



GFWC
est. 1890
**GENERAL FEDERATION
OF WOMEN'S CLUBS**
MONTANA



Pointers For Presidents

Originally published by Bobby Bjork, President 1996-1998

Updated by 2024-2026 Executive Committee

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 judgment
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, of Lord God, let us forget not
To be kind!

In 1904, Mary Stewart (1876 – 1943), wrote a “Collect for Club Women” which women’s clubs throughout the world recite at meetings. Stewart stated that the Collect (pronounced col’ lect) was written “...as a prayer for the day. I called it a Collect for Club Women because I felt that women working together with wide interests for large ends was a new thing under the sun and that, perhaps, they had need for a special petition and meditation of their own.”

CONGRATULATIONS! YOU are the PRESIDENT This booklet attempts to simplify and make understandable the fundamental rules of good procedure for conducting meetings and to provide other helpful organization techniques.

TABLE OF CONTENTS

| | |
|--|----|
| COLLECT FOR CLUBWOMEN | |
| GFWC IDENTITY | 1 |
| GFWC Emblems | |
| GFWC Logos | |
| GFWC Montana Emblem | |
| WHAT DOES A GOOD LEADER DO? | 3 |
| PRESIDENT | 4 |
| President's Calendar Should List The Following: | |
| Agenda For Conducting A Regular Business Meeting | |
| President's Kit And Procedure Book | |
| Tips For Presidents | |
| VICE PRESIDENT/PRESIDENT ELECT | 10 |
| RECORDING SECRETARY | 10 |
| What the Minutes Should Contain | |
| CORRESPONDING SECRETARY | 12 |
| TREASURER | 13 |
| Sample Treasurer's Report | |
| The Budget | |
| The Review or Audit | |
| PARLIAMENTARY POINTS | 16 |
| Some Helpful Motions To Know And Use | |
| Parliamentary Procedure | |
| HOW TO CONDUCT AN ELECTION | 20 |
| COMMITTEES | 22 |
| DELEGATES TO CONVENTION | 23 |
| What to Do Before the Convention | |
| What to Take to the Convention | |
| What to Do at the Convention | |
| What to Do After the Convention | |

| | |
|--|----|
| GUIDELINES FOR CLUB YEARBOOKS | 26 |
| Suggested Entries for all Club Yearbooks as Space Permits Helpful If Space And Finances Allow Printing More Pages | |
| PROTOCOL FOR POISED, POWERFUL, AND PURPOSEFUL LEADERSHIP | 27 |
| General Rules of Protocol The Local Club | |
| GENERAL ORDER OF RANK IN FEDERATION | 29 |
| Business Meetings Head Table Seating Receiving Lines Good Rule of Thumb | |
| MISCELLANEOUS BITS OF INFORMATION FOR YOU | 32 |
| Gift Giving When Presenting a Gift or Award Acceptance of a Gift or Award. | |
| FLAG ETIQUETTE | 33 |
| Basics of the Flag Code How to Display the Flag of the United States of America Opening Ceremonies Presentation of the Colors Pledge of Allegiance to the Flag of the United States of America | |
| LET THERE BE PEACE ONN EARTH | |

GFWC IDENTITY

Each GFWC club needs to identify with General Federation of Women's Clubs. How many people in the local communities have never heard of the GFWC? The General Federation of Women's Clubs is the largest and oldest nondenominational, nonpartisan international service organization in the world. The General Federation of Women's Clubs was organized in 1890. There are more than 60,000 members in affiliated clubs in all 50 states, the District of Columbia, and more than a dozen countries. Each of the clubs should preface their names with GFWC and design their stationery and other publications to include the GFWC and its logo. All local publicity should include GFWC before local club name such as: "The GFWC Newfound Club". GFWC club activities are newsworthy... let's communicate that news to the general public so that our image will be strengthened. That will result in an increase in membership. People will want to identify with GFWC and be a part of our great organization. Work with the media and tell your GFWC story!

GFWC EMBLEM

The design of the General Federation Women's Clubs emblem shows that the BLACK background represents the "Darkness of Ignorance."

The Crusader's Shield on the black field signifies enlightenment, "Women emerging from the shadows of ignorance." Each of the three colors the Shield has a special meaning -- The RED is for the COURAGE of the women who accept the responsibility of membership in an organization dedicated to service. The WHITE suggests the PURITY which is woman's most effective weapon in her crusade of advancement. The BLUE represents CONSTANCY which enables her to remain steadfast to her noble purposes. The FULLY RISEN SUN on the bar represents the enfranchisement of women. Lettering on the band of white stands for "General Federation of Women's Clubs." The outer, unbroken circle suggests, "For all Eternity." The circle has no beginning and no end. All parts are fused together to form one perfect and harmonious whole.

The motto, "UNITY IN DIVERSITY," describes a united band of women struggling eternally for the causes in which they believe.



GFWC LOGO

In 2023, GFWC updated the national logo to spell out General Federation of Women’s Clubs. All states and clubs are encouraged to include the full logo on their letterhead, programs, printed materials, etc.

Downloadable copies are available from the Digital Library on the GFWC.org website. There are variations that include the state name and directions for clubs to add their name to the logo.



GFWC MONTANA EMBLEM

The official Seal for the Montana Federation was adopted during the 1962-1964 administration. The shape of Montana in the center of the seal is BLUE to represent the clear blue skies, the vastness of the state and the sincerity of its people. The bright YELLOW sun represents the strength of Federation. The sun sheds its beams of light upon the WHITE silhouette, the shining example of a clubwoman. The COPPER background represents the rich copper supply of Montana, a color of prosperity. Copper is one of the Montana Federation’s official colors. Around the field of copper is a halo of WHITE, a symbol of honesty, serenity, and peace. Beyond this is a circle of SCARLET, a color of determination and power. The outer field of GREEN, also an official Montana Federation color, represents vigor and growth, so very important to our organization. The date, 1904, designates when we became Federated. The gavel is an emblem of leadership. Included in the seal are red, white, and blue – the symbol of democracy in action.



In 2022, the emblem was recolored to bring back the copper and green which had been lost over time, while in 2024, the three emblems and logos have been blended.



WHAT DOES A GOOD LEADER DO?

A GOOD LEADER, as her primary concern, promotes the organization. Her next concern should be to develop leadership qualities in those who are to come after her.

A GOOD LEADER helps her group to establish their own goals and objectives within the framework of the organization's program. A good leader does not set goals for them but operates according to their expressed desires. A good leader never uses authority and prestige of her office to impose her own ideas on the group.

A GOOD LEADER Constantly EVALUATES what the group is doing and accomplishing as per the Bylaws, Standing Rules and Strategic Plan of the club. She often asks, "Are we actually accomplishing what we started out to do? Why are we doing it this way? Is there a better way?"

A GOOD LEADER is constantly creating opportunities for participation for as many members as possible at every meeting. She studies individual abilities and interests such that every assignment is a challenge and so that every member will find meaningful experiences in organization.

A GOOD LEADER is not afraid of change. She is not afraid of controversy or constructive criticism. Just because the organization had a certain project last year there is no reason to continue it forever unless the need still exists.

A GOOD LEADER knows and practices the techniques of effective communication. The lecturer-listener type of program is responsible for much of the apathy and indifference we all complain about. The GOOD LEADER knows that communication is two-way street and that we can never be sure we have communicated until we get reaction from our listeners.

A GOOD LEADER knows how to motivate people. She realizes that people only do what they want to do--what seems relevant and important to their own personal lives and family welfare. Therefore, the good leader is constantly showing them how the programs for action in the Community Service Programs, Signature Projects, and Advancement Areas actually can be implemented for the purpose of fostering their well-being.

A GOOD LEADER is creative. She does not always follow in the familiar ruts established by long years of usage. She applies ideas for programs, new and more meaningful projects, new opportunities for members to grow and develop.

PRESIDENT

The President presides at all meetings using a written agenda.

Must have a basic knowledge of parliamentary procedure.

Is prompt, calls all meetings to order on time, there being a quorum present.

Announces the business before the assembly in the order in which it is to be acted upon.

Preserve order.

Recognizes members entitled to the floor. The reader of a motion is entitled to speak first.

- a. When two people try to obtain the floor at the same time, preference should be given to the one who has not previously spoken.
- b. The President should alternate from those who oppose and those who are in favor of possible.

Makes parliamentary decisions and rulings.

May seek advice of a parliamentarian or parliamentary advisor.

Never uses the personal pronoun but refers to herself as "The Chair" while presiding. Does not refer to MY board. (It is the board/officers of the organization.)

The President reports in the third person, using "This Officer" and "Your President" etc., instead of the personal pronoun.

May vote to make or break a tie in a voice or roll call vote.

Votes as any other member in a ballot vote and CANNOT break a tie in a ballot vote. Leaves the chair to debate--NEVER debates from the Chair. Does not resume the Chair until after the vote is taken.

Must be firm, competent, tactful and just. Must be neutral in the Chair on controversial matters and must allow full discussion on all debatable motions.

Should arrive at the place of meeting enough ahead of time to be sure that the stage is set and everything and everyone is in readiness for the opening of the meeting.

The presiding officer NEVER "turns the meeting over" to anyone instead for example announcing that the program will be presented by the program chairman.

Performs all duties as specified in the bylaws.

Attends, in addition to club and board meetings, in person or by representation at: GFWC annual International Convention, GFWC Regional Meetings, State Convention, District Meetings and Leadership Seminars.

In the case of necessary absence from club or board meetings, notifies the President Elect or Vice-President as early as possible. Sees that she has key, gavel, agenda of meeting and any announcements or other memos.

Prepares procedure book to pass on to successor. Reminds retiring officers and chairmen that all their records and reference materials should be transferred to the new officers and chairmen immediately after their terms expire.

PRESIDENT'S CALENDAR SHOULD LIST THE FOLLOWING:

- a. Dates when dues and contributions to GFWC and State are due.
- b. Dates of District, State, GFWC Regional meetings, conventions, workshops, etc.
- c. Dates of club meetings and committee meetings pertaining to your club.
- d. Dates of community meetings you should attend.
- e. Dates to send reports to GFWC, State and District.
- f. Dates of election of delegates to the District Convention.
- g. Dates on which your by-laws require the election or appointment of certain club officers or committees.

AGENDA FOR CONDUCTING A REGULAR BUSINESS MEETING

It is important to have a well-prepared agenda – Depending upon what you cover in your meetings – here is some information to help you prepare your agenda.

1. Call to Order by the President. On time--a quorum present--one rap of the gavel. President--"The meeting will come to order."
2. Opening ceremonies. (God before Country.) If you have an invocation it comes before the National Anthem and Pledge.
3. Roll call. (optional) by Secretary.
4. Minutes of previous meeting. President--"The Secretary will read the Minutes of the last meeting." or "You received the minutes of the last meeting – are there corrections to the Minutes?" (Pause) "They stand approved as read (or as corrected.)" [Reminder--Do not say, "Are there corrections or additions?" Additions are corrections.]
5. Correspondence – Correspondence not requiring any action are read at this time. President—"The Corresponding Secretary will read the correspondence. Correspondence that requires action be taken are read in New Business.
6. Officers' Reports. Officers normally report only at Annual Meetings. If they have been assigned special tasks or have other matters to report, they would report in order of rank as listed in the bylaws.
7. Treasurer's Report. President--"We will hear the Treasurer's Report." (Treasurer reads report or discusses financial information distributed.) President--"Are there any questions?" (Pause) "The Treasurer's report is filed."
8. Recommendations of the Board of Directors or Executive Committee. These are read by the Recording Secretary, and action is taken under new business. Second is not necessary.
9. Reports of Standing Committees. If a Standing Committee has a report to make, they should be here on the agenda. No action is taken unless a recommendation is made. Standing Committees making a report should be called upon as listed in bylaws.
10. Special Committee Reports. If you have any - they are called upon by the Chair in order in which they were appointed. These committees were appointed to do a particular job. They automatically dissolve when this work is finished and report is given.
11. Unfinished Business. The Minutes of the previous meeting will show if there is business postponed by motion or left unfinished from the previous meeting and here is where that would be listed on the agenda. The Chair never asks if there is unfinished business.

12. New Business. This is business that has not been discussed previously. It is introduced by correspondence, recommendation, the Chair or any member. A motion must be made to bring a new matter before the organization for discussion.

13. Announcements.

14. Program. May be presented by President or Program Chairman. The President DOES NOT "turn the meeting over" to the Program Chairman for the Order of Business. The President announces the Chairman who, in turn, presents the program. The President thanks the speaker.

15. Adjournment. President--"Is there anything further to come before us?" (Pause) "If not, we are adjourned." Adjournment may be done by motion, which is not debatable.

PRESIDENT'S KIT AND PROCEDURE BOOK

1. To every meeting, carry a tote, briefcase or other container to keep all the necessary paraphernalia together and convenient to carry around. You should have pens, scratch paper, Kleenex, safety pins, needle, thread, and Band-Aids--all the little things you may need at the meeting. Your gavel may be carried in this container as well.

2. If you meet in homes, as many clubs do, carry a small U.S. Flag and a standard for it.

3. A folding lectern/podium is very handy--it is simple to make, easily portable and a big help as you preside at meetings.

4. Carry your procedure book or manual, By-Laws, Standing Rules, Roberts Rules of Order-Newly Revised, and other necessary references with you. There are many occasions during the year when you will need to refer to them.

5. Most important, have and keep your procedure book in good order. This could be an ordinary 3-ring binder, with large rings, which will lie flat when opened and have several dividers or separate notebooks if you organize better this way. The book or folders should contain the following:

- a. Club By-Laws and Standing Rules
- b. A large manilla envelope in which to collect newspaper clippings, notes, and the various things people hand to you at meetings.
- c. Blank paper.

- d. A calendar section: Month-by-month list of items which must be attended to at specific times. (Approval of budget, etc.)
- e. Membership section: Names of prospective members for mailing list; committees, lists of special interest or talents of members, etc.
- f. Community contacts. Names and addresses of people with whom you have had contact about your club's interests.
- g. Club project: brochures, speeches, notes of meetings, committees, etc.
- h. Agendas. Keep them! They are helpful in preparing the next ones and for reports. You can make a note of unfinished business or guests' names this way.
- i. Copies of minutes: It is recommended that the Secretary mail the minutes to the President within one week of the meeting. (Fresh in mind.)
- j. Copies of the Club Bulletins or Newsletters for quick reference.
- k. Federation Section: GFWC State and District Newsletters, GFWC Club Manual and list of publications, Roberts Rules of Order, etc.
- l. Any other sections which may be used for your Club.

If you prepare a club manual you should include it in place of some of the other items listed above if these items are in your manual. When your term of office is finished--present your procedure book to your successor. Keep everything during your term you wish you had when you assumed office. Once a book is established, your club will always have a reference book to facilitate smoother transition from one administration to the next.

TIPS FOR PRESIDENTS

1. You are President of your club; you must be ready to represent your club at all times. You no longer speak as an individual, but in the name of and as the "President" of your Club.
2. Know your Club Bylaws and Standing Rules. Review the duties of President and the other Officers.
3. Appoint your committee chairmen and any other appointments required of the President. Ask your officers or other club women for suggestions. Make sure they all know what is expected of them in their appointed roles.
4. Inform yourself of the obligations of your Club. If you have problems, try to solve them with the aid of your able officers, not your best friends.

5. You are now President and a friend to all members. Any differences you might have with members must be forgotten when you are presiding as Club President.

6. Always be ENTHUSIASTIC, KIND, TACTFUL, DIGNIFIED, COURTEOUS, and LOYAL to your office and Club members. Don't forget to use a little humor when appropriate. 7. Never be domineering but you must be businesslike in your presentations and in presiding. If you are not in control, your meetings will accomplish very little. If you follow this rule at your first meeting you shouldn't have any trouble throughout the year. (Don't be afraid to use that gavel, tactfully, course.) Always remain calm no matter what happens.

7. Never be domineering but you must be businesslike in your presentations and in presiding. If you are not in control, your meetings will accomplish very little. If you follow this rule at your first meeting you shouldn't have any trouble throughout the year. (Don't be afraid to use that gavel, tactfully, course.) Always remain calm no matter what happens.

8. Be enthusiastic about club projects, your attitude will reflect the way your Club accepts them. Always speak with pride when discussing your club, its members and its projects.

9. Get to know each of your Club members. Work with all of them and when they do a job well, tell them so personally. We all like to know that our efforts are appreciated.

10. Check on committee chairmen to see that projects are being started or planned and that deadlines on reports are being met. If they must receive reminders from you, please be tactful. To ensure they can complete their tasks, see to it that they have the correct information about reporting, dates, contest rules, projects, etc.

11. Go out of your way to speak to new members, show an interest in them, try to learn something personal about them (how many children they have, hobbies, etc.). Show them we care.

12. Be sure officers, members and committees know they can count on you for help whenever they need it.

13. Report back to your members when they receive praise at board meetings or elsewhere. Always compliment the Club on work well done and tell them how proud you are to be their President. Remember a little praise goes long way.

14. SMILE---SMILE---SMILE---SMILE---SMILE!!!!

VICE PRESIDENT / PRESIDENT ELECT

The President Elect or Vice Presidents, (in the order listed if there is more than one Vice President defined in the club bylaws) perform the duties of the President in her absence or inability to serve. "Vice-President" will be used here to indicate the highest officer below the President.

The Vice President assumes the office of President for the unexpired term in the event illness, resignation or death of a President, unless the bylaws of the organization state specifically how vacancies are to be filled.

She presides at all official meetings when the President is absent or when the President leaves the chair to discuss a motion and she does not relinquish it until after the question has been put to a vote.

The Vice President must have a basic knowledge of parliamentary procedure.

Usually, the bylaws prescribe specific duties for the Vice President such as Dean of Chairman, etc.

When the Vice President assumes the task filling a temporary vacancy in the office of the President, the role as Ex-Officio is not assumed since that privilege is given to the President per bylaws.

Performs all other duties as specified in the bylaws. Prepares a procedure book and gives to the incoming Vice President.

RECORDING SECRETARY

Duties of the Secretary are found in the bylaws of an organization. The Secretary shall record the minutes of all meetings of the organization and of the executive committee and shall perform such duties delegated to her.

Minutes should be recorded in an official Minutes Book which has numbered pages. They should be typed or written legibly in permanent ink and signed by the Secretary, after approval by the Club.

Minutes should be brief, omitting descriptions, recording what was done, not what was said, and reported in the order in which the business was presented at the meeting. When reporting motions, it is helpful for future reference if the entry of a motion is on a new line in bold. For example:

Jane Doe MOVED (state motion). The motion was SECONDED and APPROVED/DEFEATED. No discussion is included.

Any amendments to the main motion are noted in a like manner.

Secretary should always have on hand an up-to-date copy of the bylaws and standing rules, an accurate record of membership with addresses and phone numbers, list of committees, order of business and paper ready for ballot voting, if needed.

When the President and Vice President are absent, the Secretary calls the meeting to order and presides until a chairman pro-tem is elected.

Following a club meeting the minutes should be sent out promptly to the President.

Do not sign minutes "Respectfully submitted"-- simply sign name and title.

WHAT THE MINUTES SHOULD CONTAIN

1. Kind of meeting--- Regular, Annual or Special. At times, this could be a committee meeting, board meeting, or even an adjourned meeting.
2. Name of organization.
3. Date, time and place of meeting.
4. Name of person presiding--- Whether the President and Secretary were present or their substitutes.
5. Opening ceremonies.
6. Introduction of guests and new members. Announce name of any member resigning.
7. Minutes approved as read or corrected or were dispensed with. If you dispense with the Reading of the Minutes, remember they must be approved at the beginning of the business at the next regular meeting or they may be approved by a committee if the assembly agrees.
8. Correspondence read.
9. Treasurer' Report--- Minutes should contain balance on hand at time of the last report (also called Opening Balance), total receipts since the last report, total disbursements since the last report, and balance presently on hand (also called Closing Balance). A copy of the full report should be included in the minutes book.
10. Motions--- exact wording, whether carried or lost, the name of the maker, the fact that it was seconded, but need not name that member. All

other motions, points of appeal, whether carried or lost. If a count was taken, note the number of vote in favor and the number of votes apposed.

11. Reports--- Include only highlights of oral reports. If a written report is provided it is attached in the Minutes Book.

12. Minutes contain only a record of what is done, not what is said. No personal comments.

13. If an election takes place, include a full report of all votes cast for each candidate stating the winner of the election. A copy of the teller's report is included in the Minutes Book.

14. Announcements.

15. Program.

16. Time of adjournment.

17. Signed

Secretary's Signature _____

Approved _____ Date: _____

Amended _____ Date: _____

President's Signature _____

CORRESPONDING SECRETARY

Some clubs have both a Corresponding and Recording Secretary whose duties are defined in the bylaws. A Corresponding Secretary should be able to write letters, clear and concise, so as to reflect the wishes of the Club. Letters should be sent promptly. Keep copies of letters on file. Pass material on to your successor.

TREASURER

The duties of the Treasurer consist of having custody of all monies, collecting dues, paying out funds upon receipt of an approved invoice, keeping itemized accounts, preparing Treasurer's reports for all business meetings and the annual meeting, and any other such duties listed in the bylaws. The Treasurer should keep up-to-date records. The records should be reconciled each month and checked with the bank statement so that no errors appear in the Treasurer's books or in the bank statement. The account should be in the Club name under the club's Employer Identification Number (EIN) The Treasurer's report should include: Receipts, disbursements, and the balance on hand to date. No action is taken on the report at meetings. Only an annual report is filed for review or audit.

SAMPLE TREASURER'S REPORT

GFWC Anytown Woman's Club
July 1, 2026 to September 16, 2026
(Date range of transactions being reported)

| RECEIPTS: | | DISBURSEMENTS: | |
|-----------------------|------------------|----------------------------|-------------------|
| Dues (15 X \$30) | \$ 450.00 | Dues to GFWC MT | \$ 330.00 |
| Interest | 25.00 | Printing Yearbook | 245.00 |
| Bake Sale | 145.00 | Style Show Expense | 100.00 |
| Style Show Tickets | 250.00 | Endowment Fund Donation | 50.00 |
| Book Sale | 50.00 | Scholarship | 500.00 |
| | | Postage -stamps | 78.00 |
| TOTAL RECEIPTS | \$ 920.00 | TOTAL DISBURSEMENTS | \$1,303.00 |

CHECKING ACCOUNT:

| | |
|---------------------------|------------|
| Balance on Hand 7/1/2026 | \$1,106.00 |
| Receipts | 920.00 |
| Disbursements | 1,303.00 |
| Closing Balance 9/16/2026 | \$ 723.00 |

TOTAL ASSETS:

| | |
|----------------------|-------------|
| Checking Account | \$ 723.00 |
| Savings Account | \$ 900.00 |
| CD (renews 12/15/26) | \$10,000.00 |

THE BUDGET

The Bylaws should provide a Budget Committee to prepare and present the Annual Budget for adoption by the Board of Directors or the whole organization. The Treasurer is usually a member of the Budget Committee.

A budget is an estimate of income and expenses for a period of time. It reflects the amount of money an organization is willing to spend on specific items. The Treasurer makes sure the membership is aware and advises on expenditures if they are going over the budget.

Every organization, regardless of size, should adopt a form of budget. At the beginning of the year or administration, the budget is presented for consideration. Anticipated expenses should not exceed anticipated revenues. When income and expenses are totaled, they should be the same. The budget shows the membership the amount of money needed for the specified period.

The Chairman of the Budget Committee presents the proposed budget and moves it be adopted. Amendments can be made at this time, and after discussion, it may be adopted by majority vote. Later during the year, the budget may be amended or revised, if needed. The budget is a guide for an allotment of estimated funds.

The budget authorizes items for expenditure, but the Treasurer is not relieved of responsibility for money in her possession. Officers and various department chairmen submit their bills to the proper authorities for verification and approval, but the pay-out is done by the Treasurer, or as stated in the bylaws.

THE REVIEW OR AUDIT

The records of the Treasurer should be reviewed annually, at the close of the Treasurer's term before the incoming Treasurer takes office, and if there is a change of Treasurer mid-term. This protects both the Club and the Treasurer. The books can be reviewed internally by a committee or by hiring an auditor or C.P.A. based on the value of club funds and the type of IRS filing the club will perform. The procedure should be in the bylaws.

Good Leaders Do These Things



PARLIAMENTARY POINTS

Eight steps in making a motion—

1. Member rises and addresses the Chair, "Madam President"
2. Member is recognized by the Chair and thus assigned the floor.
3. Member makes the motion: "I move that our club..."(you do not say, "I make a motion that our Club...")
4. Motion is seconded (this is to assure that at least two members feel it is worth discussing.)
5. President (the Chair) states (repeats) motion.
6. President calls for discussion (Are you ready for the question? Means do you wish to discuss or debate the question?) A motion is called a question after it is stated by the Chair.
7. President takes the vote, both affirmative and negative, by saying, "Those in favor of the motion say 'aye', those opposed say 'no'." (Do not say, "As many are opposed, same sign.")
8. President announces the result of the vote by saying, "The ayes have it, and the motion is adopted, and our Club will...or the no's have it and the motion is lost." If the vote is a standing vote, the Chair says, "The affirmative has it or the negative has it," as the case may be.

The maker of a motion can withdraw her motion from consideration anytime up until it is stated by the Chair; after that, it belongs to the assembly, and the consent of the assembly must be obtained to withdraw it.

The Chair should stand while presiding. This helps her keep control of the meeting and assures that all the members can see her. During debate and the making of reports, she should be seated or should step back to show that the floor has been assigned. The Chair should always state clearly the results of a vote to be certain that the members know what they voted for. Sometimes if there has been heavy debate, members may become confused, and they may want to move to reconsider the vote. (Remember that an affirmative vote on bylaw amendments cannot be reconsidered.)

Incidental motions such as Point of Order, Parliamentary Inquiry and Point of Information do not need a second, the maker does not have to be recognized by the Chair, and the maker may interrupt another member who

has the floor. These points are handled immediately by the Chair before any other business is conducted.

Amendments must be germane to (or related to) the pending question (motion on the floor under discussion.) Only two amendments can be on the floor at a time:

1. Primary Amendment- -which relates to the main motion, and
2. Secondary Amendment which relates to the primary amendment.

To amend a motion, you use one of the following three methods:

1. "I move to amend by inserting or adding the word..."
2. "I move to amend by striking the word..." as word..."
3. "I move to amend by substituting the following for the pending motion." This substituting latter form is used for a paragraph.

Members should not say, "I so move," but should put the motion in their own words. Members should not call out "Question" but should "move the previous question" if their desire is to stop debate. The Chair can ignore the calling out of "Question" or can ask the member if her intent is to move the previous question.

The President should carefully prepare an agenda according to the order of business established by her Club or the Parliamentary Authority. She should contact chairmen in advance of a meeting to determine whether they do have a report to give. The President does not ask for unfinished business. She should check the minutes to see if there is any. Note that it is not called old business. She does ask the assembly for new business by saying, "The next business in order is new business. Is there any new business?"

Remember that a vote by "general consent" is often the quickest and easiest way to determine a course of action. Sensing general agreement, the President says, "If there is no objection, our Club will sponsor a booth at the flea-market." or "By general consent, it is agreed that we will send a plant to our craft show judge." This vote (by general consent) must be recorded in the minutes just as ballot, rising, counted and voice votes are.

The words "Respectfully submitted" are no longer considered good usage. Minutes, Treasurer's reports and other reports should simply be signed with the person's name and title.

SOME HELPFUL MOTIONS TO KNOW AND USE

1. If discussion is getting too long winded: "I move the previous question." It is not debatable, so if seconded, the Chair must put to a vote.
2. If you want to set a question aside temporarily: "I move to lay the pending question on the table." This motion is often used incorrectly. It should not be used "to kill" question or be used when what you intend is to postpone to another time.
3. If you want to delay action on a motion: "I move to postpone action on this question until our May meeting."
4. If you want to get more information or give more study to a question: "I move to refer this question to a committee of three appointed by the President and to report back at our March meeting."
5. If you think the voice vote on a question is indecisive and should be taken again, call out "Division"; it requires no second and the Chair must take a standing vote.
6. If you don't think a question should be discussed at all because of its sensitive nature, etc. say, "I object to the consideration." No second needed.
7. If you feel that a certain motion has little value and discussing it would be a waste of time, you can "kill" it by: "I move to postpone the question indefinitely."
8. To change or modify a question: "I move to amend by..."
9. If the Chair has made a ruling and you don't agree with it, you may appeal by saying: "I appeal from the decision of the Chair." Second needed.
10. If you want to limit debate on a question: "I move to limit debate to 2 minutes per person or if you feel more time is necessary, I move to extend the time for debate until 2 P.M. or for ten more minutes, etc."
11. Ratify: to approve an action taken earlier (to confirm it or make it valid).
12. Rescind: to repeal or annul action previously taken.
13. Reconsider: to stop hasty or ill-advised action.

PARLIAMENTARY PROCEDURE

A basic knowledge of parliamentary procedures is necessary to get business accomplished in an efficient, orderly manner, expressing the will of the majority while protecting the rights of the minority, individuals, and absent members - and yet maintain harmony among Club members.

When people in a free society band together, for whatever purpose, it is necessary that they adopt rules of order to govern their association. "The object of such rules is to assist an assembly to accomplish in the best possible manner the work for which it was designed."

The general rules of good procedure have developed through the years as experience has found the need and has determined the fair solution of problems common to all organized groups. The British Parliament set rules of procedure for its actions which were used as the pattern for the early United States Congress by Thomas Jefferson, who was one of the first exponents and authorities to establish the rules, many of which still are used by the present-day Congress and by our deliberation bodies.

It was General Henry M. Robert who, as early as 1876, published his "Robert's Rules of Order" setting down the procedures of the Congress and other rules, which he condensed and adapted for the use of organizations. General Robert wrote and published a number of textbooks on parliamentary law. The latest revision of his work, "Robert's Rules of Order, Newly Revised," published in 1990, was adopted by the General Federation of Women's Clubs as its parliamentary authority.

Many authors have written textbooks on parliamentary procedure, but all are fundamentally based on the same rules. This is because the basic rules of procedure are fundamental in all democratic action.

We encourage members of every club in our Federation to become familiar with the fundamental rules of parliamentary procedure in order to:

1. Train members so they will feel competent to accept leadership positions and will become effective leaders in the Federation, as well as in other groups.
2. Protect the rights of all members.
3. Allow the minority, as well as the majority, to be heard.
4. Be governed by the majority.

5. Have courteous and dignified discussion on all matters, even though they may be controversial.
6. Know that members have a right to differ their views of what is for the common good of us all and to accept these differences as democratic right.
7. Limit discussion to the orderly consideration of one thing at a time, with one member speaking at a time.
8. To encourage members to make their views heard at the proper time during the meeting, not the telephone afterward.
9. Teach those who would otherwise be reluctant to express their ideas.
10. Prevent a few from monopolizing the meeting.

We encourage you to obtain and use GFWC parliamentary authority, "Robert's Rules of Order, Newly Revised 12th Edition" and "Robert's Rules of Order Newly Revised In Brief" by Henry M. Robert III. Another helpful resource is "Robert's Rules of Order Fast Track: The Brief and Easy Guide to Parliamentary Procedure for the Modern Meeting" by Jim Slaughter.

HOW TO CONDUCT AN ELECTION

Nominations may be made by a committee, made from the floor, or by ballot. No one should be nominated unless she gives her consent.

As soon as the presiding officer calls for nominations, any member may rise, be recognized and nominate in the following manner: "I nominate...for President. No second is required, although it may be allowed if another person wishes to compliment the nominee.

The presiding officer should repeat the name of the candidate and direct the Secretary to write the name on the board if it is a large group.

With no other nomination, the Chair may declare nominations closed, or a member may make the motion to close nominations which requires a two-thirds vote to carry and is not in order if anyone wishes to add another name.

When the report of the nominating committee is given, it should not be accepted any more than a nomination from the floor. The Chairman reads the names, hands the report to the presiding officer who repeats each name and asks for other nominations for each. If any are given, they are added to the list.

Unless the bylaws require a ballot vote, a voice vote may be taken when only one candidate is nominated. When the rules provide for a ballot vote, tellers must be appointed by the Chair and the votes collected in a receptacle.

The tellers then retire to count the votes. The Chairman makes the report, hands it to the President who declares the officers elected.

It is wise to hold the election early so a revote can be taken in case of a tie. The President cannot break a tie when the vote was by ballot.

It is never in order to move that the Secretary (or any other) cast a unanimous ballot for the group, the reason being that it takes away a member's right to vote her own choice. If allowable in the bylaws, a voice vote may be taken.

The bylaws should state whether a majority or a plurality vote elects. A majority means more than half of the votes cast; a plurality means the highest number cast for any candidate. In case of a tie, the ballot must be retaken.

In a ballot vote, one may vote for others than the nominees so a write-in line must be provided.

If your bylaws demand a ballot vote, you may wish to add: "Should there be only one candidate, the election may be taken by voice."

After the election, the ballots should be given to the Secretary in a sealed envelope. Ballots are kept for a "reasonable" time and then they are destroyed.

COMMITTEES

Committees enable an organization to carry out a number of activities at the same time, and to accomplish more than would be possible if all business was handled in a general meeting.

Bylaws determine how committees are made up, whether elected or appointed by the President or Chair. The power that appoints the committee also appoints the chairman and fills any vacancy in the committee. If the chairman has not been appointed, the first member named to the committee calls the committee together and acts as chairman until the committee elects a chairman.

Investigative Committees should be comprised of members on both sides of the question, but committees that carry out orders should consist only of members in favor of the action.

A STANDING COMMITTEE is a permanent committee that continues from year to year with changing members. If the President appoints a committee, they go out of office automatically with the retiring President.

A SPECIAL COMMITTEE is appointed to do specific work. Examples include appointed bodies such as a board of managers. It ceases to exist when its work is done unless it is discharged sooner, or new officers are elected.

A committee may transact business only with a quorum (a majority of members).

In small, special committees, the Chairman usually keeps whatever notes she thinks necessary, but in large, special committees and most standing committees, a secretary may be elected or appointed by the Chairman.

The Chairman may speak, make motions, and vote. She is often the most active member. The club's Bylaws should limit the number of times a member may speak. Motions to limit or close debate are not permitted.

Committee Reports may be made only for information. If so, they require no action whatever. To accept means to adopt. If the report contains a recommendation, the Chairman of the committee moves its adoption: "By suggestion of the committee, I move the adoption of the recommendation." This motion is not seconded from the floor as it already has the approval of more than one member.

If the report of the committee is not of great importance, the Chairman may sign it alone with the word "Chairman." This follows the signature. This is the

only time the word "Chairman" is added. If the report is important, it should be signed by every member who agrees with it.

The minority may make a report which is presented after the committee's report has been read and the motion to adopt it has been made and stated by the Chair. A motion may be made to substitute the minority report for the report of the committee.

DELEGATES TO CONVENTION

WHAT TO DO BEFORE THE CONVENTION:

1. Study the CALL to the meeting which includes the most important business to be transacted, proposed amendments to the bylaws, and such other business as the bylaws make mandatory.
2. Discuss with your Club the names presented by the Nominating Committee, proposed bylaw and standing rules revisions, and proposed Resolutions. You do not necessarily vote your personal choice. If a nominee is endorsed by your Club, you are honor-bound to give the nominee your most careful attention. If instructed by the majority of your club to vote for a specific nominee, revision or proposal, it is your duty to carry out the wishes of your club.

WHAT TO TAKE TO THE CONVENTION:

1. A smile, a spirit of friendliness
2. An open, but not empty mind
3. A willingness to learn
4. Ideas to share
5. Necessary tickets and credentials, if needed
6. A notebook and pencils, or pens
7. Your copy of the Resolutions and Bylaws received in the CALL to the Convention
8. Comfortable shoes
9. Wallet

WHAT TO DO AT THE CONVENTION:

1. Register promptly
2. Attend all meetings
3. Be on time
4. Listen to speakers and learn
5. Acquaint yourself with other delegates
6. Attend Workshops
7. View the exhibits
8. Take notes
9. Vote and take part in decision making--keep Club's viewpoints in mind
10. Enjoy yourself and have some fun

WHAT TO DO AFTER THE CONVENTION:

1. Write a report of the Convention happenings as soon as you can, so you remember details
2. Give a written or oral Convention report at your club meeting
3. Report highlights of the speeches
4. Try new ideas received at the Convention
5. Be enthusiastic and encourage other Club members to attend National, Regional, State, and District meetings and Conventions

Good Leaders Manage Time Effectively

Tips for Effective Time Management

Analyze

- Analyze your time management issues and set realistic deadlines for projects.
- Delegate when possible or necessary.
- Maintain an uncluttered workplace.
- Handle paper one sheet at a time.



Organize

- Make a detailed list of projects or tasks to be completed, with specific deadlines.
- Organize work according to your personal time schedule. If everything on your list is not completed, add it to your next list.
- Know how much time a task will take.



Prioritize

- Put tasks in order of importance.
- Focus on one task before proceeding to the next one.
- Keep dates and commitments in mind. Consider if other people will be involved.
- Handle emails and calls in clusters, and if possible, set aside specific times to respond.



Schedule

- Take the list and begin working your tasks into your schedule.
- Break a task into smaller parts if a prioritized task seems too big to accomplish.
- Leave time in your schedule for unexpected activities.
- Create a calendar that highlights important District, State Federation, and GFWC dates. This should be shared with your successor.



Resource: Damon Zahariades has written several very practical books about time management, productivity, procrastination and organization. These books are quick reads and offer ideas that are easy to implement.

GUIDELINES FOR CLUB YEARBOOKS

Yearbooks should meet the needs of the individual club and be complete enough to satisfy the needs of individual members as well. While a yearbook may be bound by stitching, spiral, stapled or loose leaf, according to the requirements and finances of the Club, it should open flat, and have an easily identified cover. Some clubs prefer a format small enough to slip into a purse or be kept handy by a telephone while others choose a full-page binder. You may wish to print the following in the inside front cover: "This Club Yearbook for Members' use only. Not for commercial use."

SUGGESTED ENTRIES FOR ALL CLUB YEARBOOKS AS SPACE PERMITS

Club name, address, current year, year Club was federated, club website and/or club email address, club theme and motto.

List of officers--full names and addresses, including Zip code, telephone number, email address and exact title.

List of Chairmen--full names and addresses including Zip code, telephone number, email address and name of department of committee.

Roster of members--full names, addresses, including Zip code, telephone number, email address and given name, if desired.

List of past Club presidents.

Bylaws and Standing Rules (if not printed elsewhere and readily available to all members.)

Names, addressees and theme of GFWC, State, and District Presidents.

Calendar of Club, State Federation and General Federation events and deadlines.

Description of Club projects.

Collect for Club Women

HELPFUL EXTRAS IF FINANCES ALLOW PRINTING MORE PAGES

Application for membership (several if space permits.)

Budget.

Table of contents.

Short history of Club.

List of members serving on other federation levels.

Names and addresses of State and U.S. Senators and Representatives, Governor.

List of charter members. (could be incorporated on cover.)

Club colors, flower, etc., (could be incorporated on cover.)

Pledge of Allegiance to the Flag of the United States of America.

PROTOCOL FOR POISED, POWERFUL, AND PURPOSEFUL LEADERSHIP

To the right or to the left? First or second in line? Which bus seat do I save? Do I stand now or later? Is she supposed to pay? What do we do with the speaker's friend? Do we have to buy a gift?

A question often asked of this parliamentarian is "What do we do for members in our Club who serve in the capacity of a GFWC or a State Officer or Chairmanship?" What are our responsibilities? How do we treat these members?

There are a few important guidelines you should use. The member presiding is usually the one held responsible by the membership for how protocol is handled. How she does this reflects on her leadership ability. Therefore, it is important that she follows the rules of etiquette. Her personal friendships, likes and dislikes MUST NOT be considered. It is very important to remember--the OFFICE is being honored...and NOT the PERSON. Keeping this in mind, you need only to remember and refer back to the information which follows. Always remember protocol is very important to public relations and the success of all organizations.

GENERAL RULES OF PROTOCOL

Presiding Officers should:

- Learn and follow the rules of protocol and parliamentary procedures. Always be prompt, punctual, and organized.
- Pay attention to speakers at All times. No whispering to others at the head table.
- Be prepared to assist the officers and chairmen in the performance of their duties.
- Be optimistic, friendly, enthusiastic, creative, and open to new ideas.

Protocol for Invitations and Care of Guests:

- Invited guests and speakers should be told in the invitation the meeting type, time schedule, and appropriate attire.
- When Federation officers are invited, the invitation should indicate what their responsibilities will be.

Protocol for Opening Ceremonies and Prayers:

- God before Country; prayer should be nondenominational and all-inclusive. All GFWC prayers should end with a simple "Amen."
- Salute the flag when it comes into view; at ease when the colors are posted.
- The National Anthem is sung or played before the Pledge of Allegiance to the Flag of the United States of America.

THE LOCAL CLUB

At a regular Club meeting, a member serving in one of the above capacities, is treated the same as any other member. She is first a member of her club.

At a formal meeting, when the local Club is entertaining, having a special occasion, a receiving line, then the member of the local Club who currently holds the rank of an elected GFWC, Region, or State Office or a GFWC Chairmanship, should be extended the courtesy of that office or chairmanship. She should be seated at the head table. When there is a receiving line, it depends on whether or not the local officers are being included. If so, then she should be included. If the receiving line is to consist of only the President and special guest, keeping it short in order to save time, you may choose not to include the local member serving in this capacity. However, remember if you are seating another Officer or Chairman of equal rank, or having the same in a receiving line, then it is only proper

that you include the member in your Club who holds an equal rank. The only exception to this would be when the visiting Officer or Chairman is your speaker (special guest). The following tips apply to local, District, State, Regional and GFWC meetings and conventions.

GENERAL ORDER OF RANK IN FEDERATION

The following order of rank should be observed at all times for seating, introductions, receiving lines, etc. The GFWC President is the only one who has precedence over the State President. However, good common sense sometimes dictates slight deviations.

GFWC President

State President

Ranking Government Official

Speaker of the Day

GFWC Officers

State Officers

GFWC Chairmen (CSP, Advancement Areas, Committees)

GFWC Regional Officers

State Chairmen (CSP, Advancement Areas, Committees)

District Officers

District Chairmen (CSP, Advancement Areas, Committees)

Club Officers

Club Chairmen (CSP, Advancement Areas, Committees)

Honorary Presidents - Customarily they follow current officers in rank. If Vice-Presidents are seated on the platform, Honorary Presidents should be seated there also. Honor has been conferred by the membership through bylaws and Honorary Presidents should be extended every courtesy at all times.

Past Presidents - Past Presidents who are not designated as Honorary Presidents should nonetheless be extended every courtesy. They are usually introduced or "honored" at some designated time in the program.

In introducing, the officer who served most recently is introduced first, then the others in order near to far. Order may be changed if Past Presidents are called upon for remarks or other special responsibilities.

Junior Officers and Chairmen - Assume the rank just below their General counterparts. At this time there are no current Junior positions in Montana,

but there are Past Director of Junior Clubs so they would follow Past Presidents.

Members fitting into several categories - should be assigned with their "highest rank". For instance, a person with lesser rank who is the Speaker of the Day, will assume the higher rank as Speaker. When there are those present of "equal rank" use good judgment. The one traveling the farther distance or those who are "guests" would come first. Otherwise, they would rank alphabetically by office.

As a courtesy, the audience will rise when the GFWC and the State President are introduced. Remember you rise only once in respect for the office during any one meeting. When doing so, be sure you rise completely. Don't wave or rise halfway. This is your response to the courtesy being extended to you by the President.

BUSINESS MEETINGS

Normally, the elected officers are seated at a head table during the business meeting. The Parliamentarian or Parliamentary Advisor should sit on the left of the President and the highest-ranking guest on the right. The Head Table need not be introduced unless there are those present who might not know them.

All other dignitaries would be introduced or acknowledged in the proper order of rank.

Again, it would not be necessary to recognize Federation persons at all meetings in their own Club, but this should be done at any formal or special functions and when there are outside guests.

HEAD TABLE SEATING

Presiding officer (at all levels) in center or to the right of lectern. If there is odd number, the presiding officer is seated in the center. If there is an even number, the presiding officer is seated to the right of center.

Highest ranking member is seated to the right of the presiding officer, next ranking officer to her left, next to her right, and so on. (If it is a business meeting, the Parliamentarian or Parliamentary Advisor would be first to the left of the presiding officer. Program participants who have no rank may be seated at either end of the head table. For example, the Bylaws Chairman may be seated at the head table if conducting part of the meeting.

Place cards should be used at the head table.

The size of the head table should be determined by the size of the room and the total number present in the assembly. If space at the head table is limited, then ranking guests can be seated at a table in front of the head table. However, none of lesser rank should be seated at the head table while those of higher rank are not, unless they are participating in the program in some manner...again, common sense must prevail.

To the extent possible, introductions should be made in the prescribed order of rank. In order to avoid the constant turning from right to left when the head table is very large, it has become an accepted practice to introduce those to the left of the presiding officer first, starting with the lowest rank...and then those to her right. It is a good practice to introduce very high ranking officers separately and proper in order.

Introduction of the speaker may be postponed until time of speech.

RECEIVING LINES

Receiving lines should be kept as short as possible, without offending anyone.

Participants are lined up according to prescribed rank. It is customary to head the Receiving Line with an official hostess to introduce the highest ranking guest to the members. Each person in line introduces the person next to her, repeating the names of both parties. Members should not stop to converse with a person in the receiving line. It is a good idea to assign hostesses to keep the line moving.

GOOD RULE OF THUMB

As a presiding officer, learn the proper rules of protocol and procedures. When in doubt, use good judgment. Deviate from proper procedures only when it is necessary or you feel a special "honor" is required. If you deviate from proper procedure, let it be because you have good reason to do so, and NOT because you do not know better.

MISCELLANEOUS BITS OF INFORMATION FOR YOU

When introducing those persons seated at the head table...DO NOT SAY, "I now wish to introduce the head table". It is not the table you are introducing. SAY, DO "I now wish to introduce those seated at the head table".

When calling a meeting to order, use only ONE TAP OF THE GAVEL. Do not pound with the gavel.

DO NOT SAY, "I now turn the meeting over to the Program Chairman". DO SAY, "Our Program Chairman will now introduce our speaker, guest, etc."

Where do we place the American Flag? The American Flag, according to the most recent Flag Code is always placed to the right of the presiding officer. It is to her right as she faces the audience...not to the right of the audience. In Pledging Allegiance to the Flag...DO NOT SAY, "Let us say the Flag Salute". DO SAY, "Let us Pledge Allegiance to the Flag of the United State of America".

If the President wishes to make comments, debate issues, she must ask the President Elect or First Vice-President, whichever the case may be, to preside. She then leaves the platform and joins the assembly where she remains until the vote has been taken.

GIFT GIVING

Do not over-do gift giving. To give too many gifts takes away the special effect of honor meant to be given to those having done outstanding jobs, special tribute to a high ranking officer, outstanding speaker, service beyond the call of duty. Gifts are given out of gratitude. They are not a requirement but a courtesy.

WHEN PRESENTING A GIFT OR AN AWARD

Avoid flowery phrases and overpraise which will embarrass both the recipient and the audience. Explain the reasons for making the presentation, the special meaning, history or significance (if any) of the object being presented, and the achievements of the recipient. Be warm and sincere in manner. Concentrate attention on the recipient, not on yourself; avoid the pronoun "I".

The person making the presentation should talk to the audience until the actual presentation. At that time, she should speak briefly and directly to the recipient, hand her or him the gift or award, and then immediately drop into the background.

A minor point, but important...see that the gift is wrapped so that it is easy to open if the recipient wishes to show it to the audience; step quietly forward and help her open if she is having trouble.

ACCEPTANCE OF A GIFT OR AWARD

Usually you will know if you are to be presented with a gift or award. Have your thoughts organized ahead of time so that you can give your thanks with composure. Express genuine appreciation, but don't gush. Refer to the work and undertakings of the group making the presentation and pay special tribute to those whose cooperation helped make the project a success. Open and display the gift and refer to the use to which it will be put. Conclude with wishes for the continued success of the organization. After accepting the gift, speak directly to the group, not the donor, since she is merely representing the group.

FLAG ETIQUETTE

Federal law stipulates many aspects of flag etiquette. The section of law dealing with American Flag etiquette is generally referred to as the Flag Code. The Flag Code is voluntary; it includes no penalties or enforcement provisions. It serves as a guide for civilians who wish to properly honor our flag. It does not attempt to anticipate every possible flag display situation. Rather, it provides a guide against which situations not contained within it may be measured.

BASICS OF THE FLAG CODE

Some general guidelines from the Flag Code answer many of the most common questions:

- The flag should be lighted at all times, either by sunlight or by an appropriate light source.
- The flag should be flown in fair weather, unless the flag is designed for inclement weather use.

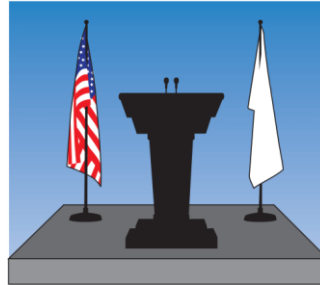
- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have any mark, insignia, letter, word, number, figure, or drawing of any kind placed on it, or attached to it.
- The flag should never be used for receiving, holding, carrying, or delivering anything.
- When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.
- The flag should be cleaned and mended when necessary.
- When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.



HOW TO DISPLAY THE FLAG OF THE UNITED STATES OF AMERICA



If displayed flat, the flag should be above and behind the speaker.



When displayed from a staff, the flag of the United States of America should be to the Speaker's right when facing the audience. Any other flag is displayed on the left of the speaker

OPENING CEREMONIES

You will hear people say, "God before Country." What they mean is if you have an invocation it comes before the National Anthem and Pledge of Allegiance to the Flag of the United States of America.

PRESENTATION OF THE COLORS

Normally the presiding officer will direct attendees to stand and remain standing for the Presentation of the Colors, National Anthem, and Pledge of Allegiance to the Flag of the United States of America. Once the color guard has left the room, attendees will be told to be seated. During this entire ceremony, the attendees will salute the flag.

When saluting the flag:

- All persons present in uniform (military, police, fire, etc.) should render the military salute. Members of the armed forces and veterans who are present but not in uniform may render the military salute.
- All other person's present should face the flag and stand at attention with their right hand over the heart with palm open, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The Pledge of Allegiance was written in August 1892 by Baptist minister Francis Bellamy (1855-1931). It was originally published in *The Youth's Companion* on September 8, 1892. Bellamy had hoped that the pledge would be used by citizens in any country.

In its original form it read:

I pledge allegiance to my Flag and the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

In 1923, the words, "the Flag of the United States of America" were added. At this time it read:

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

The full title became Pledge of Allegiance to the Flag of the United States of America and that is how it should be noted in any program or agenda.

In 1954, in response to the Communist threat of the times, President Eisenhower encouraged Congress to add the words "under God," creating the 31-word pledge we say today.

I pledge allegiance to the flag of the United State of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

Please note there is no comma between "one nation" and "under God"; therefore, there is no pause at that point.

LET THERE BE PEACE ON EARTH

Let there be peace on earth,
And let it begin with me.
Let there be peace on earth,
The peace that was meant to be.
With God as our father, sisters all are we,
Let me walk with my sister,
In perfect harmony.

Let peace begin with me,
Let this be the moment now,
With every step I take,
Let this be my solemn vow,
To take each moment
And live each moment
In peace eternally,
Let there be peace on earth,
And let it begin with me!