
- Are members attending projects?

## NEW CHAPTER VISITATION REPORT

Send a copy to the Extensions Director/Program Manager within one week of the Visitation.

NAME \_\_\_\_\_ YOUR CHAPTER \_\_\_\_\_

NEWLY EXTENDED CHAPTER \_\_\_\_\_

DATE OF EVENT ATTENDED \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

CHAPTER BASE \_\_\_\_\_ NUMBER ATTENDING \_\_\_\_\_ GUESTS ATTENDING \_\_\_\_\_

YES    NO    N/A (Not Applicable)

___	___	___	Did the meeting start on time?
___	___	___	Is a printed agenda used?
___	___	___	Is the _____ Women of Today Creed recited?
___	___	___	Do the officers have specific responsibilities?
___	___	___	Are new members and guests welcomed and introduced?
___	___	___	Is the membership enthusiastic?
___	___	___	Is Parliamentary procedure used?
___	___	___	Was the meeting too long?
___	___	___	Was the meeting fun/interesting?
___	___	___	Is the procedure used to obtain chairmen effective?
___	___	___	Are Local Program Managers used?
___	___	___	Are committees encouraged and planned at the meeting?
___	___	___	Are project reports given at meetings?
___	___	___	Does the chapter give monthly awards to members?
___	___	___	Was there a program at this meeting?

How is the chapter doing?

What are you and the Extension Team doing to help?

## FORMALITIES OF STARTING A CHAPTER

CHARTERING WITH THE \_\_\_\_\_ WOMEN OF TODAY

### Establishing the Chapter

Complete the "Intent to Extend" form. It must be signed by two members of the new chapter. The bottom of the form documents your chapter's commitment to continue to work with the new chapter and must be signed by your chapter's President and the Extension Chairperson. The completed form is sent with \$\_\_\_\_\_ Charter Fee to your State Membership Vice President [or contact](#).

### Establishing the New Chapter's Members

Complete an "Add and Change Form" just as you would for new members in your own chapter. Do not fill in the chapter number space. Mail the completed form with \$\_\_\_\_\_ per new member to your State Membership Vice President [or contact](#).

### By Laws and Policies

First set presented by the Extension Team at the first meeting. Second set developed by the chapter and presented about the eighth month.

The new chapter should vote whether to accept the standard By Laws and Policies at one of the first two meetings. Sample set is included in this manual.

A By Law Study Committee meeting should be held about the seventh month after chapter formation. By that time the new chapter's membership should have a pretty good idea about basic processes and will be able to adjust the standard set of By Laws and Policies appropriately.

The revised By Laws and Policies should be presented at the next general membership meeting and voted on at the meeting after that. Each member should receive a copy. Copies of the final approved By Laws and Policies should be sent to the State Parliamentarian.

### Liability Insurance

A State Women of Today organization may carry a Liability Insurance Policy which covers all chapters throughout their state. The policy covers such things as medical expenses for food poisoning or someone's sprained ankle at a chapter dance. Special "Dram Shop" insurance is required for selling alcoholic beverages. Serving such beverages at a chapter event, such as Wine and Cheese tasting social, is covered under a concept called Host Liquor liability.

In Women of Today States where Liability Insurance is not carried, each chapter should carry a policy which fits their chapter activities.

Refer questions to your State Treasurer or State President.

## **ARTICLES OF INCORPORATION**

The Articles of Incorporation are completed by the chapter President with help from the Extension Team at the President's Orientation. (Please remember that the regulations regarding the filing of Articles of Incorporation in your state may vary. Check with the office of your Secretary of State to be certain of what is needed.)

This is the official document for establishing the chapter as a legal entity in your state. Use the form headed "Articles of Incorporation." You may get this form from your state's Secretary of State.

1. In the document heading, first paragraph, Article I, Article II, Article X, and signature line, insert the name of the new chapter. (For example, "St. Cloud Women of Today.")
2. In Article V, the chapter must establish a permanent address. A Post Office box number with the Post Office street address works best. (Permanent address is very important because there is a fee for any address change.)
3. Under Article III, the name of the Board of Directors or officers should be inserted: these individuals will also serve as the official incorporators of the group.
4. The chapter's President and Secretary should execute the Articles on page 3 of the Articles of Incorporation in the presence of two witnesses and a notary public.

Send the completed form with \$\_\_\_\_\_ to:  
(Your State's Secretary of State)

When you receive the approved copy of your Articles from the Secretary of State, send a copy with the stamped number on it to your State Treasurer.

Set up a permanent file for the chapter's important papers. File the copy received in it.

## **STATE AND FEDERAL TAX FILING**

### Federal Employer Identification Number

The Federal Employer Identification Number is sometimes referred to as Federal ID Number or Federal Tax ID Number. The Chapter Treasurer files these papers.

You will need to complete form SS-4. It is very simple and there is no fee involved. Send the completed form to:

IRS SERVICE  
KANSAS CITY, MO 64999 [CONFIRM THIS IS STILL CORRECT!](#)

### State Tax Identification Number (Form MBA)

Chapter Treasurer files this form after receiving tax identification number from the Federal Government.

Complete Form MBA and send to the address given below. The form is simple and there is no cost.

Your State's Department of Revenue  
Income Tax Division

Federal Income Tax Exemption Status

Chapter Treasurer completes this form after she receives the Federal Identification Number.

You will need to complete Form 1024 and Form 8718. Attach a COPY of your Articles of Incorporation and a signed copy of your By Laws for Form 1024. Attach Form 6718 to Form 1024 and send them with the required fee of \$\_\_\_\_\_ to:

INTERNAL REVENUE SERVICE

EP/EO DIVISION

230 S. DEARBORN

DPN 20-5

CHICAGO, IL 60604 CONFIRM THIS IS STILL CORRECT!

File the return letter stating your exemption status with your important papers. This is a very important and valuable letter.

State Income Tax Exemption Status

Chapter Treasurer completes this after receiving the Federal Tax Exemption status. Complete form and send it to:

Your States Department of Revenue

Income Tax Division

You must include a copy of your Federal Tax Exemption letter. File the return letter stating your exemption status with your important papers.

FOR COPIES OF FORMS OR QUESTIONS CALL THE IRS AT 1-800-424-1040 OR  
YOUR STATES DEPARTMENT OF REVENUE

## **SAMPLE CONSTITUTION**

### **ARTICLE I - NAME OF ORGANIZATION**

Section 1 The name of this organization shall be the \_\_\_\_\_ Women of Today

### **ARTICLE II - PURPOSE**

Section 1 The purpose of this organization will be:  
a. To promote community involvement through projects and programs  
b. To promote the development of leadership skills  
c. To promote the personal growth of all individual members

Section 2 This organization will be non-partisan and non-sectarian

### **ARTICLE III - AFFILIATION**

Section 1 This organization is affiliated with the \_\_\_\_\_ Women of Today and the United States Women of Today and is subject to the By Laws and Policies of such.

### **ARTICLE IV - GOVERNMENT**

Section 1 The Government of this organization shall be vested in the members, represented by the Board of Directors

Section 2 The officers shall consist of a President, Internal Vice President, External Vice President, Secretary, and Treasurer. These shall be elected by the general membership, as prescribed in the By Laws. (This can be modified on a individual chapter basis.)

### **ARTICLE V - AMENDMENTS**

Section 1 This constitution may be amended by a two-thirds (2/3) vote of the membership of this organization present at any regular or special meeting providing a quorum is present.

Section 2 Written notice of the proposed amendment must be presented to the membership at least 30 days prior to the date of such meeting.

## **SAMPLE BY LAWS**

### **ARTICLE I - MEMBERSHIP**

Section 1 Membership in this organization shall be open to any person at least 18 years of age.

## ARTICLE II - DUES

- Section 1 Annual dues for membership in this organization shall be \$\_\_\_\_\_ each year. Dues are payable to the Treasurer on or before the 10th day of the anniversary month of the member.
- Section 2. Notice of dues owing shall be given to the members by the Treasurer 30 days prior to the due date. If dues are not paid by the member, that member shall be dropped from the roster of the (local) Women of Today and the (state) and United States Women of Today.
- Section 3 This organization shall pay state dues of \$\_\_\_\_\_ and U.S. dues of \$\_\_\_\_\_ totaling \$\_\_\_\_\_ for each member.

## ARTICLE III - FINANCES

- Section 1 The fiscal year shall be from May 1st to April 30th.
- Section 2 A budget shall be prepared by the Board of Directors and must be presented to and approved by the general membership.
- Section 3 Disbursements of monies under \$25.00 not provided for in the budget shall be approved by the Board of Directors. Disbursements of monies over \$25.00 shall be approved by the general membership.

## ARTICLE IV - MEETINGS

- Section 1 General membership meeting will be held on the \_\_\_\_\_ of each month. Board meetings will be held on the \_\_\_\_\_ of the month.
- Section 2 A majority of the membership present, in good standing and entitled to vote, constitutes a quorum for the transaction of business.
- Section 3 A special meeting may be called by the President, or upon application of twenty-five (25) per cent of the membership. Membership shall be notified of such meeting.

## ARTICLE V - ELECTIONS

- Section 1 The March (or April) meeting will be the Annual Election meeting.
- Section 2 A nominating committee will be appointed by the President and will consist of three (3) members. This committee shall propose candidates for all elective offices at the March (or April) membership meeting.
- Section 3 Nominations from the floor will be accepted at the Election Meeting. Elections will be conducted by secret ballot. The candidate receiving the majority of votes will be declared elected.

Section 4 Each member will be entitled to one vote upon each matter submitted to a vote at a meeting of the organization, providing the member is present.

Section 5 When a vacancy on the Board occurs, the President may fill this vacancy by appointment, until an election can be held at the next general membership meeting.

Section 6 Officers elected at the annual Election meeting will take office on May 1.

#### ARTICLE VI - BOARD OF DIRECTORS

##### Section 1 Duties of the Officers

President - The President will preside at all general and board meetings and will have general supervision of the organization. He/She will be an ex-officio member of all committees.

Internal Vice President - In the absence or resignation of the President, the Internal Vice President will assume her duties. He/She will be responsible for the internal programs offered.

External Vice President - The External Vice President will be responsible for any external programs held and finding chairmen for such.

Secretary - The Secretary will record and keep the minutes of all meetings and keep records of attendance. He/She will conduct correspondence for the chapter.

Treasurer - The Treasurer will receive and safely keep all funds of the organization and disburse funds with the consent of the President and the Board of Directors. A monthly and annual report will be made to the membership. Have chapter books audited at year-end.

Section 2 The Board of Directors may meet on call of the President or on request of one half (1/2) of its members. One more than half of the members of the Board shall be present to constitute a quorum.

#### ARTICLE VII - RULES OF ORDER

Section 1 Robert's Rules of Order, Newly Revised shall decide any matter not covered in the constitution and By Laws of this organization.

#### ARTICLE VIII - AMENDMENTS

Section 1 These By Laws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting providing a quorum is present and proper notice has been given.

Section 2 The members shall receive a notice of pending amendments at least seven (7) days in advance of the meeting where voting will take place.

## SAMPLE MEMBERSHIP MEETING AGENDA (with script)

\_\_\_\_\_ Women of Today  
General Meeting  
Date

\* Call to Order

(At this time, the presiding officer stands, and says)

"I call the general meeting of the \_\_\_\_\_ Women of Today to order"

(The meeting has now officially started.)

\* Pledge of Allegiance

(Try to ask someone ahead of time to lead it) (Presiding officer says)

"Please stand for the Pledge of Allegiance led by \_\_\_\_\_"

\* \_\_\_\_\_ Women of Today Creed

(Also, try to ask someone ahead of time.) (Presiding officer says:)

"Please remain standing for the Creed led by \_\_\_\_\_"

\* Introduction of Guests

(Presiding officer says:)

(Here you introduce special people in attendance at your meeting. Write their names and office on a piece of paper so you won't draw a blank when you are nervous. Thank them for coming to your meeting and make them feel welcome.)

\* Invocation

(This may be done by the chaplain or if members take turns, they should be asked well in advance. It is helpful to carry a book of readings to have a back up if that person isn't there or forgets.)

(Presiding officer says:)

"Now for purposes of an invocation I call on \_\_\_\_\_"

\* Ice Breaker

(Presiding officer says:)

"For our ice breaker this evening, I call on \_\_\_\_\_"

\* Program or Forum: (Name of program and person giving it)

(If presenter is other than a chapter member, then someone should introduce the presenter.

The Program can be put on the agenda at any time, whatever works best for the chapter and the one doing the presentation. Be sure and thank the presenter. Say something like:)

"We enjoyed the program and learned a lot. We would like to thank you again for joining us this evening. Thanks also to \_\_\_\_\_ for arranging the program this evening."

\* Secretary Report - Name

(Presiding officer calls on the Secretary to give her report. Read or hand out the minutes or state they were mailed in the newsletter (whatever the chapter does.) (Presiding officer says:)

"Are there any corrections to the minutes?" (Pause for a few minutes) Then says, "If there are no corrections, the minutes stand approved" or "The minutes stand approved as corrected."

\* Treasurers Report - Name

(Presiding officer calls on the Treasurer, who should stand, for her report as should all giving a report. The report can be a verbal statement of the cash balance on hand or s/he can submit a treasurer's report recording all income and expenses since the last meeting.

After all have had a chance to look at the report, the presiding officer says:)

" Are there any questions about the Treasurer's report? (No action of acceptance by the membership is needed on a financial report.) You could say: "The report will be filed."

\* State Delegate Report - Name

(As you call on each officer for a report, please thank them.)

\* Past President's Report - Name

\* President's Report - Name

(May have a report here or some prefer at the end of the meeting)

\* Membership VP Report - Name

\* Internal VP Report - Name (He/She should call on Local Program Managers - for reports.)

Public Relations - Name

S.T.E.P. - Name

Ways and Means - Name

Focus on Women - Name

Chaplain/Family Involvement - Name Newsletter - Name

Personal Enrichment - Name

\* External VP Report - Name (He/She should call on Local Program Managers - for reports)

List Area - Name

List Area - Name

\* Unfinished Business

Concession Stand

(check on last month's agenda/minutes under new business to see what might need to be discussed under Unfinished Business at this time before moving to New Business.)

(Presiding officer asks:)

"Is there any further Unfinished Business?"

\* New Business

Park Clean Up

(All New Business should be brought to the floor with a motion reading "I move that \_\_\_\_\_." Presiding officer asks for a second.

"Is there a second?" (Presiding officer repeats the motion and asks for discussion.)

"A motion has been made and seconded to \_\_\_\_\_. Is there any further discussion? Hearing none, we will vote. All those in favor say 'yes'. All those opposed say 'No'." (Tap gavel)

"Motion Passed" or "Motion Defeated"

(After all items listed are discussed, presiding officer asks:)

"Is there any further New Business?"

\* Good & Welfare - (Ask if there is any)

\* U.S. Women of Today Creed - (Ask someone to lead this also)

\* Adjournment - (Presiding officer says:)

"There being no further business, the meeting is adjourned.

### STATE EXTENSION PROGRAM

#### A. How to get a state extension program started

1. Make extensions a priority
2. Appoint a State Extensions Program Manager or Director or form a State Extensions Committee
3. Schedule a date for an extension planning meeting
4. Have your state fund an extension program
5. Continually promote extensions within your state

#### B. Your first extension planning meeting

1. Set goals for a 5 year extension plan
  - a. How many chapters are in your state today?
  - b. List current chapters
  - c. Now list chapters or extension committees that are able to work extensions
  - d. Now list extension target towns
  - e. Then list target extensions for each year of the 5 year plan. Be flexible, this will change from year to year.
    - 1.) Year 1 - Clinton extended by \_\_\_\_\_  
Brewster extended by \_\_\_\_\_
    - 2.) Year 2 - St. Francis extended by \_\_\_\_\_  
Mountain Iron extended by \_\_\_\_\_
    - 3.) Year 3 - Jeffers extended by \_\_\_\_\_  
Eagle Lake extended by \_\_\_\_\_  
Stroden extended by \_\_\_\_\_
    - 4.) Year 4 - Big Lake extended by \_\_\_\_\_  
Washburn extended by \_\_\_\_\_  
Garrison extended by \_\_\_\_\_
    - 5.) Year 5 - White River extended by \_\_\_\_\_  
Mission extended by \_\_\_\_\_  
Arnold extended by \_\_\_\_\_  
Mt. Wilborn extended by \_\_\_\_\_
  - f. You may only get one extension a year and you may get more. No matter the amount, you should always be working extensions and showing extension growth.
2. How to accomplish these goals
  - a. Use your state map. Make all of the communities that currently have Women of Today chapters.
  - b. Now mark surrounding communities which you feel are good target towns.
  - c. Discuss the status of your states Women of Today chapters. Pick healthy chapters that are willing to work the target town extensions.
  - d. If you find a great target town but you do not have a chapter that is able to do the extensions, form a committee or contact your National Extension Director for assistance.
  - e. Promote extensions through your state newsletters, and at state and chapter membership meetings. This is also a good way to find extension committee volunteers.
  - f. Ask your state membership for contact names in communities that do not currently have Women of Today chapters. Make a list and distribute early in the year.
  - g. Promote to your members that extensions are vital to the growth and life of your state

and our organization.

## **EXTENDING A NEW STATE**

After a new state has been extended, utilize the information in the New Chapter Guide. They will also need to use the New State Check List. Once they begin to grow, they will need to implement the New State Operations Guide.

### **STATE ORGANIZATIONAL MEMBERS**

- I. State organizations shall be eligible to become members of the U.S. Women of Today upon compliance with the following affiliation procedures:
  - A. Written request to formally affiliate shall be sent to the National President.
  - B. Payment of National membership dues.
    1. A newly chartered state shall pay \$\_\_\_\_\_ National dues at the time they charter. At the time membership exceeds 12, additional individual dues must be submitted.
    2. After membership exceeds 12, state shall pay \$\_\_\_\_\_ per member annual dues. The dues shall be collected by the State and remitted to the National Membership Vice President.
  - C. Minimum of one local organization formed.
- II. Applying for member affiliation with the U.S. Women of Today organization and/or maintaining affiliation shall constitute a right to the name "Women of Today" and United States Women of Today Programming materials.

### **STATES WAYS AND MEANS**

- I. No state shall use the name "United States Women of Today" or " Women of Today" or the United States Women of Today logo for any ways and means purpose without prior approval of the National President, Chairman of the Board and Treasurer.
  - A. Written application for approval of use of Women of Today or the name and logo of the U.S. Women of Today must be submitted in writing to the U.S. Women of Today President.
  - B. State may use their own name and logo for Ways and Means projects.

## **NEW STATE CHECK LIST**

### IMMEDIATE CHECK LIST

- \_\_\_ National dues paid
- \_\_\_ Written request to formally affiliate with U.S. Women of Today sent to National President
- \_\_\_ Advised National President of new State President (should be current Chapter President)
- \_\_\_ New State President address given to National Secretary so U.S. Newsletter may be mailed.

### FUTURE CHECK LIST

- \_\_\_ Developed State logo
- \_\_\_ Ordered State stationery with State logo
- \_\_\_ Developed State Creed
- \_\_\_ Developed State Mission Statement
- \_\_\_ Membership Brochure

## **WHAT A NEW CHAPTER RECEIVES FROM THE U.S. WOMEN OF TODAY**

Charter Certificate - This document recognizes the new chapter as a member chapter of the U.S. Women of Today

Engraved Gavel  
New Chapter Guide  
All Manuals provided to a chapter

## **WHAT A NEW STATE RECEIVES FROM THE U.S. WOMEN OF TODAY**

Everything listed above, plus  
New State Operations Guide  
U.S. Plan of Action  
U.S. Programming Materials  
All manuals provided to a state

## **NEW CHAPTER AND STATE GIFT IDEAS**

Creed Banner  
Scrapbook  
Inexpensive Camera  
Film  
Tote Bag  
Stapler with staples  
Box of blank "hello" name tags  
Tape  
Markers  
Pens  
Calculator  
Stationery  
Envelopes (all sizes)  
Stamps  
Binders with 3 hole punch  
Folders for their Plan of Action  
File folders  
Small flag set  
Ream of copy paper  
Lined paper  
Stencils  
Poster Board  
Book of inspirational verse  
Record storage boxes (use as file cabinets)