Unity in Diversity
How to Build
NEW GFWC Clubs
Part III
SAMPLE PACKET FOR FEDERATING A NEW CLUB
GFWC “Tips for Federating Clubs” Packet

(Each state may have different requirements and application procedures.)

*Note: this packet can be updated to reflect your own state federation and serve as an example only.

Highlights

The following pertains to General, Junior, Collegiate Junior or Juniorette Clubs. Juniorette Clubs require a sponsoring General or Junior Club and an advisor(s) to be federated.

- Establish a core of prospective members (12-15)
  - Minimum of five required to charter a club
- Adopt a motion (resolution) expressing desire to form a club.
- Discuss informally the Bylaw Provisions.
  - Do not reinvent the wheel
  - Sample Bylaws are included in this packet
- Choose a club name, to include GFWC, and the club’s purpose.
- Decide on a meeting place, meeting schedule, meeting time.
- Establish dues amount (including GFWC and GFWC State dues).
- Prior to the next step: Check with your state to see if they fall under the GFWC Exempt Status; if so, skip this step.
- Apply for a Tax-Exempt Status with IRS (Form SS-4)
  - Apply online, by phone, fax or mail to obtain EIN Number.
  - This document is necessary to open bank accounts and begin fundraising as a tax-exempt club. Some Juniorette and Collegiate Junior clubs are covered by the school or college/university and may not need to file for an EIN as a tax-exempt club.
- Other areas that should be researched for information and/or ideas:
  - Liability Insurance: Most clubs have liability insurance to protect the club, officers and membership. Check with insurance companies and receive quotes. The amount will depend on the club’s needs.
o **Bonding**: Many clubs bond their Treasurer, while other bond the entire board. Bonding can be acquired from local insurance companies. Bonding is protection against embezzlement of funds if the Treasurer or other bonded person were to embezzle money from the club. Please note that this is an insurance policy that, if a crime occurs, will replace money that was taken. If your club chooses not to use Bonding and embezzlement occurs, then the club will have to wait until the issue is taken through the legal system and the person is prosecuted. It is only after prosecution that the funds may be required.

o **www.gfwc.org**
  - These websites have a wealth of information on forms, manuals and programs and projects to assist individuals and clubs. For additional information contact GFWC (Your State) First Vice-President and Membership Chairman.

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**How to Organize a New GFWC Club**

**Before the First Meeting**

- Have on hand the GFWC New Club Federation Packet
- Meet (or call), informally, with the key people who will be involved with the new club to determine several things:
  - The time of day to meet
  - Place to meet
  - Contact numbers to be used for publicity - there should be at least two
- Prepare flyers, brochures, or news releases to distribute in the community.
- Send letters to prospective members announcing the first formation meeting and encourage them to bring 2-3 friends.
- Prepare an agenda allowing for several formation meetings.

**At the First Meeting**

- Call together 12-15 prospective members.
Elect a temporary chairman and temporary secretary.
Ask a State or District leader to present the story of the Federation, its structure, object and programs. Prospective Junior clubs should involve the GFWC (Your State) Director of Juniors.
Ask leader to answer any questions concerning membership responsibilities and opportunities.
Adopt a motion (resolution) expressing the desire to form a club.
Adopt a motion authorizing the chair to appoint a Bylaws Committee.
Appoint a Bylaws Committee.
Discuss informally the desired Bylaw provisions.
Decide on a name for the club that includes GFWC.
Set time and date of next meeting.
Adjourn first meeting by General Consent

At the Second Meeting

Temporary officers serve until election of officers according to the newly adopted Bylaws.
Call the meeting to order
Read and approve the minutes of the first meeting
Read report of Bylaws Committee with any amendments desired voted by majority.
Adopt Bylaws by majority vote.
Elect officers in accordance with the Bylaws.
Recess to allow the signing of a permanent record sheet and payment of dues.
Determine the final date for signing of charter members, whether at this meeting or at a later meeting.
List special interests and talents of the members for committees.
Discuss club program and possible projects.
Appoint committees at this meeting or at a later date.
Assign responsibilities for the preparation of application to the General Federation of Women’s Clubs of (Your State) for Membership.
Conduct any other pertinent business.
Adjourn meeting.
After Second Meeting

- Complete form and apply for an Employer Identification Number using IRS form SS4. This is needed to open a bank account for the club.
- Complete GFWC (Your State) Membership Application Form.
- Prepare an official roster of members including names, addresses, cell phone numbers and email addresses.
- Make copies of rosters and bylaws.
- Download a copy of the GFWC Club Manual from the gfwc.org website for the new club president.
- Request the GFWC President’s Packet from the GFWC (Your State) Membership Chairman.

Send to your GFWC (Your District) District President

- Three copies of the completed GFWC (Your State) Application for Membership.
- Roster of Club members including names, addresses, cell phones and email addresses.
- Completed Remittance form.
- Dues check made payable to GFWC (Your State)
- Copy of Club Bylaws.
Instructions for Membership Applications

Three copies of the Membership Application, together with a membership roster, a copy of the club’s bylaws, the GFWC (Your State) Remittance Form and check for the first year’s dues, payable to GFWC, must be sent to the District President.

The District President shall:
- Approve the application
- Sign all copies of the application
- Send them, together with attachments, to the GFWC (Your State) President-elect or Membership Chairman

The GFWC (Your State) Membership Chairman shall:
- Approve the application
- Sign all copies of the application
- Send the original and the club’s bylaws to GFWC Headquarters in Washington, DC
- Send one copy to the president of the club applying for membership
- Send the third copy to the GFWC (Your State) President
- Send the check to the GFWC (Your State) Treasurer together with the remittance form and club roster
- Notify the GFWC (Your State) Membership Chairman, Secretary and Treasurer of the new club

The GFWC (Your State) Treasurer shall:
- Deposit dues checks
- Add club to members roster
- Send club roster to Clubwoman editor and Database coordinator
- Send registration information to the IRS and State Attorney General
The General Federation of Women's Clubs

APPLICATION FOR MEMBERSHIP

The __________________________________________________________

Name of Club

Hereby applies for membership in the General Federation of Women's Clubs as a _____ General Club, _____Junior Club, _____ Juniorette Club, _____ Heritage Club, _____Affiliate Club, _____Associate Club, _____Cyber-Club

and agrees to abide by its Constitution and Bylaws.

Purpose and work of club

______________________________________________________________

Name of Club President

City

County

Date

District

When Organized

Number of Members

Address of Club President

Name of Club Treasurer

Address of Club Treasurer

Name and address of Sponsoring Club or Organizer

Official Approval

Signature of District President

District

Signature of GFWC (Your State)Membership Chairman

Date
Application for Employer Identification Number

1. Legal name of entity (or individual) for whom the EIN is being requested

2. Trade name of business (if different from name on line 1)

3. Executor, administrator, trustee, "care of" name

4a. Mailing address (room, apt., suite no. and street, or P.O. box)

4b. City, state, and ZIP code (if foreign, see instructions)

5a. Street address (if different) (Do not enter a P.O. box.)

5b. City, state, and ZIP code (if foreign, see instructions)

6. County and state where principal business is located

7a. Name of responsible party

7b. SSN, ITIN, or EIN

8a. Is this application for a limited liability company (LLC) (or a foreign equivalent)?

8b. If LLC is "Yes," enter the number of LLC members

8c. If LLC is "Yes," was the LLC organized in the United States?

9a. Type of entity (check only one box), Caution. If "Yes," see the instructions for the correct box to check.

9b. If a corporation, name the state or foreign country where incorporated

10. Reason for applying (check only one box)

11. Date business started or acquired (month, day, year). See instructions.

12. Closing month of accounting year

13. Highest number of employees expected in the next 12 months (enter 0 if none). If no employees expected, skip line 14.

14. If you expect your employment tax liability to be $1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be $1,000 or less if you expect to pay $4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter.

15. First date wages or salaries were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year)

16. Check one box that best describes the principal activity of your business.

17. Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

18. Has the applicant entity shown on line 1 ever applied for and received an EIN?

Third Party Designee

Designee's name

Address and ZIP code

Designee's telephone number (include area code)

Designee's tax number (include area code)

Signature

Applicant's telephone number (include area code)

Applicant's tax number (include area code)

Cat. No. 16059N

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.
Instructions for Internal Revenue Service Form SS-4
Application for Employer Identification Number Revised December 2017

An Employer Identification Number (EIN) is needed by your club in order for you to open a checking account and to be registered as a 501 (c) 3 non-profit organization by the GFWC (Your State) State Treasurer, with the IRS and the State Attorney General’s office.

Answer only the number questions listed in these instructions. YOU MUST have complete and accurate answers to these questions, especially #7.

1. Name of your organization - for example: Everytown Woman’s Club.
2. Mailing address of your club. Use President’s address if you don’t have a separate P.O. Box or address.
3. Physical address of club, if different from 2.
4. County and State where club is located.
5. Name and Social Security number of Club President. This must be correct. They check to be sure they match before they give the club a number. This is used for identification purposes only.
6. Check Other Nonprofit Organization and write in Woman’s Club.
7. Check banking purposes and write in checking account.
8. If you know the date your Club was chartered, use that date. If not, use the date the current president took office.
9. Check your Bylaws. Use whatever date is shown there.
10. Write in N/A.
11. Check Other. Write in Community Service.
12. If the person listed in #7 above, has ever requested an EIN for any other purpose, check yes and complete prior EIN# . If not, check no.

Print your name, address and daytime phone; sign and date the form.
You can receive your EIN by telephone at 1-800-829-4933 or online at IRS-SS-4-form to be able to use your number immediately. If you are calling the information in, make sure you have the form completely filled out prior to calling to the IRS. An IRS representative will use the information from the form to establish your account and assign you and EIN. Write the number you are given on the upper right corner of the form. Keep this copy for your records.
MODEL BYLAWS

When the Constitution and Bylaws are combined into one set of rules called the Bylaws, this model may be used.

MODEL BYLAWS

Article I
Name

Article II
Object

Article III
Members

Section 1. State eligibility, give detailed requirement for membership

Section 2. State method of admitting members.
   a. How members make application
   b. How application is handled
   c. How applicant is notified

Section 3. State how, when, and to whom initiation fees and annual dues are to be paid.

Section 4. State when members are in arrears, how members are to be notified of arrears and by whom. State if members are to be dropped from the roll for non-payment of dues.

Section 5. State method of resignation.

Section 6. State method of re-instatement
   a. Of those who have resigned
   b. Of those who have been dropped

Section 7. State method of electing honorary members and state their rights and privileges.

NOTE: If there is to be more than one type of membership, such as active and associative, this should be stated in the beginning of the article. The rights and privileges of each class of membership should be clearly defined.
Article IV
Officers

Section 1. State which officers shall be required

Section 2. State who shall be eligible

Section 3. State how and when officers are to be nominated and elected; include vote required. State the term of the office and add “or until their successors are elected.” State when they assume their office.

Section 4. State powers and duties of officers. State if president is to serve as an ex-officio member on all committees, except nominating committee. State if president is to appoint all committees.

Section 5. State if officers may be re-elected.

Section 6. State how vacancies are to be filled. Make some provision for removing officers who do not perform their duties.

Article V
Meetings

Section 1. State when regular meetings are to be held. It is wise to include this statement: “except when otherwise ordered by the club or the executive board.” If the regular meeting falls on a holiday, the day may be changed.

Section 2. State how special meetings may be called; by whom and the notice required.

Section 3. State when the annual meeting shall be held and if it is to be for the purpose of electing officers and receiving annual reports.

Section 4. State the quorum necessary for the transaction of business.

Article VI
Board of Directors

Section 1. State who shall constitute the board.
Section 2. State the powers and the authority of the board.
Section 3. State when regular meetings of the board are to be held, who is to preside, and the quorum necessary.
Section 4. State how special meetings are to be called and by whom and the notice required.
Section 5. State how vacancies in this body are to be filled.
Section 6. State if board is to report to the club.
Section 7. Sometimes it is wise to include the following: “The board shall be subject to the orders of the club and none of its acts shall conflict with action taken by the club.”

**Article VII**

**Committees**

Section 1. State the name of the committee, number of members, how and when appointed, term of office, the duties, when meetings are to be held, how special meetings are to be called, and when reports are to be made. Repeat this information for each committee to be appointed.

Section 2. After ALL committees have been named, add: Such other committees shall be appointed by the president, or the club, or the board as shall be necessary to carry on the work of the club.

**Article VIII**

**Departments**

Section 1. There shall be the following departments: (list them) and such other departments to be created by the club as it may deem necessary.

Section 2. A department is authorized to adopt rules for the transaction of its business provided they do not conflict with the bylaws of the club.

Section 3. State if departments shall submit plans for the current year for the approval of the board, and if so, the time of year this should be done.
Section 4. State if departments may enter into projects for the purpose of raising money and give rules. The rules should include approval of the board or of the club. State if these funds are to be paid to the club treasury.

Article IX
Funds

All plans for raising funds within the club shall require approval of the board of directors or the club.

Article X
Parliamentary Authority

The rules contained in “Roberts Rules of Order Newly Revised” shall govern the club.

Article XI
Amendment to the Bylaws

State requirements for amending the bylaws. (Usually it is a two-thirds vote and previous notice.)

Article XII
Dissolution

In the event the club should be dissolved, its assets will be distributed to another organization or organizations qualified under Section 501 (c) 3 of the Internal Revenue Code. No assets may be distributed to individual members. The membership will determine the disbursement of all funds.