

NFDW

Policies & Procedures Handbook



***Celebrating Democratic
Women in Politics***

Established 1971

NFDW Handbook

Celebrating Democratic Women in Politics since 1971

Section 1- NFDW History

NFDW Emblem

Section 2 - NFDW Structure & Organization

NFDW Officers 2021 - 2023

Mission Statement

Structure of the NFDW

NFDW Executive Board

Endorsement of Candidates

Election of Officers & Executive Board Members

Nominating Process

NFDW Officers

Regional Directors

DNC Representatives

Committees

Standing Committees

Special Committees

Section 3 - Annual Meeting and Conventions

Hosting a Convention

How does the NFDW Convention benefit you?

The Communicator & Social Media

Resolutions

Recognition & Awards

Section 4 - Organizing New Federation Clubs

State Federations and State Democratic

Parties Chartering a New NFDW Organization

State Responsibilities to NFDW

Installation Ceremony

Endorsement of Candidates

Communications

Section 5 - Protocol & Etiquette

- Special Events

- Receiving Lines - Introductions

- General Order for Persons of Honor

- Rules as Basis for Protocol at NFDW Conventions

- Order of Business for a Club Meeting

Section 6 - Appendices (List of Past Presidents, past conventions, forms, etc.)

Appendix A

- Charter Certificate

- Parliamentary Procedure

- Past President

- Past National Conventions

Appendix B - Expenses

- National Federation of Democratic Women Expense Voucher

- National Federation of Democratic Women Committee Expense Request

Appendix C - Reports

- Regional Director's Report

- Regional Director's Semi-Annual Report

Appendix D - Library of Congress Requirements

Appendix E - Convention Guidelines



NATIONAL FEDERATION OF DEMOCRATIC WOMEN

Foreword

This handbook is the compilation of information gathered over these past many years and merges the information found in the NFDW Protocol Handbook (1997, under the direction of then President Annette C. Jones; and revised in 2010, under President Pat Hobbs) and NFDW's Leadership for the Millennium (2001, under President Dr. Corinne Williams Anderson).

The National Federation of Democratic Women grew from contacts made during a conference in Washington, D.C., in 1971, sponsored by the Women's Division of the Democratic National Committee. Democratic women from eight states met in Nashville, Tennessee, in 1972, and voted to organize as the National Federation of Democratic women. We thank our Founder, Rilla Moran Woods, for having the courage, foresight and organizational skills to bring State Democratic Women's groups together to form NFDW in 1972.

The first annual convention was held at the Shoreham Hotel in Washington, D.C. in May 1973. Conventions have continued on an annual basis held in cities across the country.

The National Federation of Democratic Women members meet once per year, in convention format, to look at where we have been and where we need to go. The original handbook grew out of an expressed need for written guidelines to help elected or appointed officers, committee chairs or committee members and interested volunteers in getting their tasks done effectively and efficiently.

Over the years, NFDW has contributed time, talent and money to the Democratic Party through local Clubs, State Federations, and the national organization. This handbook is a review of procedures and policies which have provided continuity and direction to accomplish NFDW goals: "to unite women of the Democratic Party, to promote the cause of the Democratic Party, and to encourage full participation of women in every level of the Democratic Party structure."

Today, the NFDW is an integral part of the Democratic National Committee and is considered to be the grassroots, constituent voice for women within the Democratic Party. We have a very important role, as the voice of Democratic women and hold three seats on the Democratic National Committee. Two of these positions are elected positions, elected by the members of the NFDW every four years, in the year of the Presidential election. The third position is awarded to the President of NFDW for a two year term as an Executive Board member of the DNC.

We thank past NFDW leaders who have shared practices and procedures that culminated in NFDW procedures. Special thanks to Past Presidents Dr. Corinne Anderson, Janice Haynes Davis, Virgie Rollins, and Pat Hobbs for their wisdom, their dedication, and their support in bringing this handbook to fruition.

It is not the intent to replace either of these documents, merely to recognize the efforts of those who have gone before us and to update the information found in the two documents. This handbook should be viewed as a “working document” that will be updated with each new NFDW administration and as the supporting documentation to the By-Laws of the National Federation of Democratic Women.

Joanne Sullivan
NFDW President, 2015-2017

NFDW Handbook
June, 2016
Updated 2019, 2021, 2022

Section 1

NFDW History



History of the NFDW

The National Federation of Democratic Women (NFDW) evolved from contacts made during a 1971 conference in Washington. NFDW was sponsored by the Women's Division of the Democratic National Committee. Twenty-seven women gathered for breakfast at the Capitol Hilton Hotel. Rilla Moran Woods from Tennessee was elected temporary chair and the group set May, 1972, in Nashville, Tennessee as their first annual meeting.

The following year, Democratic Women from eight states met in Nashville, Tennessee. There, they made the decision to organize as the National Federation of Democratic Women. Rilla Moran Woods was elected the first President of the Federation, and served until 1977 when Jean Ohm of South Dakota was elected president.

The first NFDW Convention was held at the Shoreham Hotel in Washington, D.C. in May of 1973. Annual conventions have taken place throughout the country, as well as Puerto Rico.

While the "Women's Division" of the DNC ceased operation in 1977, NFDW has experienced growth in both numbers and stature within the Democratic Party. The National Federation of Democratic Women works to unite their wonderful diversity of devoted women behind one common goal: the support of the Democratic Party's increased involvement of women in the political process.

The NFDW currently has 32 active member states. During the period 1972-1977, the Federation gained recognition from the Democratic National Committee as the official women's organization and received a seat on the DNC Executive Committee and three seats on the DNC. Rilla Moran Woods, the late C. DeLores Tucker, and Caroline Wilkins were instrumental in establishing this official recognition for the NFDW. The National President of the NFDW and two NFDW members elected by the delegates serve on the DNC. The NFDW President holds a seat on the Executive Board of the DNC. Today, the NFDW is recognized as one of the premier grassroots women's organizations in the nation.

NFDW member states are grouped by region with elected officers representing the geographic boundaries. The NFDW has been a potent force within the Democratic Party. The NFDW has members serving on committees, and holding national offices, as well as holding powerful leadership position in their states.



NFDW Emblem

The NFDW emblem was designed in honor of the organization's tenth anniversary. In the center, Lady Justice is portrayed minus the blindfold and holding balanced scales. She stands above a garland featuring the inscription, "Liberty, Equality and Justice."

Purpose

NFDW Bylaws adopted in May, 1973 define the objectives:

- "To unite women of the Democratic Party
- To promote the cause of the Democratic Party
- To encourage full participation of women at every level of the Democratic Party structure."

In accomplishing these objectives, NFDW:

- Encourages our members to seek Democratic Party offices and public offices.
- Sponsors a young women intern annually at DNC through the NFDW Founders Award.
- Sponsors a young woman intern at their State Party Headquarters through the Agnes T. Bird Award.
- Honors outstanding Democratic women in public office within the membership of NFDW.

Section 2


NFDW Structure & Organization



**NFDW Officers
2021-2023**

<p>President Gail Buckner (GA)</p>	<p>1st Vice President Susan Rutt (PA)</p>	<p>2nd Vice President Barbara Faison (NC)</p>
<p>3rd Vice President Gini Ballou (ID)</p>	<p>4th Vice President Debi Thompson (OK)</p>	<p>5th Vice President Christine Pelosi (CA)</p>
<p>Recording Secretary Peggy Stepp (MO)</p>		<p>Treasurer Dorinda White (DC)</p>
<p>Immediate Past President Mary "Cindy" Jenks (MO)</p>	<p>Past President Susanna French (KY)</p>	

Democratic National Committee Members

Gail Buckner (GA)	
Virgie M. Rollins (MI)	
Joanne Sullivan (CT)	

NFDW Regional Directors

Eastern Region Irmgard Pagan (PR)	Midwestern Region Sue Althouse (IN)
Southern Region Kathy Adams (GA)	Western Region Audrey Dempsey (NV)

Appointed members (non-voting)

Corresponding Secretary Dorothy Adams (MO)	Parliamentarian Wanda Bynum-Ashley (AR)
--	---

Mission Statement

Uniting Democratic Women to promote, elect, and support the values and ideals of the Democratic Party (Adopted 2020)

Structure of the NFDW

The NFDW consists of Full Member States, Provisional Member States, Individual Clubs, and Individual Memberships. Individual Club Memberships and Individual Memberships are for those who reside in states that are not members of the NFDW.

- A **Full Member State** is defined as one that has a statewide Democratic Women's Federation that is recognized by its State Party and pays NFDW dues, which are \$250 annually.
- A **Provisional Member State** is defined as one that does not have a statewide Democratic Women's Federation, but is recognized by its own State Party and pays NFDW dues of \$200 annually.
- **Club Memberships** are those clubs in states that do not qualify for either Full or Provisional Membership and pay NFDW dues of \$100 annually.
- **Individual Memberships** are available to those individuals who do not live in a Membership State or belong to a member club, but pay individual NFDW dues of \$25.

NFDW Executive Board

The work of NFDW is carried out between Conventions by the Executive Board. The COMMUNICATOR newsletter, website, and e-mails are used to inform members about activities of the Board and State Federations. The NFDW Executive Board meets immediately before and after Convention. An Executive Board meeting is usually called in the fall. The Board may hold telephone conference calls and/or virtual meetings to cut expenses and travel time. For additional information, please [visit www.NFDW.com](http://www.NFDW.com).

Policy Guidelines for Executive Board travel expenses and an Expense Reimbursement Form were circulated in the Fall of 1999.

Travel Expenses for Board Members

- A. Fall Board Meeting: *One night hotel stay is reimbursed to Executive Board members for the fall meeting.*
- B. State Meetings: The inviting state is responsible for travel expenses; however, if the inviting state has insufficient funds, application by the state President or the invited Board member may be made, prior to the meeting, to the President of the NFDW for financial assistance. Said President may authorize funds for all or part of the expected travel expenses, particularly when the Board member is helping to organize a state Federation or to solve a state or local problem. Verification of all pre-approved expenditures shall be sent to said President.
- C. National Federation Conventions: NO reimbursements shall be made for attendance at a Convention.
- D. Regional Directors: Regional Directors are allotted \$1000 for travel expenses for Regional Meetings.

Endorsement of Candidates

We are often asked to endorse a candidate. NFDW affiliated clubs cannot endorse one Democratic candidate opposing another Democrat. Clubs are encouraged to conduct voter education, voter registration, Get-Out-The-Vote programs and various activities related to Primary elections.

Clubs may, and are encouraged, to formally endorse Democratic nominees at the conclusion of the primary race(s). This is the NFDW's official position and is also the recommended position for federated clubs and individuals.

Election of NFDW Officers & Executive Board Members

There is a process for being a candidate for a NFDW office. It begins during even numbered years, when members of the nominating committee are selected at the annual convention. Two members of the nominating committee are elected to represent each region and an additional at-large member is selected from the executive board.

Elections of officers and the Executive Board are conducted in odd number years. **The Nominating Committee** of nine persons is elected in even numbered years. The Executive Board elects one member from the Board to the Nominating Committee who serves with two members elected from each Region. No two persons from the same state may serve on the Nominating Committee. NFDW Regions are defined in the By-laws and follow the Regions of the Democratic National Committee (DNC). The Nominating Committee members may not serve consecutive terms.

The names of those candidates for the NFDW officers are selected by the nominating committee and must meet the following criteria:

- Officers must be from states holding full membership.
- Include a letter of intent for the position you are seeking with a statement indicating you have been a Federation member for at least two (2) years.
- Letter of support from your State Federation/ State President. Meeting minutes do not replace your letter of support.
- Statement from your State Federation indicating they are a member in good standing with the NFDW
- A letter of support from your State Party Chair
- Officers are elected in the odd numbered year for a term of two (2) years.
- No officer may serve more than one (1) term in the same office.
- A nominee must have participated in at least one (1) NFDW Convention in which NFDW Officers were elected (odd numbered years) in addition to the one at which the election of officers is held.
- Nominee’s resumes must be submitted with talents/skills highlighted along with endorsements from your state federation and state party chair. Skills that highlight relevant skills to serve in the position for which you are seeking should be included in your resume or letter of intent.
- Additional involvement and/or committee work on behalf of NFDW and your state federation is highly encouraged.
- Submission of a wallet sized headshot photo for the Communicator Newsletter
- A signed statement from the candidate that says she will serve if elected to the office of “_____.” This statement is requested after the candidate has been contacted by the Nominating Committee for permission to put forth her name.

No region shall have more than two (2) elected officers or more than one (1) from the same state. Additional letters of recommendation from State Party Leaders, Congressional Leaders, Elected Officials. etc. are encouraged.

Candidates for NFDW office are discouraged from contacting Nominating Committee Members for support in this process. Nominating Committee members are to remain neutral and shall not endorse any candidates.

Candidates shall file their to run for office with the President and/or the Election Committee by noon, Friday of the Convention.

Complete by-laws can be located on our website at www.nfdw.com.

The NFDW election of officers system is likely different from others in which you have participated. Everyone attending is registered as a delegate, but that does not entitle every individual a vote. Our votes are determined by membership status. A Full Member State is entitled to twenty (20) votes regardless of how many delegates from the state are registered at the convention. Clubs are entitled to one (1) vote. Individual Members will caucus and select from among themselves the delegate who will cast their one vote.

If your state is eligible for 20 votes and there are two or more candidates running for the office, your delegation will caucus to determine which candidate(s) will receive your state’s votes. Votes will be cast by voice, and the State President will present the number of votes cast by her delegation.

Regional Directors

To be eligible for election as an NFDW Regional Director, a candidate must have been a member of her State Federation for three years and have participated in at least one prior NFDW Convention.

- Regional Directors are not proposed by the Nominating Committee.
- The four (4) Regional Directors are elected from their respective caucuses at the NFDW convention in the odd numbered years.
- No written resume is required.
- Regional Directors may serve two (2) consecutive terms for a total of 4 years.
- Nominees must have participated in at least one (1) NFDW Convention in addition to the one where the election is held.
- Regional Directors must be from states holding Full Membership.

Regional Directors should work with the states to increase membership and get new states to join the Federation. Their responsibility under Growth & Development is to encourage growth within the organization by reaching out to new members and additional States for further growth in the NFDW.

DNC Representatives

The NFDW has three positions on the DNC: the Federation President and two members elected by the NFDW convention for a four year term in the same year as the election of the President of the United States. NFDW recognizes and honors the work of Rilla Moran Woods, C. Delores Tucker, and Caroline Wilkins in gaining the seats (3) on the DNC in the early years. In compliance with DNC Rules and the Affirmative Action Plan for NFDW, the NFDW seeks to elect one African American and one other candidate.

The President of NFDW is a member of the DNC Executive Committee. These positions are provided for in the Charter of the Democratic party of the United States.

- DNC representatives are not proposed by the Nominating Committee.
- Two (2) DNC members are elected at the NFDW Convention in the year of the election of the President of the United States.
- A term consists of four (4) years.
- DNC members may be reelected.

Standing and Special Committees

Standing and Special Committees shall be appointed by the President with approval of the Executive Board. Committee Chairs shall be appointed for one (1) year *with the exception of the Audit and Public Relations Committees, who are appointed for a term of two (2) years and the History Committee, who have a staggered election every two years.* Reappointment shall be at the option of the President with the consent of the Board.

NFDW STANDING COMMITTEES

1. **Bylaws:** The call for Bylaw Amendments shall be issued at convention and mailed within the quarter thereafter. All proposed amendments to the bylaws shall be sent to both the Chair of the Bylaws Committee and to the President no later than February 1st. All amendments either proposed by the members-at-large or the Bylaws Committee shall be mailed with the Call to the Annual Meeting. The committee shall review all proposed amendments and make recommendations to the Annual Convention with respect to their adoption.
2. **Legislative:** This committee shall work with the DNC on pending and proposed legislation and shall disseminate information to the members, together with the written view of the committee, giving consideration to resolutions passed by the NFDW Resolutions Committee.
3. **Budget:** This Committee shall present a proposed budget to the Executive Board for consideration at the first Executive Board Meeting. The Treasurer shall serve as a member of this committee.
4. **Finance:** The committee shall plan and execute all fundraising with approval of the Executive Board. At least one (1) Vice President shall serve on this committee.
5. **Resolutions:** Resolutions must be submitted to the Chair of the Resolutions Committee one (1) month prior to the Annual Meeting. The Resolutions Committee shall present all resolutions to the Annual Meeting together with their recommendations. Resolutions signed by at least ten (10) delegates representing at least five (5) states may be received from the floor.
6. **History:** The committee's purpose shall be to receive all NFDW records, artifacts and memorabilia for deposit at the organization's permanent storage site. The committee shall be responsible for collecting, organizing and archiving such items. Five (5) members shall each serve staggered terms of two (2) years. Members from the Eastern and Midwest Regions shall elect their members in the even numbered years; the Southern and Western Regions shall elect in the odd numbered years at the Annual Convention. The President shall appoint the fifth member who shall serve a term of two (2) years. The committee shall choose the chairman.

According to Article IX, section 6 of the NFDW Bylaws, **“the History Committee is responsible for receiving all NFDW records, including Executive Board records, publications, and official correspondence, and committee reports, publications, and official correspondence for deposit at the organization's permanent storage site, the United States Library of Congress. The committee shall organize the collected materials according to the regulations of the Library of Congress and deposit these materials at the Library of Congress at the end of each two-year administrative term.”** (See Appendix D for Library of Congress Requirements).

All of these materials shall be forwarded to the Chair of the NFDW History Committee **within three months (September 1st) of the end of each two-year administrative term. Beginning in the year 2017**, all future accessions of NFDW materials are to be governed by the terms of the Library of Congress gift letter, which includes open access and copyright dedicated to the public. **(See Appendix D for Library of Congress Requirements).**

The President shall choose the Chair who will serve as a liaison between the committee and the Board and will serve a term of two (2) years with the consent of the Board
(Bylaws Article IX; Sec. 1f)

7. **Public Relations:** Shall consist of four (4) members, one from each region who shall be responsible for the submission of accurate information concerning their region for the web site as well as the *Communicator* newsletter and sending it to the webmaster for posting. Members shall be appointed by the President for a term of two (2) years that shall coincide with the election of officers.
8. **Audit:** Shall consist of three (3) members appointed by the President to serve for a term of two (2) years that coincide with the election of officers. The committee is responsible for auditing the books and records of NFDW each fiscal year and reporting the findings to the Executive Board and to the membership as a whole at the Annual Convention. The Treasurer of NFDW shall submit the books and records to the Audit Committee within sixty (60) days of the close of the fiscal year under audit.

The committee is also responsible for auditing the books and records of the Annual Convention. The Treasurer of the Annual Convention will submit a preliminary report to The Audit Committee within sixty (60) days of the close of the Annual Convention and a complete report within ninety (90) days of the close of the Annual Convention. The findings of the audit results shall be given to the Executive Board by the beginning of the fiscal year following the Annual Convention and to the membership at the next Annual Convention.

Committees meet at designated times before or during Convention. Committee work between Conventions is conducted by phone, email, virtually or by prior approval of the President if held in person. Chairs are appointed for one-year terms by the NFDW President with the approval of the Executive Board.

Special Committees

Each of these committees should include a least one member from each of the four (4) regions; Eastern, Southern, Midwestern, and Western. A member of the NFDW Board will be appointed to serve as an advisor and/or member of each of these committees. The committee is responsible for reporting and updating the membership at the Annual Meeting.

Current Special Committees are:

1. **Awards and Internships:** This Committee reviews and choose awardees for the following awards: NFDW Member of the Year; NFDW Humanitarian Award; and Outstanding Elected Democratic Woman Holding Public Office as well as two Internship Awards: The Rilla Moran Woods Internship, the Agnes Bird Internship and the Emerging Leader Fellowship. All of these awards are presented at the Convention at the Awards Luncheon.
2. **Convention Planning and Oversight:** This Committee will engage in the development and oversight of national conventions. The Convention Planning & Oversight Committee will work as a team to oversee all functions of the annual meeting/convention. An Executive Board member will be appointed as a liaison to the Convention Committee and will report periodically to the Board on the progress of the Convention Planning.
3. **Credentials:** This Committee reviews credentials of individual states and other members attending the Convention. States must be in good standing with paid dues to have a vote at the Convention. The Credentials Committee must also review the requirements of membership of Provisional Members, Individual Members, and Club Members, according to the Bylaws of the NFDW, to determine their eligibility to vote at the convention.
4. **Finance/Fundraising:** This committee plans Fundraising Activities throughout the year and at the annual convention to support the organizational expenses of the NFDW.
5. **Growth & Development/Membership:** This Committee encourages growth within the organization and reaches out to new members and additional States for further growth in the NFDW. Membership is the responsibility of Regional Directors under the Growth & Development Committee. The Regional Directors should work with the states to increase membership and get new states to join.
6. **Political Education/Training:** This Committee encourages workshops and political training for the NFDW to encourage members to run for political office and train members to work on political campaigns.
7. **Rules:** This Committee determines the rules of the Convention.
8. **Social Media:** This committee works with the Public Relations Committee to monitor the NFDW's presence on Facebook, Twitter, and other social Media outlets and keep it up to date.
9. **Women in Blue:** This Committee is an advocacy group to connect with elected officials at the state and national levels. Each State is encouraged to have a "Women in Blue" Day at their State Capitol and lobby for issues that are of importance to their State Federation and to the NFDW.
10. **Young Women's Leadership:** This Committee encourages young Democratic women to become interested in the political process and run for political office.

Section 3
Annual Meeting and Conventions

Hosting the Annual Convention

Annual conventions are held between April 1st and June 30th. The NFDW Executive Board, at the conclusion of the preceding convention, chooses the time and place. The NFDW President brings the Executive Board's recommendation to the annual convention for a vote of approval.

States vying to host the National Convention must be in good standing with the NFDW including an official letter of invitation from the host State President, and present its proposal to the NFDW Executive Board two years in advance of the proposed date of the convention.

The proposal must be in writing for its consideration. The following information is essential: location, dates, hotel accommodations and transportation. Letters of Support from elected officials, etc., are vital to the success of the proposal. The contact person and other pertinent information regarding the proposal must be submitted to the National President of NFDW. The NFDW President will submit it to the Executive Board for its consideration.

Once the host state has received the endorsement of the NFDW President and Executive Board, the host state should appoint a Convention Chair or Co-Chairs and establish a core planning group. The core planning group should become familiar with the NFDW Convention Guidelines that can be found **in Appendix E and** on the NFDW website: www.NFDW.com.

The NFDW meets in Convention annually between April 1st and June 30th in locations which rotate north, south, east and west. The state seeking to host a Convention submits a bid for the Convention at least a year in advance, preferably three years in advance, to the NFDW Executive Board. (Refer to information packet about submitting a Convention bid.) When the Board selects a Convention site, a representative of the Board is appointed to work with the host state Convention Chair. This liaison reports to the NFDW Executive Board on the progress of arrangements.

How does the NFDW Convention benefit you?

There are all kinds of valuable information that you will receive while attending the National Convention such as:

- **Leadership Training:** Workshops shall be offered during the convention that will broaden your perspective. It is important that you attend the workshops so that you can take the information back to your own club.
- **Fundraising:** This is a great networking system where you learn successful fund-raising methods from other states. Remember a stolen idea is a form of flattery.

- **Committee Participation:** If you feel that you would be interested in serving on one of the appointed committees, approach one of the NFDW National Board Members and let them know of your interest. Committee sign-up forms are available to participants during the annual meeting. This form can also be found on the NFDW.com website. If you are interested in serving on a committee, contact the committee chair or the NFDW president to express interest in serving. We are always looking for new members!
- **Worthwhile Contacts:** The many friendships that will develop and the VIPs that you will have the opportunity to meet could prove to be invaluable. Treasured friendships have resulted among the NFDW Convention Attendees.

The Communicator & Social Media

Deadlines for registration, submission of nominees for office, honors and awards, and resolutions are set early and published for the membership in The COMMUNICATOR. The COMMUNICATOR is NFDW's newsletter that is published on the website and on e-mail. All State Federation Presidents, the NFDW Executive Board and Committee Chairs are to keep abreast of NFDW information in the COMMUNICATOR. ALL members of the States are encouraged to access the COMMUNICATOR. State Presidents are encouraged to share NFDW news with members. Information about NFDW events and the COMMUNICATOR is posted on the Federation website, www.NFDW.com.

Resolutions

Resolutions to be considered at Convention must be submitted to the Chair of the Resolutions Committee one month prior to the opening of Convention. The Resolutions Committee presents the Resolutions to the convention with their recommendations. Resolutions may originate at Convention if signed by at least ten delegates representing at least five states. Resolutions passed in Convention are forwarded to the appropriate legislative body, the DNC or elected officials, for consideration. NFDW Resolutions are on topics of national scope and do not cover local or regional topics.

Resolutions should be short and to the point, addressing only one concern. They should contain no more than the three statements, beginning with “Whereas” and should make only one recommendation in the statement beginning with “Be it resolved”. The resolve should require action that can be accomplished. There should be only one issue in a resolution. If more than one is needed, a separate resolution should address that issue.

SAMPLE RESOLUTIONS

National Federation of Democratic Women Resolution To Ratify the Equal Rights Amendment

WHEREAS, the United States of America is the only industrialized country that does not recognize the equality of women in its Constitution, and when our nation works with other countries to help them write a constitution, each document includes a rule establishing the equality of women. However, in this country women continue to endure workplace discrimination, wage inequities, health care inequities, higher rates of poverty, rampant rape and domestic violence assaults, a lack of political parity and other forms of sex-based discrimination; and

WHEREAS, when Virginia ratified the Equal Rights Amendment on January 15, 2020, that fulfilled the mandate of 38 states needed to add the ERA to the U.S. Constitution. The original ERA legislation did not specify a final date for ratification, and the precedent was set to accept the 38th state ratification in 2020 because the Madison Amendment led to the passage of the 27th Amendment 203 years after its initial passing; and

WHEREAS, adding the ERA to the U.S. Constitution would support workplace equity and foster a society of equal opportunity, this amendment would help to bring uniformity to the court system, help avoid the law being interpreted case by case, and could even help avoid lengthy and expensive lawsuits. **THEREFORE, BE IT RESOLVED** that the National Federation of Democratic Women calls on the Archivist of the United States to immediately certify and publish the Equal Rights Amendment as part of the Constitution, and we call on Congress to further support adoption of the ERA by passing pending bi-partisan legislation that removes the time limit on the states for ratification.

Submitted by the NFDW Resolutions Committee and the Legislative Committee

Adopted by the National Federation of Democratic Women at the 49th
National Convention (Date) June 13, 2020

RESOLUTION ADVOCATING D.C. VOTING REPRESENTATION IN CONGRESS

WHEREAS, The National Federation of Democratic Women was organized in 1971 as a means of supporting Women's voices within the Democratic Party; and continues today to promote justice and equality for all citizens for the United States of America; and

WHEREAS: Law abiding people should not be taxed without representation and District residents pay \$3.6 billion annually, the second highest Federal income taxes per capita in the country, (only residents of Connecticut pay higher per capita taxes); and

WHEREAS, the District of Columbia Voting Rights Act of 2007 passed in the U.S. House of Representatives and bill S-1257 now being considered by the Senate; and

WHEREAS, Democracy is a birthright for all Americans, including those living in America's Capital, Washington, D.C. and District residents have no vote in either the U.S. Senate or U.S. House of Representatives; and

WHEREAS, Law abiding people should not be taxed without representation and District residents pay \$3.6 billion annually, the second highest Federal income taxes per capita in the country, (only residents of Connecticut pay higher per capita taxes); and

WHEREAS, District residents have always served our nation when called to defend democracy in all American wars, D.C. lost more people in the Vietnam War than 10 other states; and

WHEREAS, The District of Columbia has nearly 80,000 more people living within its borders (572,059) than the entire state of Wyoming (493,782) and is close in population to six other states: Alaska-626,932; Delaware-783,600; Montana- 902,195; North Dakota-642,200; South Dakota-754,844; and Vermont-608,827; and

WHEREAS, without a vote in Congress, District citizens are denied a voice in decisions that affect every aspect of their daily lives including public health, safety, education, economic policies and home ownership; and

WHEREAS, Minority members of Congress have placed un-American, completely unacceptable attachments to the district's voting representation bill to prevent its passage, such as the 2010 rider that advocated concealed weapons and would prohibit our local control of gun laws; and

WHEREAS, The United States of America is the only democratic nation in the world to deny citizens living in the nation's Capitol representation in the national legislature;

THEREFORE, BE IT RESOLVED that the National Federation of Democratic Women hereby recommends passage of Legislation to assure full voting representation in Congress for the residents of the District of Columbia; and

BE IT FURTHER RESOLVED that the Secretary of the National Federation of Democratic Women forward a copy of this resolution to all chartered National Federation of Democratic Clubs throughout the country.

ADOPTED: NATIONAL WOMEN'S DEMOCRATIC
CLUB NFDW RESOLUTIONS COMMITTEE

(Date) June 3, 2010

NATIONAL FEDERATION OF DEMOCRATIC WOMEN
June 6, 2010, Pat Hobbs, President

Recognition & Awards

In addition to the business of Convention, there are workshops and group breakout sessions. Recognition of an Outstanding Elected Democratic Woman, an Outstanding Woman of Distinction, and a person who has demonstrated Outstanding Humanitarian Achievements occur annually. Nominations for these Awards originate with State organizations.

Young women between the ages of 18 and 25 receive recognition with the Rilla Moran Woods Founder's Internship Award of \$3,000.00, the Agnes Bird Award of \$1,500.00 and the Emerging Leader Scholarship of \$2500.00 for College Sophomores interested in training with Emerge.

NFDW was founded by Rilla Moran Woods in 1972. The Internship at the DNC was created in 1977 to honor her. Agnes Bird served NFDW as legal counsel and parliamentarian. Frank Bird made a special presentation to NFDW establishing a memorial for his wife, Agnes, in 1994. This Award is for a young woman to intern in her own state.

NFDW presents these awards during Convention each year unless there are no nominees or nominees do not meet the criteria. These Awards began informally in 1986 at Convention in Arkansas. That year Rilla Moran Woods, NFDW Founder; Dorothy V. Bush, longtime DNC Secretary; Pamela Harriman, Democratic fund-raiser; and Betty Flanagan Bumpers, founder and President of Peace Links, received special recognition during the Convention.

By 1987, the Awards were formalized and criteria for nominations sent to NFDW members. States were encouraged to recognize outstanding Democrats in the three categories and forward the State choices as nominees to NFDW. The Awards Committee presents the annual winners at the Awards luncheon during Convention.

NFDW Awards

Outstanding NFDW Member of the Year

This award is given to a NFDW member who has met the following criteria:

- Current active member of the NFDW who personifies NFDW objectives (i.e., Article II, Bylaws: The objective of the NFDW shall be to unite women of the Democratic Party, to promote the cause of the Democratic Party and to encourage full participation of women in every level of the Democratic Party structure).
- Contribution by the nominee to the growth, development and promotion of NFDW.
- National scope and stature of the nominee.
- Personal political involvement by the nominee.

Outstanding Elected Democratic Woman Holding Public Office

This award is given to an elected official who has met the following criteria:

- Current elected Democratic office holder of national, regional, state or local scope.
- Demonstrated support of NFDW by nominee.
- Significant contribution to the Democratic Party and its principles by the nominee.
- Demonstrated commitment by the nominee to the success of other Democratic women in the Party organization and for elective office.

NFDW Humanitarian Award

This award is given to a person who has met the following criteria:

- Significant contribution to the cause of human and/or civil rights.
- Demonstrated support of the NFDW.
- Nominee possesses leadership qualities.
- Nominee's success in achieving human and/or civil rights. (The nominee may be male or female but must meet the criteria.)

The National Federation of Democratic Women sponsors two internship awards for young Democratic women. Below are the criteria and application process for the awards. Download the [application](#) to complete. For more information about submitting nominees to the Awards Committee, go to [Application and Instructions](#).

Rilla Moran Woods Internship

The Rilla Moran Woods Internship is a month-long internship with the DNC Headquarters with a stipend of \$3000.00 for expenses. Applicants must be 18- 25 years of age, and endorsed by her local Democratic Women's club and the State Federation Democratic Women's club. She must submit a letter of application detailing her academic standing, her political involvement and a 200-word essay explaining why a month's internship at the DNC will help her with her political or career ambitions.

Agnes Bird Internship

The second place winner will receive the Agnes Bird Internship Award. The Agnes Bird Internship is for two weeks in the State Party office or a Congressional District office arranged by the State Democratic Federation with a stipend of \$1500.00 for expenses.

History of Internship Awards

RILLA MORAN WOODS INTERNSHIP Rilla was elected the first President of the Federation at the May, 1972, meeting and served until 1977 when Jean Ohm of South Dakota was elected President during the annual convention at the Hyatt Regency in Phoenix, AZ. At this convention, the Rilla Moran Woods Fellowship for young women between the ages of 18 and 25 to work at the Democratic National Committee was established in honor of Rilla and to demonstrate NFDW's commitment to involving young Democratic women in the Democratic Party. [Jean Ohm named Agnes Bird of Tennessee Parliamentarian in 1977]. The first winner in 1978 was Patricia Bunner, a law student from West Virginia. The Award was \$500 to help pay room and board. The Award increased to \$1,000 in the 1980s; \$2,000 in the 1990s and \$3,000 in 2003. At the 2012 NFDW annual convention in Louisville, KY, a resolution was passed to change the Founder's Internship Award name to Rilla Moran Woods Internship Award. **PURPOSE** The purpose of the Award was to help young women who had demonstrated an interest in Democratic politics at the local and state level to gain experience at the national level. Shortly after it was established, the word "internship" was substituted for "fellowship." Later following Rilla's request, the name was changed to Founder's Internship Award.

AGNES BIRD INTERNSHIP Agnes Thornton Bird, PhD. J. D., was the first Parliamentarian of NFDW named by Jean Ohm in 1977. She was Legal Counsel in 1985-87; named Outstanding OFDW Member in 1988 and Parliamentarian again in 91-93. She served as President of the Tennessee Federation and on the DNC as Vice Chair of the Democratic Party of Tennessee. She was a partner in a Maryville law firm which included her husband, Frank. She taught law, government, and foreign relations at Maryville College and University of Tennessee. She served on the Tennessee Human Relations Commission and was Vice Chair of the Tennessee Advisory Committee to the U. S. Civil Rights Commission. She served on the AAUW Legal Advocacy Fund Advisory Committee which advised on LAF grants to pursue sex discrimination cases. Frank established the Agnes Bird Internship Award in her memory in 1994 and the first Award, for \$1,000, was given in Portland, Oregon, in 1995, to Jennifer Grondahl, KS.

The NFDW Awards Committee will evaluate the State entries and designate the Rilla Moran Woods Internship Award winner who receives \$3,000.00 and a one-month internship at the DNC Headquarters in Washington, D.C. The Agnes Bird Memorial Award of \$1,500.00 goes to the first runner up. This winner's State Federation makes arrangements for an internship with the State Party Office or a Congressional District Office. These Awards are presented at the NFDW annual convention, and winners must be present.

Emerge America Internship

The Executive Committee at the 2017 convention voted for a new internship to begin in the summer of 2019 for young Democratic women between 18 and 25 years of age, with special consideration to those currently enrolled in school who wish to learn how to run a successful campaign. *Emerge America* recruits, trains and provides a powerful network for Democratic women interested in running for office. *Emerge* is the only in-depth, six-month training program that inspires women to run and gives them the tools to win. With affiliates across the country, their mission is to increase the number of Democratic women in all levels of public office. This is a one month internship with *EmergeAmerica*, most likely in Washington, D.C. To learn more about *Emerge America* go to **emergeamerica.org**.

APPLICATIONS AND INSTRUCTIONS FOR AWARDS

Guidelines for Nomination and Selection

1. In submitting the supporting information for a nominee, follow the criteria which is the basis for evaluating nominees. For Criteria of the three awards, see [awards list](#).
2. Present supportive material as numbered exhibits with the letter of nomination.
3. Nominations are to be submitted by State Federations, or where the entire state is not federated, by a member club. The nominee need not be a resident of the state submitting the nomination.
4. The nominee must be present at the National Convention to receive the award, unless some unforeseen event occurs to prevent attendance.
5. Organizations are requested to limit nominations to one per category.

Steps for States in selecting candidates for the Awards

Set aside money in annual budget for expenses in the event of winning.

Gather materials sent by NFDW Rilla Moran Woods Award Committee Chair.

Set deadline for applications to State Rilla Moran Woods Award Committee two weeks to a month ahead of National deadline.

Send "call for applications" to members/Clubs and media and put on State Party website.

Be certain the State Federation contact is well versed in the process of the application. This is an opportunity for your organization to have positive contacts with young women.

Appoint a committee to read and evaluate applications. Send out a media notice about the Committee appointments. This is an opportunity to bring in civic and political leaders who are not Federation members.

Monitor receipt of application. Intensify notification to places where politically active young women work, etc.

When the Selection Committee chooses a State winner, notify the media and forward the winning applicant to NFDW Founder's Award Chair. **DON'T MISS THE DEADLINE!**

Follow up with applicants who did not win and invite them to your next event. Encourage them to try again.

Send "thank you" letters to the Selection Committee.

Section 4
Library of Congress Requirements

Library of Congress Requirements

On November 16, 2015 the History Committee, along with past presidents and members of the NFDW, traveled to Washington, D.C. to present the papers of the NFDW to the United States Library of Congress. This collection of material consisted of ten boxes of materials from the NFDW's 44-year history, which began in October 1971, when 27 dedicated women gathered at breakfast during the Women's leadership Conference in Washington D.C. to form the National Federation of Democratic Women, giving voice to women within the Democratic Party. The NFDW is considered to be the grassroots, constituent group for women in the Democratic National Committee.

According to Article IX, section 6 of the NFDW Bylaws," the History Committee is responsible for receiving all NFDW records, including Executive Board records, publications, and official correspondence, and committee reports, publications, and official correspondence for deposit at the organization's permanent storage site, the United States Library of Congress. The committee shall organize the collected materials according to the regulations of the Library of Congress and deposit these materials at the Library of Congress at the end of each two-year administrative term."

All of these materials shall be forwarded to the Chair of the NFDW History Committee **within three months (September 1st) of the end of each two-year administrative term.**

Beginning in the year 2017, all future accessions of NFDW materials are to be governed by the terms of the Library of Congress gift letter, which includes open access and copyright dedicated to the public.

SPECIFIC RECORDS TO BE INCLUDED:

Executive Board: NFDW bylaws and revisions, personal information and correspondence of the presidents, chronological files of all executive board and committee records and correspondence, including agendas, minutes, treasurer's reports and financial records, conference calls, letters, and photographs of significant political events and figures.

Annual Convention: Convention program and convention materials, including pre-convention planning, local arrangements, publicity, financial records, convention minutes and reports, invited speakers and guests, convention guide, awards, evaluations and list of registered participants.

Regional Activities: Information and reports of annual regional meetings, statewide activities and newsletters from the Eastern, Midwestern, Southern, and Western regions.

Publications: Communicators, publication information, financial records, photographs, and website materials.

Other Organizations: Materials from the Democratic National Committee, Democratic women's organizations, other women's organizations, and Young Democrats of America.

Section 5

Organizing New Federated Organizations

State Federations and State Democratic Parties

Many State Federations have representatives on their State Democratic Executive Committees. If your State Federation is not so represented, you should appoint a committee to start dialog with the State Party to accomplish this. An important goal of NFDW is to become active in policy-making roles in the Party.

The Federation also emphasizes expanding the membership to every state and territory. State Federations grow from Democratic Clubs, Democratic Women's Caucuses, or Democratic Women's Leadership Groups joining together in a working body which holds an annual meeting. NFDW has four kinds of members: (1). Full Member States of statewide organizations, recognized by their State Democratic Party, which have paid annual dues; (2). Provisional member states which do not have a statewide organization recognized as such by their State Democratic Party, which have paid dues; (3). Club Membership for Clubs, Women's Caucuses, or Women's Leadership Groups which do not hold full provisional membership which pay dues; and (4). Individual membership for individuals who do not live in a member state or belong to a member Club or Organization. In order to vote at Convention, membership dues must be paid thirty days prior to opening of convention. Any State Federation of Democratic Women or statewide Democratic women's organization, which is recognized by their State's Democratic party, can belong to NFDW. [As with the DNC, territories and the District of Columbia are recognized as "States" in these definitions].

State Responsibilities to NFDW

State Club dues are paid directly to the national treasurer (see NFDW Treasurer's address on NFDW.com website. The dues of \$250.00 for full membership must be post-marked no later than thirty (30) days prior to the NFDW annual convention. The NFDW Treasurer sends a reminder dues notice to all state presidents and state treasurers. Any and all questions about membership status should go to the national treasurer.

Individual states are expected to participate and/or send representation to the annual national convention.

Each state or club is asked to bring one gift for the **NFDW Annual Convention silent or live auction** valued at not less than \$75.00

The national president, secretary, treasurer, and newsletter editor should be notified of **state officer changes**. Notification to the president is a courtesy. Notification to the secretary and the treasurer keeps communication accurate. Notification to the newsletter editor or website directs "The Communicator" or other information to the proper person.

State club newsletters should be sent to the national president and the newsletter editor. Club newsletters are a means of informing others of state and club activities and can be distributed to the NFDW membership through the "Communicator".

State club bylaws changes should be sent to the NFDW secretary within thirty (30) days of adoption by the individual state.

An up-to-date **list of officers** of the state organization shall be mailed or sent electronically to the NFDW Corresponding Secretary and the editor of the NFDW newsletter, “The Communicator”.

Passed Resolutions shall be sent to the NFDW Resolutions Chair within thirty (30) days of approval by the individual state or club.

Why start a new DWC? The reasons that you initiate a new DWC are to:

- increase members and activists in your region and state,
- provide a new outlet and forum for like-minded women and
- men, start one which is fun, easy and inspiring, increase
- new friends and acquaintances, and
- increase your leadership contribution to your state organization and NFDW.

Chartering a New NFDW Organization

When women and Clubs in your state reach a consensus to Federate, here's how:

- Declare intention to Federate to NFDW leadership,
- Set meeting time, place, and location,
- Notify Democratic women and Clubs of organizational meeting,
- Receive recognition and approval of State Democratic party,
- Elect officers and send draft of proposed By-laws to NFDW parliamentarian (State By-laws must be consistent with NFDW By-laws),
- Submit membership dues with list of members or Clubs to NFDW,
- Schedule a meeting to receive the Charter from NFDW.

NFDW Board designates someone to work closely and advise newly Federated States.

Endorsement of Candidates

We are often asked to endorse a candidate. NFDW affiliated clubs cannot endorse one Democratic candidate opposing another Democrat. Clubs are encouraged to conduct voter education, voter registration, Get-Out-The-Vote programs and various activities related to Primary elections.

Clubs may, and are encouraged, to formally endorse Democratic nominees at the conclusion of the primary race(s). This is the NFDW's official position and is also the recommended position for federated clubs and individuals.

Communications

All other things being the same, Communication will make or break a State Federation quicker than anything. In this case, the buck should never stop. Information that is received, either from the NFDW President, Committee Chairs or about certain "Special Projects" should be passed on in a timely manner.

If your state has a newsletter, then incorporate the information that you receive into its pages. If you don't have a newsletter then notify your individual Presidents of the Clubs/Chapters in your state via the U.S. mail, the Internet, e-mail, or other written communication. We all appreciate being kept informed and in the loop.

Shared information can help your State win NFDW Awards; build attendance at functions, and it reinforces the Federation structure. A huge plus is that good communication makes you, as President, look good. The membership becomes better informed about "who, what, when, and where" in making decisions and no one is left wondering "what is happening".

As a president, you have many responsibilities that will demand your attention. Setting priorities is not always easy, but one of the more important ones will always be:

STAY CONNECTED TO YOUR MEMBERSHIP

and

BE AN ACTIVE DEMOCRAT!

NFDW Information and The Communicator are on www.nfdw.com

Section 5

Protocol & Etiquette

Protocol

Protocol in relation to meetings has come to mean the system that governs the relative importance of persons. It has to do with their rank in speaking, in their location at the table or in a reception line, and their recognition and introduction. Protocol embodies the courtesies that should be extended to persons of prominence before and at meetings.

The guest of honor should be:

- Invited as far ahead of a meeting as possible; advised of the function of the meeting and their function; given an outline of the program and a brief statement of the organization.
- Advised of the date of the hotel reservations along with name, address and phone number of the hotel. Reservations are made by the organization for the guest. A local host is assigned to meet, greet, and transport the guest.
- Advised of climate and type of dress for event.
- Advised of time to speak, how long to speak and expected size of audience.

It is customary that all expenses of guest speakers be paid by the organization extending the invitation unless other arrangements are made in advance. Business, announcements, and introductions should be limited so as not to delay the guest speaker.

The presiding officer should thank the guest speaker publicly before adjourning. A note of thanks should be sent to the guest promptly.

Protocol in seating: Presiding officer in the center; guest speaker to the right of presiding officer. The program chair or person to introduce the speaker is to the left of the presiding officer. The other guests at the head table are seated according to rank. Place cards help.

NFDW: president, vice presidents (in rank order), secretary, treasurer, past presidents (in rank order), parliamentarian, corresponding secretary, board members Special Guests

During a program, introductions should be limited to those persons participating in the program, with the exception of elected officials. Elected officials should always be recognized as in attendance at a club meeting or function, unless the official has requested otherwise.

Receiving lines should be kept as short as possible, without offending anyone. Persons to be in the receiving line are identified to the protocol chair, in writing.

Special Events

The following list gives you a few protocol pointers that may be followed in hosting your state or the national convention or any major special event.

1. Speakers should be secured 4-6 months before the event.
2. The club should send written confirmation of the speaking engagement and a reminder letter about six weeks before the event. (This allows you some time to obtain another speaker should problems have arisen that prevent the speaker from attending.)
3. The written confirmation should include the following information: agreed upon fees/honorariums, responsibility for travel arrangements/costs, theme for desired tone/message the event wants participants to receive; Demographics and size of the event; any unusual circumstances related to the meeting room, e.g., no podium or outdoors; whether a meal event; dress.

Rules as Basis for Protocol

The Bylaws of the National Federation of Democratic Women are intended as a guideline for Federated Clubs and for Individual Members. Respecting the rules as established by Local, State, and National Bylaws are the key to acceptable protocol. Protocol without rules produces chaos.

Protocol in relation to meetings has come to mean the system that governs the relative importance of persons. It has to do with their rank in speaking, their placement at the table or reception line and their recognition and introductions. Protocol embodies the courtesies that should be extended to persons of prominence before and after meetings.

At our NFDW National Convention, upon recognition from the Chair, we ask that when you rise to speak, go to the nearest microphone, and give your name and your state. Our National Secretary will then be able to enter the correct information for the convention minutes.

Never ever in public communications with an elected official or introductions refer to the official by his or her given name. The respect shown is to and for the office. This is not personal; this just the way of politics and politicians.

Order Of Business for A Club Meeting

Call to Order: “The meeting of the _____ Club will come to order”.

Roll Call of Officers

Approval of Minutes

Treasurer’s Report

Correspondence

Committee Reports

The chair should contact officers and committee chairs prior to the meeting to see who has reports. *

Officers

Executive Committee

Standing Committees

Special Committees

Unfinished Business

New Business

Announcements (Sometimes announcements are also given just before adjournment.)

Program

Adjournment

*Written reports should be submitted to the Secretary

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY INTERRUPT SPEAKER?	MUST BE SECONDED	IS MOTION DEBATABLE?	IS MOTION AMENDABLE?	WHAT VOTE IS REQUIRED
Object to a procedure or to a personal affront	Point of order	Yes	No	No	No	No vote required Chair rules
Request information	Point of information	If urgent, yes	No	No	No	No vote required
Ask for a vote by actual count to verify voice vote	I call for a division of the house	No	No	No	No	'Demand Request' No vote required
Object to considering some undiplomatic or improper matter	I object to consideration of this question	Yes	No	No	No	Two-thirds vote required.
Take up a matter previously tabled	I move we take from the table	No	Yes	No	No	Majority vote required.
Reconsider something already disposed of	I move now (or later) consider our action relative to...	Yes	Yes	If original is debatable	No	Majority vote required.
Consider something out of its scheduled order	I move we suspend the rules and consider . . .	No	Yes	No	No	Two-thirds vote required.
Postpone indefinitely	I move that the matter be postponed indefinitely	No	Yes	Yes	No	Majority vote required.

Receiving Lines-Introductions

President

Government Official(s) in rank order

Speaker of the Hour

Elected Officials (at the state level, and NFDW officer in attendance is introduced before the State elected officials.)

Appointed Officers (Limited to those persons who must be seated at the head table or a front table, e.g., parliamentarian, chaplain,* corresponding sec. etc.) * Regional

Directors (alphabetically by region)

Past Presidents (from most recent term of office)

State or Local presidents (alphabetically, by state or by city)

Special Guests

General Order for Persons of Honor

President of the United States

Vice President of the United States

Speaker of the U.S. House of Representatives

U.S. Senate Majority Leader

Cabinet Member(s)

U.S. Senators (by seniority)

U.S. Representatives (by seniority)

Presidential Appointed Officials

DNC Chair

Governor

Lt. Governor

Secretary of State

Speaker of the State House of Representatives

Attorney General

Statewide Elected Officials of equal rank, alphabetically, by office

Supreme Court (by rank and seniority)

State Senators (by seniority)

State Representatives (by seniority)

State Appointed Officials

State Party Chair

Court of Appeals Justices

District Judges

County Judges

County Commissioners

County Elected Department Heads

County Party Chair

Mayor

City Councilpersons

City Manager

City Department Heads

Local Appointed Officials

Section 6

Appendices

Appendix A

NATIONAL FEDERATION OF DEMOCRATIC WOMEN



Whereas the requirements for membership in the National Federation of Democratic Women have been met; under the By-Laws of the National Federation of Democratic Women, this Charter is granted to

In witness whereof, this Charter is given under the hand of the NFDW President this _____ day of _____ in the year of _____.

President, National Federation of Democratic Women

Charter Membership Certificate

(Insert Landscape Format)



Past Presidents

1971-1977 Rilla Moran Woods - Tennessee
1977-1979 Jean Ohm - South Dakota
1979-1981 C. DeLores Tucker - Pennsylvania
1981-1983 Patty Evans - Indiana
1983-1985 Angie Elkins - North Carolina
1985-1987 Caroline Wilkins - Oregon
1987-1989 Ruth Rudy - Pennsylvania
1990-1991 Kay O'Connell - Connecticut
1991-1993 Dr. Gwen McFarland - Tennessee
1993-1995 Pat Frank - Oklahoma
1995-1997 Charlotte Coker - Washington
1997-1999 Annette Jones - Washington, D.C.
1999-2001 Dr. Corinne Anderson - Mississippi
2001-2003 Virgie M. Rollins - Michigan
2003-2005 Dorothy Mrowka - Connecticut
2005-2007 Barbara Mansfield - Louisiana
2007-2009 Helen Knetzer - Kansas
2009-2011 Pat Hobbs - California
2011-2013 Janice Haynes Davis - Washington, DC
2013-2015 Carye Blaney - West Virginia
2015-2017 Joanne Sullivan - Connecticut
2017-2019 Susanna French - Kentucky
2019 - 2021 Mary (Cindy) Jenks



Past National Conventions

1972 Nashville, Tennessee - Airport Hilton Inn
1973 Washington D.C. - Shorham Hotel
1974 Omaha, Nebraska - Hilton
1975 Pierce, South Dakota - Kings Inn
1976 Charleston, WV - Daniel Boone Hotel
1977 Phoenix, Arizona - Hyatt Hotel
1978 Washington, D.C. Washington Hilton
1979 Seattle, Washington - Washington Hilton
1980 Hartford, Connecticut - Hilton Hotel
1981 Indianapolis, Indiana - Hilton Hotel
1982 Nashville, Tennessee - Opryland Hotel
1983 Denver, Colorado - Executive Tower Hotel
1994 Wichita, Kansas - Hilton Hotel
1985 Washington, D. C. . Washington, Hilton
1986 Little Rock, Arkansas - Excelsior Hotel
1987 Philadelphia, Pennsylvania - Hershey Hotel
1988 Albuquerque, New Mexico - Hilton Hotel
1989 Wesley Chapel, Florida - Saddlebrook Resort
1990 Washington, D.C. - Omni Hotel
1991 Detroit, Michigan - Weston Renaissance Ctr
1991 Ft. Mitchell, Kentucky - Drawbridge Inn
1992 Austin, Texas - Hilton Hotel
1994 St. Louis, Missouri - St. Louis Airport Inn
1995 Portland, Oregon - Shilo Airport Suites
1996 San Juan, Puerto Rico - Marriott Resort



Past National Conventions Continued:

- 1997 Biloxi, Mississippi - Holiday Inn
- 1998 Asheville, North Carolina - Radisson Hotel
- 1999 Little Rock, Arkansas - Double Tree Hotel
- 2000 Washington, D.C. - Capitol Hill Quality Inn
- 2001 Cleveland, Ohio - Ehornton Cleveland Center
- 2002 Oklahoma City, Oklahoma - Embassy Suites
- 2003 Hartford, Connecticut - Hilton Hotel
- 2004 Colorado Springs, CO - Doubletree Hotel
- 2005 Kansas City, Kansas - Hilton Garden Inn
- 2006 Atlantic City, New Jersey - Tropicana Hotel
- 2007 Charleston, West Virginia - Marriott Hotel
- 2008 Albuquerque, New Mexico - Marriott Hotel
- 2009 San Juan, Puerto Rico - LaConcha Resort
- 2010 Knoxville, Tennessee - Crowne Plaza Hotel
- 2011 Washington, D.C. - L'Enfante Hotel
- 2012 Louisville, KY - The Brown Hotel
- 2013 Charleston, West Virginia - The Marriott Hotel
- 2014 Kansas City, Missouri - Sheraton Crown Center
- 2015 Atlantic City, New Jersey - Resorts Casino
- 2016 Charleston, South Carolina - The Francis Marion Hotel
- 2017 Atlanta, Georgia - The Hyatt Regency Hotel
- 2018 Tempe, Arizona - The Mission Palms Hotel
- 2019 Albany, New York - The Desmond Hotel
- 2020 Teleconference Call due to COVID-19 Worldwide Pandemic
- 2021 Virtual Meeting due to COVID-19 Worldwide Pandemic

Appendix B

**National Federation of Democratic Women
Expense Voucher**

NAME: _____ OFFICE: _____

ADDRESS: _____

DATE OF EXPENSE: _____

DESCRIPTION: _____

BUDGET LINE ITEM: _____

PAYMENT REQUEST:

LODGING: _____ \$ _____

AIRFARE: _____ \$ _____

MILEAGE: _____ \$ _____
(Paid at Federal rate per mile)

OTHER: _____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL REQUESTED: \$ _____

SUBMITTED BY: _____ DATE: _____

AUTHORIZED BY: _____
PRESIDENT

DATE AUTHORIZED: _____

DATE PAID: _____ CHECK NO. _____

**NO EXPENSES WILL BE APPROVED BY THE PRESIDENT OR PAID BY THE
TREASURER UNLESS ACCOMPANIED BY THE APPROPRIATE RECEIPT OR VOUCHER
FOR EACH ITEM LISTED ABOVE.**

**National Federation of Democratic Women
Committee Expense Request**

NAME: _____ OFFICE: _____

NFDW COMMITTEE: _____

DATE OF EXPENSE: _____

BUDGET LINE ITEM: _____

DESCRIPTION OF COMMITTEE REQUEST:

TOTAL REQUESTED: \$ _____

SUBMITTED BY: _____ DATE: _____

AUTHORIZED BY: _____

PRESIDENT

DATE AUTHORIZED: _____

DATE SUBMITTED: _____

Committees may request funds for a special project with the approval of the President up to \$200.00 in a calendar year. All requests over this amount will require approval by the NFDW Executive Board. No requests will be approved by the President or paid by the Treasurer unless accompanied by the appropriate budget request form. A summary report and appropriate receipts shall be submitted to the Treasurer at the completion of the committee project or event.

Appendix C

Reports

Regional Director's Report

The REGIONAL DIRECTOR will contact the President of State Federations (or Clubs in states that are not Federated) in their respective regions twice a year and file a report of the status of those Federations with the President and Membership & Development Chair of NFDW. In states that are not Federated, the Regional Director will contact the Democratic State Party to find the status of women's Democratic organizations in the state and report to the President and Board of NFDW.

Regional Director's Semi-Annual Report Due October 1 and April 1

To be submitted to the NFDW President and Membership and Development Chair

Name of State _____ Region _____

Does the State have a Democratic women's organization? Yes _____ No _____

President _____

Address _____

E-mail _____ Phone _____

FAX _____

Vice President or President-Elect _____

Address _____

E-Mail _____

Treasurer _____

Address _____

Phone _____

How often do they meet? _____

Number of Member _____ Annual Dues _____

Phone _____

REGIONAL DIRECTOR'S SEMI-ANNUAL REPORT Page 2

Does organization have a budget? Yes _____

No _____

Are there working Committees? Yes _____ No _____

Do they meet regularly? Yes _____ No _____

Does the organization have a newsletter? Yes _____ No _____

How often is it published? _____

Do all members have and use by-laws? Yes _____ No _____

Name potential Democratic women leaders from the State:

Comments:

Contacted by _____ Mail _____ Phone _____ Personally _____

Name of Person contacted: _____

Address _____ Phone _____

E-mail _____ FAX _____

Date _____ Signed _____

Installation Ceremony

AN IMPORTANT ATTRIBUTE OF A LEADER IS ...

ONE, WHO CONCENTRATING ON THE DEVELOPMENT OF THE TALENTS OF THOSE SERVED, FORGETS SELF AND THE HONOR AND PRIVILEGE OF THE OFFICE.

HAVING BEEN ELECTED AN OFFICER, YOU MUST NOW CARRY THE TORCH, LIGHTING THE WAY TO SUCCESS WHILE FULFILLING YOUR DUTIES, AS STATED IN THE BYLAWS OF

WILL THE INCOMING TREASURER, _____ PLEASE COME FORWARD?

_____ I PRESENT TO YOU A Green CANDLE. IT IS THE TORCH OF FAITHFULNESS AND ACCURACY. YOU WILL BE RESPONSIBLE FOR KEEPING THE FINANCIAL RECORDS IN ORDER AND PAYING BILLS ON TIME. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU

WILL THE INCOMING SECRETARY, _____ PLEASE COME FORWARD.

_____ I PRESENT TO YOU A Pink CANDLE. IT IS THE TORCH OF ALERTNESS AND PROMPTNESS. YOU WILL BE RESPONSIBLE FOR ACCURATELY RECORDING THE MINUTES OF ALL MEETINGS. YOU WILL ALSO BE RESPONSIBLE FOR HANDLING AND READING ALL COMMUNICATIONS AND KEEPING SUCH ON FILE. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU

WILL THE INCOMING 2ND VICE PRESIDENT? _____ PLEASE COME FORWARD.

_____ I PRESENT TO YOU A Purple CANDLE. IT STANDS FOR THE TORCH OF ENERGY, ENLIGHTENMENT, KNOWLEDGE AND COOPERATION. YOUR RESPONSIBILITIES ARE TO WORK CLOSELY WITH THE REGIONAL DIRECTORS TO ENCOURAGE THE GROWTH AND DEVELOPMENT OF THIS ORGANIZATION BY WORKING DILIGENTLY TOWARDS INCREASING MEMBERSHIP. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU.

WILL THE INCOMING 1ST *VICE PRESIDENT*? _____

PLEASE COME FORWARD.

_____, I PRESENT TO YOU A White CANDLE. IT STANDS FOR THE TORCH OF ENERGY, ENLIGHTENMENT, KNOWLEDGE AND COOPERATION. YOUR RESPONSIBILITIES ARE TO PRESIDE AT ALL FUNCTIONS IN THE ABSENCE OF THE PRESIDENT. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU

WILL THE INCOMING *PRESIDENT*, _____

PLEASE COME FORWARD

_____, I PRESENT TO YOU A Blue CANDLE. IT STANDS FOR THE TORCH OF AUTHORITY, DIGNITY, LOYALTY AND PATIENCE. AS PRESIDENT, YOU WILL HAVE GENERAL SUPERVISION OF ALL CLUB ACTIVITIES AND PRESIDE AT EVERY MEETING. YOU MUST BE AN EXAMPLE IN KEEPING THE RULES, GIVING ENCOURAGEMENT AND WORKING IN THE BEST INTEREST OF THE CLUB AS A WHOLE. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU.

WILL THE INCOMING IMMEDIATE PAST *PRESIDENT*? _____

PLEASE COME FORWARD

_____, I PRESENT TO YOU A Yellow CANDLE. IT STANDS FOR THE TORCH OF KNOWLEDGE, ENERGY, LOYALTY, COOPERATION AND SUPPORT. AS THE IMMEDIATE PAST PRESIDENT, YOU MUST BE AN EXAMPLE IN KEEPING THE RULES, GIVING ENCOURAGEMENT, OFFERING GUIDANCE TO THE NEWLY ELECTED PRESIDENT AND WORKING IN THE BEST INTEREST OF THE CLUB AS A WHOLE. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU.

WILL THE INCOMING REGIONAL CHAIRS PLEASE COME FORWARD.

I PRESENT YOU EACH WITH A BLUE STAR. IT STANDS FOR LOYALTY, ENERGY, SUPPORT, AND COOPERATION. IT IS YOUR RESPONSIBILITY TO WORK DILIGENTLY TO INCREASE MEMBERSHIP IN

YOUR STATE ORGANIZATION AND TO ENCOURAGE THE GROWTH AND DEVELOPMENT OF THE ORGANIZATION AS A WHOLE. DO YOU ACCEPT THESE RESPONSIBILITIES?

(RESPONSE)

THANK YOU.

YOU, THE INDIVIDUAL OFFICERS, HAVE ACCEPTED YOUR RESPONSIBILITIES. YOUR GOALS WILL BE ACCOMPLISHED ONLY IF YOU WORK TOGETHER AS A TEAM.

DO YOU, AS A TEAM, PLEDGE TO FULFILL YOUR DUTIES AND RESPONSIBILITIES TO THE BEST OF YOUR COMBINED ABILITIES FOR AND ON BEHALF OF

(RESPONSE)

THANK YOU

TO YOU THE MEMBERS OF THE DEMOCRATIC WOMEN'S CLUB OF _____

THESE ARE YOUR OFFICERS. NOW IT IS YOUR RESPONSIBILITY TO WORK WITH THE OFFICERS TO ENSURE THE CLUB PROSPERS AND THRIVES. THEY HAVE BEEN ELECTED TO LEAD THIS ORGANIZATION BUT WITHOUT YOU THE MEMBERS HELPING THE CLUB WILL NOT GROW. SO, ARE YOU THE MEMBERS UP TO THE CHALLENGE OF HELPING THE OFFICERS OF THE DEMOCRATIC WOMEN'S CLUB OF FLORIDA TO CONTINUE TO EXPAND ITS HORIZONS?

(RESPONSE)

I, _____, PRESIDENT OF THE NATIONAL FEDERATION OF
DEMOCRATIC WOMEN (Or State President or Presiding Officer)

DULY INSTALL YOU IN EACH OF YOUR RESPECTIVE OFFICES FOR THE _____ CLUB YEAR.

TO THE OUTGOING OFFICERS, THANK YOU FOR A JOB WELL DONE!

HAVING HAD THE HONOR OF BEING THE INSTALLING OFFICER, I WISH THE VERY BEST FOR THE INCOMING OFFICERS.

MEMBERS AND GUESTS, I PRESENT YOUR NEWLY INSTALLED OFFICERS.

(APPLAUSE)

Appendix D

Library of Congress Requirements

Library of Congress Requirements

UNITED STATES LIBRARY OF CONGRESS ORGANIZATIONAL REQUIREMENTS:

Duplicate material should be removed.

All staples, paper clips, rubber bands should be removed and replaced with plastic clips if necessary.

Copies should be made of damaged or extremely light printed materials.

Materials should be organized chronologically.

THE NATIONAL FEDERATION OF DEMOCRATIC WOMEN RECORDS AT THE LIBRARY OF CONGRESS

The National Federation of Democratic Women Records were first submitted to the Library of Congress, November 16, 2015. This Collection, consisting of 12 record boxes, was presented to the Manuscript Division of the Library of Congress at the Madison Building by President Joanne Sullivan, 2015—2017, and chairman of the History Committee, Jeanne Marszalek. Several former presidents and NFDW members were present to celebrate the occasion. These papers consisted of material collected from the NFDW forty-four year's history, which began in October, 1971. Twenty-seven dedicated Democratic women gathered at a breakfast, during the Women's Leadership Conference in Washington D. C., to form the National Federation of Democratic Women, giving voice to women within the Democratic Party. The NFDW is considered to be the grass root's constituent group for women in the Democratic National Committee.

The NFDW Collection is permanently housed at the Madison Building of the Library of Congress, 101 Independence Ave. S.E., Washington, D.C. 20540.

To find the Collection at the Library of Congress go to:

1. Loc.gov
2. Click on Library of Congress
3. Enter in: the (Search Loc.gov) box, the ID number: mss86023
4. Click on National Federation of Democratic Women Records
5. Click on Collection Summary box
6. To find something specific, click on: Search the (Finding Aid) box
7. If there are further questions go to loc.gov and click on-- Ask a Librarian

ABOUT THE HISTORY COMMITTEE IN THE NFDW BYLAWS

The committee's purpose shall be to retrieve all NFDW records, including the Executive Board's records, publications, official correspondence, all committee records, publications and official correspondence for deposit at the organization's permanent storage site, the United States Library of Congress.

Additionally, all annual Convention reports shall be received at the Convention or within one month of the Convention either electronically or preferably in writing. The committee shall organize the collected materials according to the regulations of the Library of Congress and deposit these materials at the Library of Congress at least every four (4) years or two (2) administrative terms.

Five (5) members shall each serve staggered terms of two (2) years. Members from the Eastern and Midwest Regions shall elect their members in the even numbered years; the Southern and Western Regions shall elect in the odd numbered years at the Annual Convention. The President shall appoint the fifth member who shall serve a term of two (2) years.

The President shall choose the Chair who will serve as a liaison between the committee and the Board and will serve a term of two (2) years with the consent of the Board. Beginning in 2021, each outgoing president will be responsible for collecting the reports and giving them to the incoming president the

History Committee. At the end of that incoming president's term, which then constitutes four years, the papers will be forwarded to the Library of Congress by the History Committee.

SPECIFIC RECORDS TO BE INCLUDED

EXECUTIVE BOARD: NFDW bylaws and revisions, personal information and correspondence of the presidents, chronological files of all executive board and committee records and correspondence, including announcements of meeting and conference calls, agendas, minutes, treasurer's reports and financial records, committee reports, DNC reports, letters, photographs of NFDW members and significant political figures and events, and scrapbooks.

ANNUAL CONVENTION: Convention program and convention materials, including pre-convention planning, local arrangements, publicity, agendas, rules, financial records and PAC information, convention minutes and reports, invitations to speakers and guests, convention guide, awards, evaluations, and list of registered participants, and photographs.

REGIONAL ACTIVITIES: Information about annual regional meetings, including publicity, invitation to speakers, programs, agendas, reports, photographs and state activities within the region, including yearly meeting programs and newsletters.

PUBLICATIONS: The Communicator, its publication information and financial records, other publications such as handbooks, policy and procedure booklets, website publications, and other social media such as Facebook, twitter, and Instagram.

OTHER ORGANIZATIONS: Materials from the Democratic National Committee, Democratic women's organizations, other women's organizations, and Young Democrats of America.

COLLECTION ARRANGEMENT

THE COLLECTION IS ARRANGED BY SERIES AND SUBSERIES SERIES I---EXECUTIVE BOARD

Subseries 1—Organizational History

Subseries 2---Bylaws

Subseries 3---Presidents

Subseries 4---Chronological Files

Subseries 5---Financial Records

The Executive Board series includes the organizational history of the NFDW with history committee reports and correspondence, the NFDW bylaws, the NFDW President's information and personal papers, and the chronologically organized papers and financial records of the NFDW executive board. Among the papers of the presidents and executive board are letters from and pictures of significant political figures. Series I, provides an overview of the activities of the NFDW from its origin in 1971 to the present.

SERIES II---ANNUAL CONVENTION

Subseries 1---Convention program

- Subseries 2---Convention materials
- Subseries 3---Pre-Convention planning
- Subseries 4--- Convention local arrangements
- Subseries 5--- Convention evaluations
- Subseries 6---Convention financial records
- Subseries 7---Convention guides

The Annual Convention series contains convention programs and information about conventions held in a variety of locations, including pre-convention planning, local arrangements, financial records, convention guides, publicity, agendas, reports, and attendee's evaluations. The series provides a thorough view of the annual convention, the speakers and guests, the activities during the convention, and the cost, not only for the individual attendee, but also for the entire organization.

SERIES III---REGIONAL ACTIVITIES Subseries

- 1---NFDW Regional Activities

Series III contains information and reports of annual regional meetings in the four regions of the country, the eastern, midwestern, southern and western regions.

SERIES IV---PUBLICATIONS

- Subseries 1-- The Communicator
- Subseries 2---Communicator publication information
- Subseries 3---Communicator financial records
- Subseries 4---Photographs for the Communicator
- Subseries 5---Other publications Subseries 6---The NFDW website
- Subseries 7--- NFDW social media posts, Facebook and twitter

The publication series includes the NFDW newsletter, The Communicator. Also included are Communicator publication information, financial records, photographs for the Communicator, website and social media materials.

SERIES V---OTHER ORGANIZATIONS

- Subseries 1---The Democratic National Committee
- Subseries 2---Other Democratic women's organizations
- Subseries 3---Other women's organizations Subseries 4--
--Young Democrats of America

This series contains information from individual state Federation of Democratic Women's organizations, which are voting members of the NFDW, to which the NFDW presidents, officers, and members have belonged. Three members, including the president and two elected members from the NFDW, belong to the Democratic National Committee. The series provides a variety of information about the DNC, its meetings, and activities. In addition, there is information about other women's and Democratic organizations.

SERIES VI--OVERSIZED

The oversized series includes papers that will not fit into file folders or a regular record storage box.

NOTE: Series will remain the same, while within the subseries there will be different titles.

A SUMMARY OF THE LIBRARY OF CONGRESS (LOC) PRELIMINARY GUIDELINES FOR PROCESSING THE RECORDS OF THE NFDW

Records selected for delivery to the Library should be placed chronologically in sturdy, clearly labeled file folders organized within series, reflecting the office, activity, subject or type of file. Duplicate material should be removed, and rubber bands, rusty staples, paper clips, and clasps of any kind that are harmful to papers, should be removed and replaced with plastic holders. Optimally, the Manuscript Division recommends that the records should be housed in acid-free, legal-size file folders.

All folders should be labeled with the name of the collection and relevant series, subseries titles, and the dates of its contents. Everything is labeled with pencil. Have a good eraser on hand. The file folders should be placed in 12"x15"x 10" record cartons with detachable lids, and delivered to the Library of Congress. The Manuscript Division staff will rehouse the material in acid-free, custom-sized document cases after it is received. The records should be accompanied by an inventory of the records, organized by series, subseries, and box numbers. Also included should be a brief description of what is in each of the series. See pages 7 through 18 for inventory and series description examples.

MATERIALS NEEDED TO ORGANIZE THE NFDW RECORDS File Folders ---Legal size, 9
5/8" x 14 3/4" Record Storage Boxes, 12"x15"x10" (Heavy duty with separate lids)

A SUPPLIER

Hollinger Metal Edge Archival Storage Materials

Website address---hollingermetaledge.com

Telephone:

1-800-862-2228 for the West

1-800-634-0491 for the East

Cost

File Folders # 11150 package of 100 is \$38.50 (usually get 200)

Heavy Duty Record Storage Boxes # 10770 \$ 8.15 per each (usually get several)

PREPARATION OF THE RECORDS

1. Remove all duplicate material and all staples, paper clips, rubber bands. Replace any clips with plastic clips.
2. Placement of the papers in file folders (FF)
 - a. Organize papers according to series and subseries.
(Within the subseries, there will be different titles. For example, within the subseries, Presidents, a different Presidents name will be labeled on each file folder).
 - b. Place in file folders (FF) chronologically and label.

NOTE: All labeling is done in pencil. Have a good eraser on hand.

SAMPLE LABELING OF THE FILE FOLDERS

Top of the file folder			
Name of Collection: Series until shipping	Subseries Title	Date	Leave open
NFDW: I Executive Board & Box #	History Committee Reports	1996-2015	File Folder #
or	History Committee Correspondence 2012		(to be added before shipping)

HOW THE FILE FOLDER SHOULD LOOK WHEN THE COLLECTION IS READY TO SHIP TO LOC

Top of the file folder			
NFDW: IV Publications 1Box 3	The Communicator	2020	FF

ORGANIZATION OF THE FILE FOLDERS (FF) Organize the file folders (FF) by series and subseries. Place them in the boxes chronologically.

PREPARATION TO SHIP THE RECORD BOXES TO THE LIBRARY OF CONGRESS

1. Number all of the file folders (FF) chronologically within each box.
2. Number each of the boxes. Place the number on the right upper side of the front of the box and
 below the box number, list the numbers of the file folders (FF) in the box.
 Label the boxes with a permanent ink pen.

Box 1
 FF 1---47

In the next box, list the file folders beginning with 1 again to the end of the file folders in that box. For example: Box 2

FF 1----40 Continue on in the same manner for each of the boxes.

NOTE: Do not stuff the file folders so that they are bulging, but keep them flat.

3. Print an inventory of the collection, listing all of the series and subseries with their file folders. (There is a sample of an inventory and series description at the end of this directive from pages 8 to 18) Begin by first listing the box number, and then the series and subseries. List the file folder numbers chronologically below each subseries. Continue the same process with all of the boxes.
4. Finally, write a short description of what is in each of the series.
5. Place a copy of the inventory and series description within box 1.

6. Pack each of the boxes in shipping boxes found at a UPS or FedEx type store. Seal the boxes, measure, and weigh each.
7. Contact the person in the Manuscript Division at the Library of Congress (LOC) to tell them that the boxes are ready to be shipped, and he/she will contact the shipping department.
8. The shipping department will be in contact and will ask how many boxes, the dimensions and the weight. It will send shipping labels and will schedule a pickup of the Boxes. The LOC will pay for the shipping.
9. Email another copy of the inventory and series description to the person in the Manuscript Division of the Library of Congress in charge of the NFDW Records. Contact information is below.

CONTACT INFORMATION FOR THE LIBRARY OF CONGRESS

Dr. Elizabeth Novara
Women's History Specialist
Manuscript Division
Library of Congress, Washington, D.C
Email: enov@loc.gov
[202-707-1498](tel:202-707-1498)

NOTE: The contact person for the NFDW collection will change periodically.

RECOMMENDATIONS:

1. The History Committee should be given a budget line in the NFDW's annual budget for supplies and other costs based on the recommendation of the current NFDW History Committee Chair.
2. The History Committee Chair should come from an area within the commuting distance of other NFDW members for support with the project, in addition to committee members from the four NFDW regions.

COPIES OF THE INVENTORY AND
SERIES DESCRIPTION The 2015 Inventory BOX 1

Series I---Executive Board

Subseries I--- Organizational History

- File Folder 1 Organizational History, 1971-2015
- File Folder 2 History Committee Reports, 1996-2015
- File Folder 3 History Committee Correspondence with LOC, 2011-2015
- File Folder 4 History Committee Correspondence, 2011
- File Folder 5 History Committee Correspondence, 2012
- File Folder 6 History Committee Correspondence, 2013

File Folder 7 History Committee Correspondence, 2014
File Folder 8 History Committee Correspondence, 2015
File Folder 9 Presentation of Papers to the Library of Congress, November 16, 2015

Subseries II---Bylaws

File Folder 10 Bylaws, 1973---2015
File Folder 11 History and Bylaws, 1997—2007

Subseries III---Presidents

File Folder 12 Qualities for NFDW Leadership No Date File
Folder 13 1st President, Rilla Moran Woods, 1971—1977
File Folder 14 Rilla Moran Woods Personal Letters, Pictures, Certificates 1960--1999
File Folder 15 2nd President, Jean Ohm, 1977--1979
File Folder 16 Jean Ohm's Personal Letters, 1970-1984
File Folder 17 Jean Ohm's Pictures, 1977—1989
File Folder 18 Jean Ohm at President Carter's Inauguration, 1977
File Folder 19 3rd President, C. Delores Tucker, 1979—1981 File Folder
20 4th President, Patty Evans, 1981—1983
File Folder 21 5th President, Angie Elkins, 1983—1985 File
Folder 22 6th President, Caroline Wilkins, 1985—1987 File
Folder 23 7th President, Ruth Rudy, 1987—1989
File Folder 24 Ruth Rudy's Taiwan Trip, 2008
File Folder 25 8th President, Kay O'Connell, 1989—1991 File
Folder 26 9th President, Gwen McFarland, 1991—1993 File Folder
27 10th President, Pat Franks, 1993—1995 File Folder 28 11th
President, Charlotte Coker, 1995—1997 File Folder 29
12th President, Annette Jones, 1997—1999 File Folder 30 13th
President, Corinne Anderson, 1999—2001 File Folder 31 14th
President, Virgie Rollins, 2001-2003
File Folder 32 15th President, Dot Mrowka, 2003—2005
File Folder 33 16th President, Barbara Mansfield, 2005—
2007 File Folder 34 Barbara Mansfield's Taiwan Trip, 2007
File Folder 35 17th President, Helen Knetzer, 2007—
2009 File Folder 36 18th President, Pat Hobbs, 2009—
2011 File Folder 37 Pat Hobbs Taiwan Trip, 2009
File Folder 38 19th President, Janice Haynes Davis, 2011—2013 File
Folder 39 20th President, Carye Blaney, 2013—2015
File Folder 40 21st President, Joanne Sullivan, 2015---2017

BOX 2

Subseries IV---Chronological Files

File Folder 1 Chronological Files, 1975
File Folder 2 Chronological Files, 1976
File Folder 3 Chronological Files, 1978
File Folder 4 Chronological Files, 1979
File Folder 5 Chronological Files, 1981

File Folder 6 Chronological Files, 1982
File Folder 7 Chronological Files, 1984
File Folder 8 Chronological Files, 1985
File Folder 9 Chronological Files, 1986
File Folder 10 Chronological Files, 1987
File Folder 11 Chronological Files, 1988
File Folder 12 Chronological Files, 1989
File Folder 13 Chronological Files, 1990
File Folder 14 Chronological Files, 1991
File Folder 15 Chronological Files, 1992
File Folder 16 Chronological Files, 1993
File Folder 17 Chronological Files, 1994
File Folder 18 Chronological Files, 1995
File Folder 19 Chronological Files, 1996
File Folder 20 Chronological Files, 1997
File Folder 21 Chronological Files, 1998
File Folder 22 Chronological Files, January 1---June 30, 1999 File
Folder 23 Chronological Files, July 1---December 31, 1999 File
Folder 24 Chronological Files, January 1---February 29, 2000 File
Folder 25 Chronological Files, March 1---May 31, 2000 File
Folder 26 Chronological Files, June 1---August 31, 2000
File Folder 27 Chronological Files, September 1---December 31, 2000
File Folder 28 Chronological Files, January 1---April 30, 2001

BOX 3

File Folder 1 Chronological Files, May 1---December 31,
2001 File Folder 2 Chronological Files, 2002 File Folder 3
Chronological Files, 2003
File Folder 4 Chronological Files, 2004
File Folder 5 Chronological Files, 2005
File Folder 6 Chronological Files, 2006
File Folder 7 Chronological Files, January 1---March 31, 2007
File Folder 8 Chronological Files, April 1---June 30, 2007 File
Folder 9 Chronological Files, July 1---August 31, 2007
File Folder 10 Chronological Files, September 1---October 31, 2007
File Folder 11 Chronological Files, November 1---December 31, 2007
File Folder 12 Chronological Files, January 1---February 29, 2008
File Folder 13 Chronological Files, March 1---April 30, 2008
File Folder 14 Chronological Files, May 1---June 30, 2008

BOX 4

File Folder 1 Chronological Files, July 1---July 31, 2008
File Folder 2 Chronological Files, August 1--- August 31, 2008
File Folder 3 Chronological Files, September 1---December 31, 2008
File Folder 4 Chronological Files, January 1--- May 31, 2009

File Folder 5 Chronological Files, June 1---December 31, 2009
File Folder 6 Chronological Files, January 1---May 31, 2010
File Folder 7 Chronological Files, June 1---December 31, 2010
File Folder 8 Chronological Files, January 1---February 29, 2011
File Folder 9 Chronological Files, March 1---May 31, 2011
File Folder 10 Chronological Files, June 1---December 31, 2011
File Folder 11 NFDW Officers, Committees, State Presidents, 2011---
2013 File Folder 12 Chronological Files, 2012
File Folder 13 Chronological Files, 2013
File Folder 14 Chronological Files, 2014
File Folder 15 Chronological Files, 2015

Subseries V NFDW Financial Records

File Folder 16 NFDW Financial Records, 1999
File Folder 17 NFDW PAC, 1999
File Folder 18 NFDW Financial Records, 2000
File Folder 19 NFDW PAC, 2000
File Folder 20 NFDW PAC, 2001

BOX 5

File Folder 1 The Millennium Fund, 2001
File Folder 2 NFDW Financial Records, January 2011---March 2012 File
Folder 3 NFDW Financial Records, April 2012---September 2012 File
Folder 4 NFDW Financial Records, October 2012---September 2013

Series II Annual Convention

Subseries I---Convention Program

File Folder 5 Convention Program, Omaha, Nebraska, 1974 File
Folder 6 Convention Program, Pierre, South Dakota, 1975 File
Folder 7 Convention Program, Charleston, West Virginia, 1976
File Folder 8 Convention Program, Phoenix, Arizona, 1977
File Folder 9 Convention Program, Washington, D.C., 1978 File
Folder 10 Convention Program, Indianapolis, Indiana, 1981 File
Folder 11 Convention Program, Nashville, Tennessee, 1982 File
Folder 12 Convention Program, Denver, Colorado, 1983 File
Folder 13 Convention Program, Wichita, Kansas, 1984 File
Folder 14 Convention Program, Washington D.C., 1985 File
Folder 15 Convention Program, Little Rock, Arkansas, 1986
File Folder 16 Convention Program, Philadelphia, Pennsylvania, 1987
File Folder 17 Convention Program, Albuquerque, New Mexico, 1988
File Folder 18 Convention Program, Wesley Chapel, Florida,
1989 File Folder 19 Convention Program, Washington D.C., 1990
File Folder 20 Convention Program, Detroit, Michigan, 1991 File
Folder 21 Convention Program, Fort Mitchell, Kentucky, 1992 File
Folder 22 Convention Program, Austin, Texas, 1993

File Folder 23 Convention Program, St. Louis, Missouri, 1994
File Folder 24 Convention Program, Portland, Oregon, 1995
File Folder 25 Convention Program, San Juan, Puerto, Rico, 1996
File Folder 26 Convention Program, Biloxi, Mississippi, 1997
File Folder 27 Convention Program, Asheville, North Carolina, 1998
File Folder 28 Convention Program, Little Rock, Arkansas, 1999
File Folder 29 Convention Program, Washington, D.C., 2000
File Folder 30 Convention Program, Cleveland, Ohio, 2001
File Folder 31 Convention Program, Oklahoma City, Oklahoma, 2002
File Folder 32 Convention Program, Hartford, Connecticut, 2003
File Folder 33 Convention Program, Colorado Springs, Colorado, 2004
File Folder 34 Convention Program, Kansas City, Kansas, 2005 File
Folder 35 Convention Program, Atlantic City, New Jersey 2006 File
Folder 36 Convention Program, Charleston, West Virginia 2007 File
Folder 37 Convention Program, Albuquerque, New Mexico, 2008 File
Folder 38 Convention Program, San Juan, Puerto Rico, 2009 File
Folder 39 Convention Program, Knoxville, Tennessee, 2010 File Folder
40 Convention Program, Washington D.C., 2011
File Folder 41 Convention Program, Louisville, Kentucky, 2012 File
Folder 42 Convention Program, Charleston, West Virginia, 2013
File Folder 43 Convention Program, Kansas City, Missouri, 2014
File Folder 44 Convention Program, Atlantic City, New Jersey, 2015

BOX 6

Subseries II---Convention Materials

File Folder 1 Convention Materials, Pierre, South Dakota, 1975
File Folder 2 Convention Materials, Phoenix, Arizona, 1977
File Folder 3 Convention Materials, Washington D.C., 1978
File Folder 4 Convention Materials, Seattle, Washington, 1979
File Folder 5 Convention Materials, Indianapolis, Indiana, 1981
File Folder 6 Convention Materials, Nashville, Tennessee, 1982
File Folder 7 Convention Materials, Denver, Colorado, 1983
File Folder 8 Convention Materials, Wichita, Kansas, 1984
File Folder 9 Convention Materials, Washington, D.C., 1985
File Folder 10 Convention Materials, Little Rock, Arkansas, 1986
File Folder 11 Convention Materials, Philadelphia, Pennsylvania, 1987
File Folder 12 Convention Materials, Albuquerque, New Mexico, 1988
File Folder 13 Convention Materials, Wesley Chapel, Florida,
1989 File Folder 14 Convention Materials, Washington D.C., 1990
File Folder 15 Convention Materials, Detroit, Michigan, 1991 File
Folder 16 Convention Materials, Fort Mitchell, Kentucky, 1992 File
Folder 17 Convention Materials, Austin, Texas, 1993 File Folder 18
Convention Materials, St. Louis, Missouri, 1994 File Folder 19
Convention Materials, Portland, Oregon, 1995 File Folder 20
Convention Materials, San Juan, Puerto Rico, 1996 File Folder 21
Convention Materials, Biloxi, Mississippi, 1997

File Folder 22 Convention Materials, Asheville, North Carolina 1998
File Folder 23 Convention Materials, Little Rock, Arkansas, 1999
File Folder 24 Convention Materials, Washington D.C., 2000
File Folder 25 Convention Materials, Cleveland, Ohio, 2001
File Folder 26 Convention Materials, Oklahoma City, 2002
File Folder 27 Convention Materials, Hartford, Connecticut, 2003 File
Folder 28 Convention Materials, Colorado Springs, Colorado, 2004 File
Folder 29 Convention Materials, Kansas City, Kansas, 2005
File Folder 30 Convention Materials, Atlantic City, New Jersey, 2006 File
Folder 31 Convention Materials, Charleston, West Virginia, 2007 File
Folder 32 Convention Materials, Albuquerque, New Mexico, 2008 File
Folder 33 Convention Materials, San Juan, Puerto Rico, 2009

BOX 7

File Folder 1 Convention Materials, Knoxville, Tennessee, 2010
File Folder 2 Convention Materials, Washington, D.C., 2011
File Folder 3 Convention Materials, Louisville, Kentucky, 2012
File Folder 4 Convention Materials, Charleston, West Virginia, 2013 No.
1 File Folder 5 Convention Materials, Charleston, West Virginia, 2013
No. 2 File Folder 6 Convention Materials, Kansas City, Missouri, 2014
File Folder 7 Convention Materials, Atlantic City, New Jersey, 2015

Subseries III---Pre-convention Planning

File Folder 8 Pre-Convention Planning, 1997

Subseries IV---Convention Local Arrangements

File Folder 9 Convention Local Arrangements, 2011

Subseries V---Convention Evaluations

File Folder 10 Convention Evaluations, 2005

File Folder 11 Convention Evaluations, 2006

Subseries VI---Convention Financial Records

File Folder 12 Convention Financial Records, 2008

File Folder 13 Convention Financial Records, 2009

File Folder 14 Convention Financial Records, 2010

Subseries VII---Convention Awards

File Folder 15 Convention Awards

Subseries VIII---Convention Guide

File Folder 16 Convention Guide, 1998

File Folder 17 Convention Manuel, 2005

Subseries IX---Convention Reports

File Folder 18 Convention Reports by NFDW Member, Mary

Patton, 1993—2002, 2005, 2008—2011, 2013—2015

Series III

Subseries I---NFDW Regional Activities

- File Folder 19 Eastern Region, 1999, 2002, 2011--2013
- File Folder 20 Mid-Western Region, 1999, 2004--2005
- File Folder 21 Southern Region, 1993, 1999, 2000—2001,
- File Folder 22 Southern Region, 2003, 2005--2007
- File Folder 23 Western Region Newsletters, 1980, 1997, 1998, 1999, 2002, 2004, 2006, 2997, 2913

BOX 8

Series IV---Publications

Subseries I---Newsletter

- File Folder 1 Newsletter, 1976

Subseries II---Call to Convention

- File Folder 2 Call to Convention, 1978
- File Folder 3 Call to Convention Letter, 1979

Subseries III---The Communicator

- File Folder 4 The Communicator, 1984
- File Folder 5 The Communicator, 1986
- File Folder 6 The Communicator, 1987
- File Folder 7 The Communicator, 1888
- File Folder 8 The Communicator, 1989
- File Folder 9 The Communicator, 1990
- File Folder 10 The Communicator, 1991
- File Folder 11 The Communicator, 1992
- File Folder 12 The Communicator, 1993
- File Folder 13 The Communicator, 1994
- File Folder 14 The Communicator, 1995
- File Folder 15 The Communicator, 1996
- File Folder 16 The Communicator, 1997
- File Folder 17 The Communicator, 1998
- File Folder 18 The Communicator, 1999
- File Folder 19 The Communicator, 2000
- File Folder 20 The Communicator, 2001
- File Folder 21 The
- File Folder 22 The Communicator, 2003
- File Folder 23 The Communicator, 2004
- File Folder 24 The Communicator, 2005
- File Folder 25 The Communicator, 2006
- File Folder 26 The Communicator, 2007
- File Folder 27 The Communicator, 2008

File Folder 28 The Communicator, 2009
File Folder 29 The Communicator, 2010
File Folder 30 The Communicator, 2011
File Folder 31 The Communicator, 2012
File Folder 32 The Communicator, 2013
File Folder 33 The Communicator, 2014
File Folder 34 The Communicator, 2015
File Folder 35 Campaign Training, 1989
File Folder 36 1st Time Convention Delegates Handbook,
2005 File Folder 37 Leadership for the Millennium, 2001
File Folder 38 Leadership for the Millennium, 2010
File Folder 39 NFDW 25th Anniversary Edition
“Democratic Women Bridge Builders, 1997”
File Folder 40 NFDW Brunch, Democratic National Convention, 2008
File Folder 41 Position Paper on Issues of Concern, 1993, 1999
File Folder 42 Protocol Handbook, 2010
File Folder 43 Resolutions I, 1987—1992
File Folder 44 Resolutions II, 1987—1992
File Folder 45 Tribute to Past Presidents, 2007
File Folder 46 Women in Blue: A Blueprint on Effective Advocacy

Subseries IV--- Communicator Publication Information

File Folder 47 Communicator Publication Information, 1995
File Folder 48 Communicator Publication Information, 1996
File Folder 49 Communicator Publication Information, 1997
File Folder 50 Communicator Publication Information, 1998
File Folder 51 Communicator Publication Information, 1999

Subseries V---Communicator Financial Records

File Folder 52 Communicator Financial Records, 1995
File Folder 53 Communicator Financial Records, 1996
File Folder 54 Communicator Financial Records, 1997
File Folder 55 Communicator Financial Records, 2004
File Folder 56 Communicator Financial Records, 2005

Subseries VI---Photographs for the Communicator

File Folder 57 Pictures for the Communicator, 2003—2005

Subseries VII---Website

File Folder 58 The Communicator Going Online
File Folder 59 Website Materials, 2012
File Folder 60 Website Materials, 2013
File Folder 61 Website Materials, 2014
File Folder 62 Website Materials, 2015

Series V---Other Organizations

Subseries I Democratic National Committee

- File Folder 63 Democratic National Committee National Party Conference, 1982
- File Folder 64 Democratic National Committee, 1972—1990
- File Folder 65 Democratic National Committee, 1990—1999
- File Folder 66 Democratic National Committee, 2000—2005

BOX 9

- File Folder 1 Democratic National Committee, 2005---2010
- File Folder 2 Democratic National Committee, 2011—2012
- File Folder 3 Democratic National Committee, 2013---2014

Subseries II---Democratic Women's Organizations File

- Folder 4 Arkansas Democratic Women, 1970
- File Folder 5 Arizona State Federation of Democratic Women, 1995, 2001
- File Folder 6 Colorado Federation of Jane Jefferson Democratic Clubs, 1995, 1996, 1998
- File Folder 7 Connecticut Federation of Democratic Women, No Date
- File Folder 8 D.C. Federation of Democratic Women, 2013
- File Folder 9 Democratic Women's Club of Florida, Inc., 1977, 1978, 1989, 2000, 2008, 2012
- File Folder 10 Georgia's Federation of Democratic Women, 1997, 2014
- File Folder 11 Illinois Democratic Women, 1995, 1996, 2000, 2013
- File Folder 12 Indiana Federation of Democratic Women, No Date
- Folder 13 Kansas Federation of Democratic Women's Clubs, 1995, 2000, 2001, 2007
- File Folder 14 Democratic Women's Club of Kentucky, 1994, 1995, 1999, 2012
- File Folder 15 Democratic Club of Howard County, Maryland, 1995, 1996
- File Folder 16 Women's Democrats, Metro West, Massachusetts, No Date
- File Folder 17 Michigan Democratic Women's Caucus, 2000, 2010
- File Folder 18 Mississippi Federation of Democratic Women, 1996
- File Folder 19 Missouri Federation of Democratic Women's Clubs, 1985, 1998, 2000
- File Folder 20 Montana State Democratic Women's Club, 1977, 1994
- File Folder 21 Nebraska Federation of Democratic Women, 1979
- File Folder 22 New Jersey Federation of Democratic Women, 1994, 2005, 2006, 2010
- File Folder 23 Democratic Women of New Mexico, 1998, 2007, 2011
- File Folder 24 Metropolitan Women's Democratic Club of Washington D.C. Inc., 1999
- File Folder 25 Democratic Women of Union County, North Carolina, 1986, 1995, 1996, 1997, 2010
- File Folder 26 North Dakota Democratic NPL Women, 1977
- File Folder 27 The Federated Democratic Women of Ohio, 2001
- File Folder 28 Oklahoma Federation of Democratic Women's Clubs, 1980, 1986, 1999, 2000, 2001
- File Folder 29 Oregon Federation of Democratic Women, 1978, 1979, 1995, 1999, 2000—2002
- File Folder 30 Pennsylvania Federation of Democratic Women,

1977, 1999, 2008—2011, 2013

- File Folder 31 Puerto Rico Federation of Democratic Women, No Date
- File Folder 32 The San Diego Democratic Club, 2010
- File Folder 33 South Carolina Democratic Women's Council, 1997—2010
- File Folder 34 Tennessee Federation of Democratic Women, 1993, 1998
- File Folder 35 Texas Democratic Women, 1993
- File Folder 36 Utah Women's Democratic Club, No Date
- File Folder 37 Virginia Federation of Democratic Women, 1995
- File Folder 38 Washington State Federation of Democratic Women, 1996
- File Folder 39 West Virginia Federation of Democratic Women, 1982, 1995, 1999, 2000, 2001, 2012
- File Folder 40 West Virginia Federation of Democratic Women Annual Meeting 2011, 2013
- File Folder 41 West Virginia Federation of Democratic Women Annual Meeting 2014, 2015

Subseries III--- Other Women's Organizations

- File Folder 42 American Women's Congress, 1987
- File Folder 43 Center for the American Woman and Politics, Rutgers University, 1984
- File Folder 44 Emily's List, 1992, 1993
- File Folder 45 Feminist Expo, 2000
- File Folder 46 50 Plus One, 1995
- File Folder 47 League of Women Voters for the NAACP, No Date
- File Folder 48 National Democratic Women's Network, 1994—1996
- File Folder 49 The National Network for Women's Employment, 2001
- File Folder 50 National Organization for Women, 1998, 2000, 2001
- File Folder 51 The White House Office for Women's Initiatives and Outreach, 1996
- File Folder 52 Women's Leadership Forum of Democratic National Committee, 1998, 1999, 2001
- File Folder 53 Women's National Democratic Club, 1996, 2000, 2003
- File Folder 54 Women's Vote Project, 1980

Subseries IV----Young Democrats of America

- File Folder 55 Young Democrats of America, 2000

BOX 10

Series VI Oversized

- File Folder 1 Rilla Moran Woods Certificates and Pictures, 1975, 1977, 1979, 1983, 1984, 1986, and Puerto Rican Proclamation 2009

Series I---Executive Board

The Executive Board Series includes the history of the NFDW, History committee reports and correspondence, NFDW bylaws, information and personal papers of most of the 21 presidents, and the chronologically organized papers of the executive board. Among the papers of the presidents and executive board are letters from and pictures of significant political figures of the last 45 years. Series I provides an overview of the activities of the NFDW from its origin in 1971 to the present. Series II---Annual Convention

This series contains convention programs and information about most of the national conventions held in a variety of locations from 1975 to 2015, including preconvention planning, local arrangements, financial records, a convention guide and manual, minutes, reports, and attendee's evaluations. These file folders provide a researcher with a thorough view of the annual convention, the speakers and guest, the activities during the convention, and the cost, not only for the individual attendee, but also for the entire organization.

Series III---NFDW Regional Activities

The NFDW is divided into four regions---eastern, mid-western, southern, and western. Series III contains information and reports of annual regional meetings.

Series IV---Publications

The publication series includes the NFDW newsletter, The Communicator, from 1976 to 2015. Often several newsletters were published each year providing the subscriber with news from the NFDW president and officers, regional areas, and annual convention information. Also included in this series are a number of other NFDW one-time publications. newsletter publications information, financial records, and photographs of members. Finally, there are materials on the origin of the publication of the newsletter on the internet and website materials from 2012 to 2015.

Series V---Other Organizations

This series contains information from many other organizations to which the NFDW presidents, officers, and members have belonged. Three members, including the president and two elected members of the NFDW, belong to the Democratic National Committee, and this series provides a variety of information about the DNC, its activities, and meetings. In addition, there are papers from individual state Federation of Democratic Women's organizations, which are voting members of the National Federation of Democratic Women. Finally, there are materials from a variety of other women's and Democratic organizations.

Series VI---Oversized

The oversized series contains a variety of papers, certificates and a picture from the papers of Rilla Moran Woods, the first president of the NFDW. In addition, there is a 2009 Proclamation from Puerto Rico.

Appendix E - Convention Guidelines



National Federation of Democratic Women (NFDW) Convention Guide

NFDW President

NFDW Officers and Board National Convention Chair (CC)

Host State President

Host State Sub-Committees

National Federation of Democratic Women (NFDW)

Convention Guide

Table of Contents

Preface

PART I

Convention Responsibilities of National Officers, Regional Directors and All State Presidents.....

NFDW President

NFDW Treasurer, Secretary, Public Relations Chair, Newsletter Editor, Regional Directors and State Presidents

Procedures for bidding for an NFDW Convention.....

Points to Remember when bidding

PART II Convention Responsibilities of Convention Chair and Host State Committees

Host State President

Convention Chair

Sample of Appointments and things needed for convention

Hotel selection

Convention Treasurer

State Publicity Chair

Registration and Credentials Chair
Cancellations and refunds
Delegate’s folder and envelope
Program Chair
Arrangements Chair, Pages and Doorkeepers Chair
Hospitality Chair

Part III Sample Forms

Part IV Convention Guidelines Agreement

Preface

It is the intent of the National Federation of Democratic Women (NFDW) that national conventions move from region to region in such a manner as to provide the opportunity for Democratic women across the nation to participate in a national convention at least once every four years.

NFDW President with the support of the NFDW Executive Board

- **Approve the bid, with the Board and convention body, two years in advance of proposed convention**
- **Approve a National Convention Chair after consultation with Host State**
- **Together with the board, approve facility, convention dates and all contracts**
- **Appoint NFDW Board Member as Convention Liaison**
- **Approve all general plans for convention**
- **Confer with Convention Chair on program and approve it**
- **Work collaboratively with convention chair and host state to secure national level speakers¹ for the Friday Luncheon, Saturday Luncheon, and Saturday Banquet**
- **Provide Convention Chair with information about speakers**
- **Prepare agenda for business sessions**
- **Issue Call to Convention**
- **Send all information to Newsletter Editor and Webmaster in time for State Presidents to receive it 45 days before convention**
- **Preside at all sessions of the convention and recess each session**
- **Open every session at announced time**
- **Appoint an Editing Committee to review convention minutes and return them with corrections within ten days for inclusion in file for distribution to each State delegation at next convention**
- **Write thank you letters to speakers and Host State President**
- **Provide thank you gifts to major speakers**
- **Receive post-convention report and place it in permanent file**

¹ No fees are paid, travel expense is paid for speakers only, and one night's lodging if the speaker is not local. Speakers have been known to arrive with an entourage. The initial letter from the NFDW President and any following letters should make it clear that transportation, hotel and meals are paid for speakers only. Do not use the term "we pay your expenses" and inform speakers that the hotel will ask them for a major credit card to secure "incidentals", i.e., phone charges, room service, etc.

NFDW Treasurer
(Accountable to NFDW Board)

- **Sends an advance check to the host convention account, if requested**
- **Sends a list of paid members and States to Registration Chair**
- **Assists Convention Treasurer in preparing a budget, if requested**
- **Prepares an Annual Report for the Board**

NFDW Secretary
(Accountable to Board)

- **Records business sessions to be retained as official record**
- **Prepares written minutes of business sessions, including topics discussed and major motions and their disposition, and sends to President within thirty (30) days of the conclusion of the convention**
- **Provides NFDW stationery to the Convention Chair and/or Host State President for use on all convention communications**

NFDW Public Relations Chair
(Accountable to NFDW Board)

- **Collaborates with Host Publicity person for maximum media coverage**
- **Arranges network news interviews and national coverage**

NFDW Newsletter Editor
(Accountable to NFDW Board)

- **Prints and mails “Call to Convention” in time to be received 45 days prior to the convention.**
- **Publishes Nominating Committee’s report in election years, including biographies of nominees in the “Call to Convention” issue**

Regional Directors
(Accountable to NFDW Board)

- **Assist State Presidents in getting delegates to the national convention**
- **Hold regional meeting at the convention**
 1. **makes arrangements, in advance, with Convention Chair for meeting room, time, etc.**
 2. **prepares meeting agenda and plans after conferring with National President**

State Presidents
(Accountable to State membership)

- **Notify every club in the State at least 30 days prior to the convention**
- **Act as Chair of the State's delegation or appoint a Chair who will bring the convention information back to the State for its members**

Host State President

(Accountable to NFDW President and her State membership)

- **Sends the NFDW President notice of intent to offer bid as soon as approved by the State organization/site club**
- **Works with all members who may assist in finding donors for mementoes, souvenirs, small gifts (memo pads, pens, etc.), door prizes, refreshments for host hospitality room, etc.**
- **Requests that NFDW Recording Secretary provide Convention Chair with an updated list of the State's federated Club Presidents and State Executive Board members**
- **Directs all convention chairpersons to use NFDW stationery when writing correspondence for the convention**
- **Confers with the NFDW President and makes recommendations for the Convention Chair when the bid is made.**
- **Confers with and assists the Convention Chair as necessary and requested**
- **Appoints a Convention Treasurer in conjunction with the Convention Chair**
- **Assists the NFDW Public Relations Chair, local publicity person, and Convention Chair to achieve maximum media coverage**
- **Assists the Convention Chair and NFDW Resolutions Committee with courtesy resolution**
- **Assists the Convention Chair with sending the NFDW President all information for the convention call, i.e., dates, times, places, a brief outline of program and participants including specific directions to facility, parking fees, etc., deadlines for registration and cancellation, name, address and phone number of Registration Chair and hotel information**
- **Has the designated committee prepare and send out formal invitation and registration packet to all State Presidents at least 45 days in advance of the convention**
- **Encourages members to bring families and friends to the convention**
- **Acts as Chief Host at designated hotel**
- **Assists the Convention Chair with a final report including recommendations to the NFDW President and Board for planning and making improvements for the next convention**
- **Writes thank you letters to the hotel, all firms and individuals who contributed and program participants.**

How Do I Make a Bid for A Convention?

- **The State Federation and potential site club should meet to discuss the possibility and ramifications of hosting a national convention. This meeting should take place at least a year prior to the intended bid date.**
- **The potential host State President should contact the NFDW President and Executive Board with a statement of intent to bid.**
- **The potential host State should prepare a formal presentation to make its bid at the next national convention. This presentation should include suggested dates, hotel site, cost of hotel rooms, suggested side trips, etc. Travel Brochures, informational handouts, and/or a video or power point presentation about the host city are welcome additions to be shared with the membership.**
- **A delegation, led by the State President, is requested to present the formal bid to the Executive Board when an annual convention is in session.**
- **The Executive Board notifies the convention body of the bids that have been received to host the national convention and its recommendations.**
- **The potential host State is invited to present to the convention body at the national convention prior to the proposed convention year.**

Points to Remember When Considering Making a Convention Bid

- **A major airport MUST be easily accessible to the convention site.**
- **The convention hotel should be union, if possible.**
- **Room rates should include single and double.**
- **The hotel should be near the airport and/or offer a courtesy van or transportation from/to the airport².**
- **If you can obtain a video of the host site to present to the National Board, do so – a picture is worth a thousand words.**
- **Upon approval, the host state is encouraged to share information on their state website about upcoming events about the convention with a link to www.nfdw.com to register and sign up for tours. All posted information should be preapproved by the NFDW Board.**
- **The host site hotel should be clean and have general services with amenities such as in-room coffee pots, irons, ironing boards, and safes. Additionally, free WIFI (or at a minimal cost) should be available.**
- **Public transportation and parking are important factors when choosing your host site.**
- **The hotel should have an office center and copy services; however, each is at the expense of the NFDW and host state.**
- **The convention MUST be self-sustaining and all costs over budget must be paid by the host state. The NFDW Convention is not considered a fundraiser for the host state. Therefore, all monies raised from the convention go directly back to the NFDW.**

² Transportation to and from the airport is at the expense of the registrant

Wow, We Got the Bid, Now What?

Congratulations, you are now hosting the next NFDW National Convention. Your efforts thus far have provided your State organization the opportunity to shine in the spotlight. However, there is lots of work to be done before that can happen so here are some helpful tips on how to get started.

The Host State President and Convention Chair (and, yes, it can be the same person holding both positions) should call a meeting of her officers and board to establish criteria for making the event successful. The officers and board form a “Core Group” of reliable people within the organization and assign them committee tasks. At the very least, the Core Group should cover the following areas:

Convention Treasurer
State Publicity Chair
Registration and Credentials Chair
Delegate’s Folder Chair
Program Chair
Pages and Doorkeepers Chair
Decorations Chair

The first order of business should be to choose a convention theme. The convention chair and/or the core group should work directly with the NFDW President and Executive Board to choose an appropriate theme for the convention. The NFDW Board has final approval of said theme.

The host state should establish a budget from their state account to support expenses leading up to the convention.

Once the NFDW Board has approved the bid, the host state President and host state membership should begin seeking sponsors and donors to raise funds to offset the costs of the convention.

The NFDW Board sets the registration fee for participants and the host state is expected to adhere to these guidelines.

The NFDW convention is not considered to be a fundraiser for the host state and the convention is expected to be self-sustaining. The following expenses are the sole responsibility of the host state and individual convention participants:

- **All expenses associated with planning meetings leading up to and post-convention, i.e., planning luncheons, dinner meetings**
- **Post-convention dinner meetings**
- **Valet parking for individual members of the host state**
- **Tipping fees for parking attendants, bellhops, etc.**
- **Extra hotel accommodations beyond the complimentary rooms assigned in the hotel contract**
- **Hospitality expenses should be kept to a minimum**
- **Debit card purchases without receipts to support transactions or to be used to withdraw cash for expenses incurred during the planning process. Original receipts and invoices should be kept for all transactions in preparation for the final audit report.**

- **Refunds for cancelled registrations will not be accepted after the cut-off date unless approved by the NFDW Board.**

The NFDW President is in the position to advise you on past protocol and will appoint a Board member to work directly with you and your core committee to ensure a successful convention. The Convention Liaison has the full support of the NFDW President and Executive Board. She is responsible for communicating directly to the Board and giving timely updates to the President during the planning process.

Committee Chairs responsibilities are as follows:

Convention Treasurer

- **This can be the State Treasurer or you can appoint another individual.**
- **She is responsible for all monies received for registration, tours, donations, etc.**
- **She should set up a separate convention bank account requiring two signatures.**
- **She should keep separate lists of registration money, tour money, donations money – it will make her job easier when a final report has to be compiled.**
- **She is responsible for sending deposits to vendors, etc.**
- **She should be keeping a list of income vs. expenses from the very beginning so that a preliminary report can be given to the NFDW officers and board at the final Board meeting following the convention. This executive board meeting is usually scheduled at the conclusion of the Sunday farewell session.**
- **She is responsible for providing the Host President/Convention Chair with a detailed convention report not later than 55 days after the convention ends.**

Original receipts, invoices, bank statements, etc. for all convention expenses should be carefully monitored and sent to the chair of the NFDW Audit Committee not later than 90 days after the convention ends. The Audit Committee will then meet in a timely manner, to prepare the final written audit report for the NFDW Board and the membership. The final audit report is shared with the membership at the next convention.

State Publicity Chair

- **Ask yourself; is there someone within the organization who deals with the media on a regular basis?**
- **Choose someone who will have a good rapport with the press.**
- **Don't be discouraged if your local media outlets are less than responsive to a request – be persistent.**
- **Your State Publicity Chair should have access to a separate interview area in the event a journalist wants to cover the convention or ask questions of the Convention Chair.**
- **She should also have access to a computer (laptop is fine), printer, internet, and copier.**

Registration and Credentials Chair

- One of the hardest jobs is that of the Registration and Credentials Chair – choose wisely.
- Your choice should be someone who is organized and responsible.
- She will receive the registrations by mail and deliver the registration checks to the appointed Convention Treasurer. Copies of all checks should be kept on file in preparation for the final audit.
- She will keep a database of all registrants and provide it on a regular basis to the Convention Chair.
- She will receive participants' tour registrations and deliver the tour checks to the appointed Convention Treasurer.
- She will notify a participant if they send in the incorrect amount of money and issue refunds.
- She will provide the credentials worn by the convention participants using her database of names and states.
- Refunds for cancelled registrations will not be accepted after the cut-off date unless approved by the NFDW Board.

Delegates Folder Chair

- The Convention Chair will work in cooperation with the NFDW President to establish what will be put into the packet.
- The Convention Chair shall coordinate with the Delegate Folder Chair just what the delegate will receive in her packet of information.
- The packets of information provided to each delegate upon registering on-site shall include the NFDW By-laws, lists of officers, board and regional directors.
- The Delegate Folder Chair will establish an efficient system of distributing the folders.

Program Chair

- The Program Chair shall work with the NFDW President in selecting speakers.
- Lunch and dinner are the time to showcase your State's dignitaries – they will appreciate the opportunity to address such an illustrious group.
- The Program Chair will coordinate all three days of programming for the souvenir book.
- She will also be the point person for speakers to contact.

- The host state and the program chair are encouraged to collaborate with the NFDW President and Board to secure national level speakers for the following sessions:

- *Friday Presidents' Luncheon*
- *Saturday Awards Luncheon*
- *Saturday Evening Banquet*

The recommended order for speakers is as follows:

**Friday AM session: local mayor, local elected officials, state party chair
to give welcome remarks**

**Friday Presidents' Luncheon: State Representative or Assemblyman,
State Senator, Governor, State Level Officers**

Keynote Speaker - DNC Executive Board, U.S.Congress, Senator

(NFDW will collaborate with you to secure keynote speakers, when possible).

**Saturday Awards Luncheon: Keynote Speaker – DNC Executive Board, Author, High
Level Elected Officials, Congress, Senate**

(NFDW will collaborate with you to secure keynote speakers, when possible).

**Saturday Banquet: National Level (NFDW support); Keynote address should be
a national level speaker whenever possible, i.e., presidential candidates, acclaimed
author, highly acclaimed Democrat, etc.**

**The Host state is responsible for securing additional speakers and workshop
presenters as needed.**

Pages and Doorkeepers

- **Your Chairperson should be someone who has contact with young Democratic women via your State's Young Dems movement, college Democratic clubs, or educational institutions**
- **Young Democratic women interested in helping should be encouraged to do so and this is the perfect place to utilize their talents (not to mention their youthfulness)**
- **They can be assigned to accompany a named speaker, distribute materials at general sessions, e**

Decorations Chair

- **After you have chosen the theme of your breakfasts, lunches and dinners, you'll want the room to reflect your ideas.**
- **The Decorations Chair should have some experience in being creative, especially with centerpieces.**
- **She should work closely with the Convention Chair.**
- **She should have a working group and a designated work area at the host site to finalize all of the room plans.**

The Core Group

- **Core Group members are not necessarily officers or board members, they are just committed individuals who have a strong desire to help**
- **Once you establish your Core Group of reliable and responsible women, meet at least once a month for the first year**
- **At your monthly meeting you can discuss the plans for your upcoming convention and brainstorm on ideas**
- **After the first year, you may find it necessary to meet twice a month and then, as you get closer to the actual convention date, once a week**
- **Core Group members can be utilized to work with Committee Chairs in their area of expertise**

What and Who Do I Write To?

Attached are sample letters used at a recent convention. You can adapt them to your own situation. Remember, they are just a guideline.

It is imperative to remember to use National Federation of Democratic Women stationery when corresponding with individuals and companies for the convention.

What's in it for us as the Host State?

This is a question that comes up frequently. Hosting a national level convention gives the host state the opportunity to showcase their state with national recognition. Working collaboratively with members of your state gives individual members a wonderful sense of camaraderie and helps to build the state organization by getting newer members involved.

For many members, this is the first opportunity to attend a national convention, connect with other states and their members, and experience the speakers and workshops on a national level. This becomes an opportunity to increase membership at the individual club and state level. It is also an opportunity to invite Democratic leaders and for members to interact with them.

Enjoy!

Hosting a national convention is hectic, overwhelming at times, but a great sense of accomplishment and pride when it is finished. Enjoy your time in the spotlight and good luck!



Convention Guidelines Agreement

As the Host State of the National Federation of Democratic Women (NFDW) Convention to be held

_____ (Date)

in the state of _____, we/I have read and understand the NFDW Convention Guidelines and agree to abide by the guidelines set forth by the NFDW.

We/I recognize that this is a national level convention and all monies raised by the convention go directly back to the NFDW, once bills for the convention are paid in full.

We/I understand that in taking on the responsibility to host the national convention, this is an opportunity to showcase our state and bring national attention to the hard-working Democrats of our state and that in agreeing to these guidelines, we/I recognize that the NFDW Convention is not intended to be a fundraiser for the host state.

Specific protocols as outlined in the Convention Guidelines should be shared with the membership of the Host State in accepting the NFDW bid to host the convention.

(State President or Convention Chair)

(NFDW President)

(Date)

(Date)