

# EDUCATE ~ ENGAGE ~ EMPOWER

## MEETINGS, PROTOCOL & CREDENTIALS

### TIPS

#### MEETINGS

It is the duty of GFWC MA to host state meetings to share information; it is the duty of clubwomen to attend.

#### PROTOCOL

Protocol is defined as the customs, procedure, and etiquette that helps to add to the success of a meeting, while assuring proper recognition to respected positions.

#### CREDENTIALS

Enabling as many clubwomen as possible to vote is our goal.

For full guidelines, review the GFWC Massachusetts Bylaws Article X. Representation and Voting, Sections 1 - 4



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

#### MEETINGS

When attending a GFWC Meeting, contact the Meetings Chairman for concerns about room temperature or meal issues, not the staff.

Attendees must be seated 5 minutes prior to the meeting start time.

Give your full attention to all speakers, do not get up from your seat once they start, it is very distracting.

Refrain from table conversations during the active meeting.

#### PROTOCOL

It is a sign of respect for the office and a courtesy to stand when the state president is presented to speak or in a processional.

Address presiding officer when making a presentation or giving a report. It is proper to say "Madame President", "Madame Director", or "Madame Chairman".

Any reports being given at a Board of Directors meeting or state meeting should present a written copy of said report to the secretary.

Refrain from approaching those seated at the head table during a meeting, including during breaks.

Messages for those at the head table should be given to the President's Assistant or the Meetings/Protocol Chairman.

If wearing a stickered name tag or name pin, wear it on the right side of your chest. GFWC pins should be worn on the left (over your heart!)

#### CREDENTIALS

Each active club is entitled to 1 voting delegate for every 10 members. Each associate club is entitled to 1 voting delegate.

Votes are in full increments of 10 (example: 27 members get 2 votes)

Clubs with less than 10 members get 1 vote

Co-Presidents are allowed 1 vote

State Voting Delegates\*: All MA Officers, All MA Board Members, All GFWC Board Members, International Past Presidents, Past State Presidents, and Past Directors of Junior Clubs. They each get a vote as a state delegate.

Parliamentarian is a neutral consultant and does not vote.

\*All – refers to both Women's Clubs and Junior Membership