



# GENERAL FEDERATION *of* WOMEN'S CLUBS

## **GFWC of TN How to Start a New Club Handbook**

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## HOW TO FORM A NEW GFWC CLUB!

# ***“Volunteers Are Love in Motion”***

## Congratulations!

We are excited and honored that you are considering become a member of the GFWC - General Federation of Women’s Clubs and GFWC of Tennessee.

As a GFWC club you choose to be “dedicated to community improvement by enhancing the lives of others through volunteer service”. You and your club can make a big difference!

You are taking a major step into what will be a life changing experience. You and your friends are starting, not just a club, but a GFWC Club. It will make a wonderful difference in your community, and an amazing change in you!

As GFWC of Tennessee members you will broaden your horizons and make lasting friendships, even beyond your community. By being a part of GFWC and GFWC of Tennessee, you increase your outreach efforts in your communities, your state and even internationally!

Your voices come together and speak with power!



## HOW TO FORM A NEW GFWC CLUB!

# A Little History

"Since it was founded in 1890, the General Federation of Women's Clubs has been a unifying force, bringing together local women's clubs from around the country and throughout the world. Although there is considerable diversity in the ages, interests, and experiences of GFWC club women, all are united by a dedication to community improvement through volunteer service.

Accomplishments during GFWC's first century include: establishing 75 percent of the country's public libraries, developing kindergartens in the public schools, and working for food and drug regulation.

During its second century, the Federation has pledged to maintain its commitment to working for a better world. With "Unity in Diversity" as its motto and a strong umbrella of programs that clubs may adapt to suit the needs of their communities, GFWC encourages the flexibility that has enabled it to expand its reach in a rapidly changing society." (\*GFWC website)

In GFWC of TN our motto and mission and organization remain the same as GFWC....but we have a few others! Our GFWC of TN President Linda Hershey has chosen a special theme for her administration. It is "Be A Queen."

For all ongoing and updated information about GFWC of TN, please visit our website at <http://gfwctn.com>.

## Some Good Financial Advice!

### Fundraising

After forming your club, if you intend to engage in any fund raising activities or solicitation of donations from anyone other than your members, you will need to register with the Tennessee Department of State.

<http://sos.tn.gov/charitable/charitable-organizations>

The Charitable Solicitations Act requires that charitable organizations which solicit contributions directly or indirectly from, or within, the State of Tennessee must register and annually renew with the Division.

Initial Registration. Organizations registering for the first time may [File Online](#) or complete and file by mail. A checklist of required documents can be found [HERE](#).

Renewing Registration. Six months after the end of each accounting year a registered charitable organization is required to renew its registration by [File Online](#) or completing and file by mail. A checklist of required documents can be found [HERE](#).

\$30,000 and Under Exemption. Applies only to those charitable organizations which do not intend to solicit and receive and do not actually raise or receive gross contributions in excess of \$30,000. The annual exemption registration may be Filed Online or completed and filed by mail. A checklist of required documents can be found [HERE](#).

There are certain organizations exempt from the registration process (TCA § 48-101-502). To view a list of those organizations, click [HERE](#).

### Incorporation

There are many reasons for incorporating your club. Incorporation turns your club into its own entity under the law. As such, even if the individual officers or directors of your club leave, the corporation still exists. In addition, incorporation limits the liability of your members. That's not to say that insurance for directors and officers and/or the club is not a good idea but it puts the assets of the club at risk and not its individual members' assets. Further, fundraising and grant eligibility may be hindered if your club is not incorporated.

Finally, if you plan to apply for 501(c)3 status with the IRS, you must first incorporate. Incorporation is easy. Follow the link to the application: [Form 1023-EZ – IRS.gov](#). The fee is \$70. You can request a certified copy if required by your bank to open a bank account. That fee is an additional \$8.75. Renewal each year remains \$70. You will have to list a mailing address. Many clubs

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use a P.O. Box that can be renewed annually. If you use a club member, make sure it is someone who is not likely to leave the area or your club.

If you intend to obtain 501(c)3 status with the IRS, make sure that your purpose and dissolution clauses follow the sample bylaws provided in this manual. If it is not stated this way in your articles of incorporation, the IRS will require an amendment which requires a club vote and another fee of \$35 plus the \$8.75 cost of a certified copy for the IRS. So, make sure it is correct the first time around.

### **501(c)3**

Applying for 501(c)3 status will allow your club to more easily fundraise. Most business and individuals want to know that you are a 501(c)3 before they will give you donations or money. Applying for a 501(c)3 is a lot easier than it used to be. Most clubs that do not own a clubhouse and some that do may qualify to file the 1023EZ form. Click on the following link to review this form and complete the eligibility worksheet to determine if you can file using this form.  
<http://www.irs.gov/pub/irs-pdf/i1023ez.pdf>.

Once you have determined that you are eligible, you have to register at pay.gov here in order to apply.  
<https://pay.gov/public/registration>

The fee is \$400 and your club should be able to easily complete the information without need of a CPA. However, you must file within 27 months of incorporation. You can still file after that time but it becomes more complicated. If you do not qualify for the EZ form due to owning real estate over \$250,000 or if you plan to take in gross receipts of more than \$50,000 per year, you can also file using form 1023 at the following link.  
<http://www.irs.gov/pub/irs-pdf/f1023.pdf>

This form comes with its own instructions that can be found at the following link.  
<http://www.irs.gov/pub/irs-pdf/i1023.pdf>

While you can file the 1023 yourself, if you have large assets or are expecting large gross receipts in the next three years, you may wish to hire a CPA. Fees may vary depending on your gross receipts.

## HOW TO FORM A NEW GFWC CLUB!

### **Tennessee Department of Revenue - Sales Tax Collection and Exemption from Paying Sales Tax**

Once you incorporate, you may have to remit sales tax in certain situations for sales made by your club. The code is complicated and you should review the website to make sure you are complying with the appropriate tax codes. If you are not incorporated and doing a one-time event that would normally require collection of sales tax, you may be exempt from filing but you should review the requirements to determine if you qualify. Here is a link to the website with information on collecting sales tax.

<https://www.tn.gov/assets/entities/revenue/attachments/nonprofit03-22.pdf>

You can ask questions at this site and/or call the Department if you need clarification. <https://www.tn.gov/assets/entities/revenue/attachments/sales15-16.pdf> You can also register to collect taxes.

Once you have your 501(c)3, you can also register for exemption from paying sales tax on items you purchase for the club. However, this does not exempt the club from collecting and remitting sales tax when appropriate.

Here is the link to this form.

[http://www.tn.gov/assets/entities/revenue/attachments/sst\\_exemptioncertificate.pdf](http://www.tn.gov/assets/entities/revenue/attachments/sst_exemptioncertificate.pdf)

## HOW TO FORM A NEW GFWC CLUB!

# So Now What?

This manual will give you step by step suggestions of how to form a new GFWC of TN club and become a part of our organization.

### **First Meeting!**

Send out publicity to your community news organizations. Invite friends, co workers and community members through mail, email, Facebook, twitter, or phone messages to a meeting place. Use a home, a recreation center, a restaurant, a park or even a computer to meet. (Yes, we have cyber clubs!) Think outside the box, no one says you have to have a clubhouse.... Many clubs meet in libraries, or churches or restaurants. The only important issue you need to be concerned with is where and when in a place where you can talk and get to know each other and make some plans.

Your first meeting should be mainly short and sweet. Meetings should never be more than 90 minutes. Remember your members' time is valuable.

Below is a sample agenda. Keep in mind: these are suggestions, do what makes you and your potential new members comfortable and happy.

- 1) Start with a welcome / introduction of all present. How about a short icebreaker?
- 2) Have a maximum of 20 minutes of information about GFWC/GFWC of TN. You can use an experienced GFWC leader for this or information can be obtained from the website or me.
- 3) Talk about projects or concerns the club might want to be involved in. Don't plan the projects yet. You will have plenty of time for that once you are organized.
- 4) Have a brief discussion about dues. GFWC and GFWC of TN dues are \$23 per member per year. You will need to discuss the amount your club will need for administrative costs. (Dues are not used to support projects. Those come from fund raisers). Average dues in GFWC of TN range from \$30—\$75 per member per year.
- 5) Have a declaration of intent. Basically that means some one makes a motion to form a club and join the Federation. It must be seconded and voted on with a majority in favor.



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- 6) Brainstorm a name. All clubs that join GFWC must have GFWC in their name. Keep the name of your club simple and recognizable. Example: GFWC Volunteer State Woman's Club or GFWC Our Town Junior Woman's Club.
- 7) Establish a time and a place for your next meeting and organize an e-mail, Facebook, twitter or phone committee for follow-up and reminder calls.
- 8) Have refreshments, This gives members the chance to know and enjoy each other in a more informal setting!

### Ideas For Your Second Meeting!

Time to get organized!

Prior to the meeting set an agenda. Agenda's help you stay on time and keep you from forgetting items that need to be discussed. It also is a great place to jot notes and a starting place for the recording secretary.

Things that you will want to include on the agenda are:

- 1) Have someone greet everyone as they come in and hand out name tags.
- 2) Welcome back those who were at the first meeting and welcome and introduce new attendees.
- 3) For your second meeting time put in a small amount of Protocol. Have a United States Flag and recite the "Pledge Allegiance to the Flag of the United States of America". Distribute the "Collect" and the Junior Pledge (if a Junior Club) and recite them. The Collect and the Junior Pledge can be found on the GFWC of TN website.
- 4) Elect your officers for the next year. (President, First Vice President, Secretary and Treasurer at least). Once you have passed your bylaws, if other officers are listed in the new bylaws, elect them at that time.
- 5) Form a Bylaws committee. Sample bylaws start on Page \_\_ . Remember these are sample bylaws. You may not want or need all that are listed at this time. If you only have ten members you probably do not need more than the four main officers and you can add as you grow. The only items you must have in your bylaws are Article I, Article II, Article III, section 1, and Article IX, X, XI. These are needed for IRS regulations and will be needed if you choose

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to be a 501c(3) tax status. Our state bylaw committee will review your bylaws and make suggestions to your bylaws, so that you are in accordance with Federal Regulations and Robert's Rules. Your committee should meet and draft your bylaws for presentation at the third meeting. Copies of the proposed bylaws should be emailed to all potential members for discussion at that third meeting.

6) Set the next meeting date and place.

7) Don't forget refreshments.

### **Ideas For Your Third Meeting!**

Wow, you are already at meeting number three. That is great! Time to get down to business.

The newly elected president should open the meeting with a welcome, followed by the Pledge of Allegiance to the Flag of the United States, the Collect and the Junior Pledge if you are forming a Junior club. (All Pledges are said while standing if able).

Items to be included on the agenda are:

- 1) New members and guests are introduced.
- 2) Presentation of the bylaws by the bylaws committee. You can use an open discussion or discuss each Article, your choice. If the discussion of the bylaws creates motions, I would suggest, review article by article and go by motions to amend per article before moving on. The entire document would then need to be adopted by majority vote.
- 3) Collect the dues and instruct the Treasurer to open a bank account. You will need minutes of this meeting and probably a copy of your bylaws for IRS requirements. You should also have at least two signatures on file for signing checks.
- 4) Survey the interest and abilities of your members. Brainstorm activities the membership is interested in, but be reasonable and realistic, consider time and money constraints. Then narrow the list to 3 or 4 real possibilities and vote as a club to pursue the projects.

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- 5) Ask for volunteers for a committee to kick off the first project.
  - 6) Form a communications committee (can be one person), whose job is to keep the members informed through a website, a Facebook account, a phone committee or emails.
  - 7) Remind them of the next meeting date, place, and who is responsible for refreshments.
- Adjourn the meeting to refreshments and social time.

**Congratulations!**

At this point you will have completed all the requirements for membership in GFWC of TN. Your sample bylaws and various forms follow, along with the Collect and the Junior Pledge. At the end of this manual is a checklist and due dates for your new club to be welcomed into GFWC of TN.

## HOW TO FORM A NEW GFWC CLUB!

GFWC \_\_\_\_\_ Woman's Club

BYLAWS

### ARTICLE I NAME

The name of this club shall be the GFWC \_\_\_\_\_ Woman's Club, Inc.

### ARTICLE II OBJECT

The object of this Club shall be civic, charitable, educational, literary, scientific, and generally to give aid to worthy projects, all within the guidelines of section 501(c)(3) of the I. R. S. code. This club shall promote the community service tradition of the General Federation of Women's Clubs (GFWC) and the GFWC of TN to which it belongs.

### ARTICLE III MEMBERSHIP

#### Section 1

(a) Membership shall be open to all women who are in sympathy with the objectives of this club and shall be non-sectarian, non-discriminatory and non-partisan.

#### Section 2

(a) A candidate for membership shall attend (2) two club meetings or a meeting and a project to understand the nature of membership expectations.

(b) After (2) meetings or participation in a club project and one club meeting, she may submit a completed membership application to the Club and pay her dues.

(c) An applicant who has paid her dues and agrees to abide by the requirements for membership and subscribe to the conditions of the bylaws shall then be accepted for membership.

(d) Any member of a Federated Women's Club may transfer to the GFWC \_\_\_\_\_ Woman's Club, Inc. upon presenting credentials from her Federated Club.

Payment of additional dues will be decided by the Executive Board.

(e) An active member may apply for associate status by submitting a letter to the executive board and paying annual dues plus \$ \_\_\_\_\_. This Status will render the associate member a non-voting member, but the member will remain an active member of the GFWC of TN Federation of Women's Clubs and the General Federation of Women's Clubs. This status must be renewed yearly.

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### Section 3

(a) Annual dues shall be paid to the Treasurer by \_\_\_\_\_ of each year. (b) The amount of the annual dues will be \_\_\_\_\_ Dollars plus applicable GFWC and GFWC of TN Dues. Members who join after July 1 shall pay \_\_\_\_\_ Dollars (\$\_\_\_) annual dues for the remaining Club year.

(b) Non-payment of dues by April 1 shall cause a member to be dropped from the rolls and she shall be so notified by the President.

(c) The Executive Board shall have the authority to intervene in extreme situations.

### Section 4

(a) Any member who finds it necessary to resign her membership or Board position must notify the President in writing.

(b) A member in good standing may apply for a leave-of-absence, not to exceed six months, by requesting such in writing to the Executive Board. During her leave she shall not be called for committee work.

(c) Members who activities have been proved to be incompatible with the objectives of the Club may be asked to approach the Executive Board with discussion on resolving the problems or being asked for their resignation as a final resort.

### Section 5

(a) A member who resigns in good standing may re-enter at any time upon payment of Annual Dues and a written application to the Executive Board.

(b) Members who have been dropped for non-payment of dues may be reinstated with approval of the Executive Board.

### Section 6

An Honorary or Lifetime membership status may be confirmed upon a deserving individual by the membership on recommendation of the Executive Board. This status would not convey voting privileges.

## ARTICLE IV OFFICERS, DUTIES, and ELECTIONS

### Section 1

The officers of this Club shall be the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. They shall be elected each year.

### Section 2

To be eligible for office a member must be a member in good standing.

### Section 3

(a) An Election Committee, composed of five members, shall be elected from the floor at the Business Meeting in October.

(b) Each member in good standing shall be approached by the Election Committee to learn if she would be willing to be a candidate for an office. A slate of officers shall be announced at the November Meeting. Where there are multiple candidates for an office, all candidates shall be presented.

## HOW TO FORM A NEW GFWC CLUB!

- (c) A member of the Election Committee may be a candidate for office.
- (d) Elections will be conducted by the Election Committee at the December Business Meeting. At this time nominations may be made from the floor, with the consent of the nominee. If there is more than one (1) candidate for an office, election shall be held by written ballot. If there is only one candidate for each office, election may be made by acclamation. New officers shall assume their positions after the installation services to be held in January.

### Section 4

- (a) The President shall preside at all meetings of the Club, shall appoint all Community Service Programs (CSP) heads, committee chairman, and the Parliamentarian. She shall be a member of the Executive Board and ex-officio member of all committees except the nominating committee.
- (b) The First Vice President presides in the absence of the President. She shall perform the duties of the President for the unexpired term in the event of a vacancy of that office. She shall be the Membership Chairman and shall maintain the list of Club members in good standing, with current addresses and telephone numbers.
- (c) The Second Vice President shall preside in the absence of the President and the First Vice President. She shall also be the Leadership Chairman.
- (d) The Recording Secretary shall keep the minutes of all Business Meetings, Executive Board Meetings, and any Special Meetings. She shall prepare for the President a memorandum of unfinished business from the previous meeting and a copy of the previous meeting minutes. She shall take attendance at each Club meeting.
- (e) The Corresponding Secretary shall attend to all correspondence authorized by the President.
- (f) The Treasurer shall collect all monies of the Club, keeping an active record thereof. She shall pay bills by check or electronic means. She shall present a written report at each regular meeting of the Club and present an oral balance at each Executive Board Meeting. She is responsible for notifying any member whose dues are in arrears per Article III and about to become delinquent. The treasurer's records shall be submitted for auditing by January 31 and a report will be submitted to the membership at the February Meeting.

### Section 5

No member shall hold the same office for more than two consecutive years.

### Section 6

- (a) Any vacancy, other than the presidency, which occurs in any elected office shall be decided at the next Business meeting by nomination from the floor with a majority vote.

All vacancies in appointed positions shall be filled by appointment of the President.

- (b) An officer who does not perform her duties may be removed from her position by a 2/3 vote of the Executive Board.

## **HOW TO FORM A NEW GFWC CLUB!**

### **ARTICLE V MEETINGS**

#### Section 1

The club shall meet regularly on the \_\_\_\_ of each month at \_\_\_\_\_ m except when otherwise ordered by the Club or the Executive Board.

#### Section 2

Special Meetings may be called by the President, Vice President, or by written request of three or more active members, provided that all members have been notified.

#### Section 3

The annual meeting shall be the January Meeting. All Community Service Programs (CSP) Chairmanships will expire and new chairman will be determined by the election of officers and presidential appointments.

#### Section 4

The membership present shall constitute a quorum at Regular Meetings.

### **ARTICLE VI EXECUTIVE BOARD**

#### Section 1

The Executive Board shall consist of all duly elected officers of the club, the immediate Past President acting as director, Community Service Programs (CSP) chairman and committee chairman.

#### Section 2

The Executive Board shall have the power to transact the financial business of the Club and it shall be their duty to keep the Club informed of any business conducted.

#### Section 3

The Executive Board shall meet each month in which there is a regular Business Meeting, except June, July, August and September and the meeting shall be open to all members in good standing. A majority of Executive Board Members shall constitute a quorum.

#### Section 4

The secretary shall keep a written record of all actions, decisions, and recommendations taken during the Executive Board Meetings. The Executive Board shall make recommendations for approval by the membership.

### **ARTICLE VII COMMITTEES**

#### Section 1

Standing Committees are Membership, Fundraising, and Nominating Committee.

#### Section 2

All other committees shall be appointed by the President.

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### **ARTICLE VIII COMMUNITY SERVICE PROGRAMS**

#### Section 1

The Club shall use the same Community Service Programs (CSP's) recognized by the GFWC and GFWC of TN. Their Chairman shall be appointed by the President each year.

Section 2 Community Service Programs (CSP) Chairman are required to attend Executive Board Meetings and present project ideas for discussion. Chairman shall maintain records, prepare yearly reports, and provide a smooth transition at the end of their appointment.

### **ARTICLE IX PARLIAMENTARY AUTHORITY**

The parliamentarian shall be appointed by the president. She shall attend all regular and executive board meetings. She shall see that all meetings of the Club are conducted by the rules of Parliamentary Procedure, using as a basis "Robert's Rules of Order, Revised" and she shall see that order is maintained at meetings.

### **ARTICLE X AMENDMENTS**

The By-laws may be amended at any regular Business Meeting by an affirmative vote of 2/3 of the Club members present, provided members have received prior written notice of the proposed changes.

### **ARTICLE XI DISSOLUTION**

The object and purpose of the organization being entirely charitable, no part of its earnings shall inure to the use or benefit of an individual. In the event this organization should be dissolved for any reason, any remaining assets shall be distributed to the General Federation of Women's Clubs to which this Club belongs, as long as the Federation remains within the scope of IRS Section 501(c)(3), or any amendments thereto.



## HOW TO FORM A NEW GFWC CLUB!

# Club President Update Information

You can find the form here:

# GFWC of TN Remittance

You can find the form here:

# New Club Member Information

You can find the form here:

## HOW TO FORM A NEW GFWC CLUB!

# A 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 grow calm, serene, gentile.  
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!

The Collect was written as a personal prayer by Mary Stewart in 1904. She was just out of college and entering her first job as a high school principal. The first printing was in an obscure paragraph in Delineator magazine. A local printer in Longmont, Colorado, later made copies for a Longmont federated club.

The first organization to use the Collect or to print it in its yearbook was the General Federation of Women's Clubs. It has since been reprinted in many forms, in many lands. The Collect has also been set to music.

Mary Stewart said she offered the prayer for publication as a club woman's Collect because she felt "women working together for larger ends was something new." The Collect was not intended to be a creed. Every line of it is a petition, a prayer that is, a Collect.

A detailed history of Mary Stewart and the Collect is available from the General Federation of Women's Clubs Headquarters 1734 N Street NW, Washington D.C. 20036.

## HOW TO FORM A NEW GFWC CLUB!

# Junior Pledge

I pledge my loyalty To the Junior Club Women  
By doing better than ever before What work I have to do.  
By being prompt, honest, courteous,  
By living each day, trying to accomplish something, Not merely to  
exist.

Helen Cheney Kimberly

## HOW TO FORM A NEW GFWC CLUB!

# Checklist

Two copies of all **information forms** plus a copy of your new bylaws, and a check made payable to GFWC of TN for dues must be received two (2) weeks prior to the GFWC of TN Board of Directors Meetings are held during the annual Spring Conference and Fall Board (dates are found on the GFWC of TN website).

### Required Information:

1. New Bylaws
2. New Club Information Form
3. Remittance Form
4. List of Membership
5. Check made out to the GFWC of TN for \$\_\_\_\_\_ per member.

Please mail one copy to GFWC of TN President: (include the check in this mailing).

The other copy should be mailed to the GFWC of TN 2<sup>nd</sup> Vice President.

