



HOW TO START A GFWC-NC CLUB



GFWC OF NORTH CAROLINA
WWW.GFWCNC.ORG





GFWC-NC NEW CLUB PACKET

GFWC-NC, 7474 CREEDMOOR ROAD, #310, RALEIGH, NC 27613
WWW.GFWCNC.ORG 919-790-8684

REQUIREMENTS

MEMBERSHIP

MINIMUM OF 5 MEMBERS

OBJECTIVES

CLUB'S OBJECTIVES CONFORM TO THOSE OF GFWC-NC

The Purpose and Objectives of GFWC-NC:

- To unite club members into a statewide charitable organization of volunteers for the promotion of education, community service, fellowship, and leadership development
- To be a member of GFWC & cooperate with other associations with same general purpose

NAME

INCLUDE "GFWC" IN THE CLUB NAME

SUBMIT

SUBMIT THE FOLLOWING TO GFWC-NC HEADQUARTERS

Charter Application

Bylaws

Dues (\$50 per member for GFWC & GFWC-NC; District dues vary and are payable directly to the District)

Roster of club members and officers with contact information

CHARTER APPLICATIONS SUBMITTED BY APRIL 1ST WILL BE PRESENTED AT
THE ANNUAL CONVENTION IN APRIL

G F W C - N C

MEMBERSHIP CATEGORIES

GENERAL

Adult Women

JUNIOR

Adult Women Age 45
and Under

JUNIORETTE

Middle School, Junior
High, or High School
students sponsored by
a General or Junior
Club

[HTTPS://WWW.GFWC.ORG/MEMBERSHIP/](https://www.gfwc.org/membership/)

Community Service Programs and Special Programs

GFWC's Community Service Programs and Special Programs are structured to enable clubs to harness the vast resources of our membership to address the needs of their individual communities.

GFWC Community Service Programs and Special Programs focus on major issues that affect our communities daily—supporting women's health, preserving natural resources, promoting literacy and equality, citizen advocacy, and encouraging volunteer service—and fall into the following areas of focus:



Signature Program: Domestic Violence Awareness and Prevention



Juniors' Special Program: Advocates for Children



Arts Community Service Program



Conservation Community Service Program



Education Community Service Program



Home Life Community Service Program



International Outreach Community Service Program



Public Issues Community Service Program

[HTTPS://WWW.GFWC.ORG/WHAT-WE-DO/COMMUNITY-SERVICE-PROGRAMS/](https://www.gfwc.org/what-we-do/community-service-programs/)

HELPFUL HINTS



- Collect a core of enthusiastic, dedicated and hardworking women.
- Collect names from friends, family, church, school, work, or any other group to which core members belong.
- Communicate with members and prospective members on a regular basis. A newsletter, regularly scheduled emails, and/or social media are great ways to communicate with members.
- GFWC's Thank You Tuesday is a great reminder to acknowledge a member's hard work or helpfulness. Keep a Gratitude Journal, write thank you notes, or post on social media. People like being appreciated and they remember how you make them feel!
- GFWC and GFWC-NC have websites, resources, and leaders to provide guidance and help.
- Enthusiasm breeds enthusiasm, and success breeds success. Publicity helps with membership and recognition in your community.
Create a relationship with local media outlets.
- All members should feel welcome and a part of the group. Avoid cliques and provide opportunities to ensure that your diverse membership can function as a cohesive group.
- Choose projects the members enjoy – give everyone a voice and ensure that their input is valued.

In the Beginning – How to Get Started

New GFWC clubs are often formed around towns, cities, neighborhoods, workplaces, schools, or special interests. Cyber clubs are growing in popularity and take advantage of online connections to replace physical vicinity. The logical first step is to identify a core group of enthusiastic and dedicated women to form a club. If there is another GFWC club nearby, the existing club can help with the initial process and potentially serve as a sponsor. District and State GFWC-NC leaders can also help guide a club through its initial formation. While there is no standard formula for how to start a club, we have some suggestions on how to proceed with your first few meetings.

The founding members/officers should schedule an initial meeting and promote the event. Find a meeting location that will be big enough to accommodate the number of people you expect to attend and consider serving refreshments. Send personal invitations and publicize the event in local media outlets and on social media. Write a short description of your new club's purpose to attract potential members with mutual interests. Be sure to gather and distribute promotional literature from GFWC and GFWC-NC and invite a local, District, or GFWC-NC leader to share information about the Federation at the initial meeting. You may also use a GFWC or GFWC-NC membership video and/or discuss the six GFWC Community Service Programs. Prepare name-tags and have sign-in sheets or membership application forms ready so that you can keep in touch with prospective members. You might consider incorporating a quickly completed service project into your initial meeting. Either have a second meeting date scheduled or schedule one during your initial meeting to keep the enthusiasm alive. Make certain that you reach out to anyone who expresses interest to follow-up and remind them of the next meeting. Continue to publicize upcoming meeting dates and times and invite a diverse group of women. Remember, it only takes five members to form a GFWC-NC club.

At your second meeting, move forward with choosing a name for your club (if you haven't already) – be sure to incorporate GFWC in your club name. Determine the club's mission and purpose, discuss dues, club officers, and bylaws. Annual club dues should include per capita dues to GFWC and GFWC-NC (total of \$50 per member paid to GFWC-NC), District dues (amount and remittance determined by the District), and any club dues to cover operations and/or project funding. Standard officers usually minimally include a president, vice president, secretary, and treasurer – depending on the size of the club, you may elect to have more or fewer officers. Bylaws can be delegated to a small committee and a sample is included in this packet.

The next few meetings will help you continue to build momentum and commitment. Always be prepared, organized, and generous. Consider using a standard agenda to keep business moving and review parliamentary procedures to ensure that work is completed through a standard process and properly recorded in meeting minutes. Many clubs incorporate social time at the beginning or end of the meeting to help members get to know each other and to keep the business portion on track. Go ahead and organize and execute a club project – no matter how small. GFWC and GFWC-NC have great resources to guide you through project planning, so check www.gfwc.org and www.gfwcnc.org frequently.

Once your club is established, submit dues (to GFWC-NC and your District), membership and officer rosters, bylaws, and the charter application to GFWC-NC Headquarters, 7474 Creedmoor Rd. #310, Raleigh, NC 27613. Club Charters and gavel will be awarded at the next annual GFWC Convention (usually in April). Clubs must submit materials and dues before April 1st to receive their Charter and gavel at the upcoming Convention.

SAMPLE CLUB BYLAWS - *Suggested wording is shown in italics*

GFWC of Any Town Bylaws

ARTICLE I: NAME & PURPOSE

Section 1: Name

The name of this club shall be [name of club].

The name of this organization shall be GFWC of Any Town hereinafter referred to in these Bylaws as GFWC-AT or the Club.

Section 2: Purpose

GFWC-AT is a dues-paying member of the General Federation of Women's Clubs (GFWC) and the General Federation of Women's Clubs of North Carolina (GFWC-NC). This organization offers opportunities for women to network with other women interested in civic leadership, helping others, education, and promoting cultural opportunities for women.

If the club has a 501(c)(3) from the Internal Revenue Service, the following wording is required:

This organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future government, or to a state or local government, for a public purpose.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility

Membership shall be open to women age 18 years or older upon payment of the dues.

Section B: Dues

Dues shall be \$ _____ per year, which includes payment of GFWC, GFWC-NC and GFWC District (#) dues.

ARTICLE III: OFFICERS

Section A: Officers

The officers shall be a (state specific officers)

Section B: Eligibility

What are the requirements to hold an office?

Section C: Election

State the process

Section D: Term

State the length of a term (1 year, 2 years) and when it commences.

Section E: Vacancy

State how vacancies will be handled.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President

The President shall...

Section B: Vice-President

The Vice President shall...

Section C: Secretary

The Secretary shall...

Section D: Treasurer

The Treasurer shall...

Add other officers as needed – explain the duties required of each. It can be done in paragraph or bullet format.

ARTICLE V: MEETINGS

Section A: Meetings

Regular meetings shall be held monthly (state when)

Section B: Special Meeting

State specifics on how these are called and notification requirements.

Section C: Quorum

A quorum shall consist of (the number or percentage of membership required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.)

Section D: Parliamentary Authority

Robert's Rules of Order shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Membership

The Executive Committee shall consist of (list who the members are).

Section B: Meetings

The Executive Committee shall meet (when).

ARTICLE VII: COMMUNITY SERVICE PROGRAMS (CSPs)

List all six and provide brief explanation of the focus

ARTICLE VIII: COMMITTEES

List committees and supply explanation of make-up.

Ex. Bylaws: The Bylaws Committee shall consist of a Chairman and four members. The Parliamentarian shall be an advisor.

ARTICLE IX: AMENDMENTS

How and when amendments can be made – should include notice to all members at least 30 days in advance of vote – notice must include when debate and vote will take place and content of proposed changes.

ARTICLE X: DISSOLUTION

State the process to dissolve and for distribution of assets.

Reprinted with permission from Judi Stankowich, 2017 GFWC-NC Summer Meeting

Sample Invitations

Address

Date

I am very pleased to inform you that a group in your community is forming a GFWC-NC club for women in (name of city or town).

Belonging to the GFWC-NC would involve you as a member of one of the largest women's volunteer organizations in the world. Clubs are found throughout the United States and in more than twenty foreign countries.

Realizing that your life is busy and your time is short, we know that you are aware of the many ways a group of dedicated women can help fulfill a community's needs. We thought you would be interested in a GFWC-NC woman's club. GFWC-NC clubs are primarily concerned with working for the improvement of local communities through volunteer service.

GFWC-NC has women's clubs for ages 45 and up and junior clubs for ages up to 45. Most of the junior clubs are full of working moms and time is sometimes an issue, so most junior clubs like to have a social night out and do a hands on project for a community need.

May I invite you to an informal get together to discuss the General Federation of Women's Clubs and our programs and projects. The meeting will be held at (location) on (date) at (time). If you would like to bring friends or other family members who would like to know more about GFWC-NC, please bring them with you. There will be refreshments served following the program.

We look forward to seeing you soon.

Sincerely,



**Are you
looking for a
new way to
volunteer?**

A new woman's club is forming in your area. Come join us for coffee so we can introduce you to GFWC.

Saturday, September 15
Press Coffee and Crepes
9am - 11am

Contact Crystal at crystalncjuniors@gmail.com



GFWC of North Carolina



Application for Club Membership

The _____ hereby makes application for membership in The General Federation of Women's Clubs of North Carolina, Inc., agrees to abide by its Bylaws and Policies, and further agrees that in the event that it withdraws from the Federation and remains an active club it will not, in any way, directly or by implication, continue to use the name of GFWC of North Carolina, Inc.

Date of Application

Date Club Formed

City/Town

County

District

Number of Members

Club President's Name

Club President's Signature

Club President's Address

Club President's Phone & Email

Club Treasurer's Name

Club Treasurer's Signature

Club Treasurer's Address

Club Treasurer's Phone & Email

Name and Contact Information for Sponsoring Club (if applicable)

Please return this application form to GFWC-NC Headquarters, 7474 Creedmoor Road, #310, Raleigh, NC 27613, with: (1) a copy of the club Bylaws, (2) a check for the membership dues for the current calendar year, and (3) a mailing list of the club members and officers.

GFWC-NC President

GFWC-NC Director of Junior Clubs

Endorsement signatures will be obtained from the District President, GFWC-NC President, and Director of Junior Clubs if needed. The original with all attachments will be retained in the club file at GFWC-NC Headquarters; a copy of the completed application will be sent to the District President.

Charters will be presented at the Annual Convention, provided dues have been remitted by April 1st prior to convention.

COLLECT FOR CLUBWOMEN

Keep us, Oh God, from pettiness;
let us be large in thought, in word, in deed.

Let us be done with fault-finding and leave off self-seeking.

May we put away all pretense and meet each other face to face,
without self-pity and without prejudice.

May we never be hasty in judgement and always generous.

Let us take time for all things;
make us to grow calm, serene, gentle.

Teach us to put into action our better impulses,
straightforward and unafraid.

Grant that we may realize it is the little things that create
differences, that in the big things of life we are at one.

And may we strive to touch and to know
the great common human heart of us all, and, Oh Lord God,
let us forget not to be kind.

Mary Stewart | April 1904



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