

STATE DELEGATE MANUAL



**MINNESOTA
WOMEN OF TODAY**

Rev. 2020

STATE DELEGATE MANUAL



This manual is to remain the property of the local chapter of the Minnesota Women of Today. It is to be passed on to the new chapter state delegate at the end of the current state delegate's term of office. Additional manuals can be purchased through the State Store.

Revised 2020

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INTRODUCTION

As a chapter officer, you have a direct responsibility to provide the tremendous opportunities of the Women of Today to each member of your chapter. In your position, you are one of the leaders of your chapter. To function effectively as a leader, there are elements of your life on which you must continually concentrate. Those elements are 1) the priorities that you set on all aspects of your life, 2) the means by which you motivate yourself and 3) the method by which you manage your time. Your consistent efforts in these areas will assure you of being the quality leader that you know you can be.

The importance of setting and maintaining your personal priorities cannot be over-emphasized. The priorities that you set for your family, your job, and your Women of Today activities should always be of importance and in focus - they will all be competing for your attention this year.

Involve your family in whatever Women of Today activities you can. It's important that they see what you do when you are away from them.

Your second priority should be your job. You should let your immediate supervisor know of your Women of Today office and what your responsibilities will entail. You might be surprised that most employers view civic involvement by their employees as a very positive quality. Discuss with your employer some of the reasons you took on this responsibility and how this experience can benefit you as a person. During the year, share with your employer some of the things that are happening because of your participation.

You will succeed if you set and maintain your personal priorities. It is really that simple!

RESPONSIBILITIES OF A BOARD MEMBER

- Attend ALL board and chapter meetings. You are an elected officer in your chapter and therefore have a responsibility to attend the meetings to offer your input, give reports, and set an example to the other members.
- Set goals for yourself, listing what you would like to achieve through the office you hold. Write them down and refer to them often to assess your progress.
- Be prompt at all meetings. It is unfair to have others wait for you and it can be disruptive to the flow of the meeting when people are late.
- Be prepared. Improvised reports show lack of caring for your position and they can drag on and on, thereby being wasteful of others' time.
- Be attentive to others' reports, concerns, and ideas. You expect the same from others.
- Show your support of your chapter president by assisting her whenever possible.
- Be attuned to the needs and concerns of your individual chapter. Any potential or existing problems should be brought to the attention of the chapter president and the board of directors promptly.
- Do not be afraid to voice concern if another board member or the chapter president is not fulfilling her duties. It is to the chapter's benefit that such problems are taken care of promptly before they affect the entire membership.
- Do not gossip. If you have a problem or concern, bring it to the attention of those that can help and assist in solving the problem.
- If you must miss a meeting, arrange to have someone else give your report. Then call the president or the secretary to find out what you missed. You should not expect the chairperson or president to call everyone that misses a meeting.
- MAINTAIN A POSITIVE ATTITUDE! Nothing brings a chapter down faster than rampant negativism. If a chapter's officers do not have a positive outlook, the rest of the group cannot be expected to perform and feel positive about the chapter.

BOARD RESPONSIBILITIES

- The board may meet once a month for the purpose of conducting official business and to review all matters to come before the membership. Board meetings should be open to all members of the organization, except upon special request of any member or for a special matter as deemed necessary by the president.

- Evaluate project proposals before they are submitted to the membership at a general meeting.
- Review any constitution and by-law changes before submitting them to the membership.
- Recommend chapter policies for the approval of the general membership.
- Present a forum for the purpose of orientation and training the membership. This could be at a general orientation and/or a new member orientation. It would include overview of the Women of Today organization, officer duties, chain of command, and proposed projects and activities.
- Report to the membership any correspondence that any member of the board circulates.
- For the purpose of leadership training, a chapter can decide that it will be the responsibility of each member of the board (with the exception of the past president) to conduct one board meeting as assigned by the president.
- Formulate the year's plan of action and budget for approval of the general membership.
- Welcome all visitors and guests to the board meetings and the regular membership meetings. Always be aware of protocol.
- Always remember - we are an organization of cooperation, not competition!
- SUGGESTED PROTOCOL - Good manners and common sense are generally adequate when conducting general membership meetings. However, the following suggestions may need to be reviewed:
 - ✓ PLEASE BE PROMPT!
 - ✓ Remain quiet when others are speaking.
 - ✓ Stand when giving reports - speak to the whole group.
 - ✓ Address your comments to the chair and the group, not to individuals.
 - ✓ To make a motion, you must be recognized by the chair, then stand and state your motion.
 - ✓ Remember to confine your comments to the motion under discussion.
 - ✓ No committee work is allowed.

DUTIES OF A STATE DELEGATE

As your chapter's state delegate, you provide an important link between your chapter, district, and state organizations. Some of your duties will be to:

1. Serve as a liaison between your chapter and the district and state Women of Today organization.
 - a. Encourage chapter members to attend district and state meetings.
 - b. Make all reservations for district and state meetings, unless otherwise stated in your bylaws and policies.
 - c. Create an interest in attending the district and state meetings. Make sure your new members understand these meetings and are encouraged to attend them.
 - d. See to it that as many state forums are attended as possible at state meetings. State officers and state program managers facilitate these on a variety of topics.
 - e. Keep the chapter informed of state activities and report to the membership on state and district meetings.
 - 1) Take notes at district and state meetings.
 - 2) Read the minutes of the district and state meetings thoroughly. It is your job to keep the chapter informed of all activities. The state business meeting minutes will be found in the chapter mailing that goes out to each chapter following each state convention. These are mailed to the chapter mailing address on file with the Chapter Service Center. Chapters can opt-out of receiving these by mail. Regardless, the chapter mailing is available on mnwt.org. **NOTE:** Chapter mailings can be sent to state delegates for a subscription fee. Requests may be made through the Chapter Service Center.
 - 3) Pick up your chapter information packet (CIP) at each state meeting and distribute to the appropriate vice president or program managers as soon as possible. CIPs can also be found on the MNWT webpage. Chapters may also choose to opt-out of receiving these and will need to access them from the webpage. **NOTE:** You should go through the CIP with your chapter president before distributing it to the VP's or program managers. She needs to be aware of the information in the packet.
 - 4) Report on district and state activities at your meetings. Keep the report lively! There is often so much to report that you should put a full report in your chapter newsletter.

- f. Submit articles about your chapter's activities and projects to your district newsletter and to the state NEWSLET.
2. Represent the chapter at all district and state meetings.
 - a. The state delegate is the official representative of her chapter. She shall represent the views of her chapter at district and state meetings. She is responsible for verification of voting strength and voting delegates.
 - b. Sign in with your area representative before the business meeting at state conventions and pick up voting dots for your delegation.
 - c. Attend state delegate roundtables held at each state convention. These are prepared and hosted by the state administrative vice president or her representative. You will receive information and ideas pertinent to your position as state delegate. Some districts also hold state delegate roundtables.
 3. Act as extension chairperson or appoint an extension chairperson and work with her and the extension team. An extension, the formation of a new chapter, is one of the most satisfying responsibilities that you and your chapter can assume. Direct benefits to your chapter include:
 - a. Your members learn more about Women of Today while selling Women of Today to other women in another community.
 - b. Your extension team, you, and your chapter will receive a great deal of satisfaction by completing an extension. You can be proud of expanding and perpetuating our organization.
 - c. Your chapter will be stronger by completing an extension because extending a new chapter:
 - 1) Establishes internal unity and builds better members for your chapter.
 - 2) Builds a stronger state organization that will provide better service to your chapter. Be familiar with the extension manual put out by the extensions director. If you have the opportunity to do an extension, that manual is filled with lots of ideas and a step-by-step plan. Be sure to contact your district director when beginning an extension; she will be able to offer you help.
 4. Set up visitations to other chapters. A visitation is not only a visit to another chapter's meeting; it is a joint social, joint project, or any activity that brings members of two or more chapters together. An enthusiastic visitation program can be a great asset to any chapter and the individuals making the visitation. Members making a visitation have an opportunity to share experiences, successes, failures, fundamentals, and fellowship. They are able to pick up ideas and bring them back to the chapter. A good visitation program increases enthusiasm and participation. Steps to build an effective visitation plan include:
 - a. Sell the personal benefits of visiting another chapter.
 - b. Prepare for the visitation.
 - 1) Develop a visitation schedule for the year.
 - 2) Acquire meeting time and location of chapter meeting prior to visit.
 - 3) Contact the chapter president of the other chapter to let her know you would like to visit.
 - c. Travel to chapter
 - 1) Give each person visiting an objective to achieve.
 - 2) Determine time and location of departure.
 - d. During your visit
 - 1) Do not sit as a group; mingle with others.
 - 2) Keep a written list of new ideas.
 - e. Returning home
 - 1) Discuss activities of chapter visited.
 - 2) Find out what members' views and ideas are.
 - f. Follow-up
 - 1) Write thank you letter to the chapter visited.
 - 2) Put into action the ideas gained for improvement of your chapter.

STATE DELEGATE CHECKLIST

MONTHLY

- Report at chapter meeting. Give written report to chapter secretary.
- Submit articles for the chapter newsletter.

TRIMESTER

- Complete state delegate trimester report and return to district director by deadline given.
- Promote attendance at district and state meetings and events. This could also include other meetings such as future directions or finance.
- Attend district meetings and state conventions if possible.
- Promote and set up visitations to chapters in your district and others nearby.
- Attend new member orientations and promote participation at the district and state level.
- Present awards received at district and state meetings.

DISTRICT MEETINGS

- ___ Pass around a sign-up sheet and collect money if needed prior to the registration deadline.
- ___ Arrange carpooling for those attending.
- ___ If chapter pays any registration, get check from treasurer.
- ___ Mail registration forms and check to appropriate person by deadline if needed.
- ___ Prepare state delegate report for meeting with the assistance of the chapter president if needed.
- ___ Attend state delegate roundtable if available.
- ___ Represent your chapter delegation. Voice all votes for the chapter when appropriate.
- ___ Keep a record of all awards and recognition received at the meeting, as well as any upcoming events announced.
- ___ Promote participation in competitions and First Timer's program.

STATE CONVENTION

- ___ Pass around registration forms and collect money at meeting prior to registration deadline (registration forms can be found in chapter information packets (CIPs) from prior trimester) or online.
- ___ Make and verify room reservations for your chapter for state conventions at least several months in advance.
- ___ If chapter pays any registration, get check from treasurer.
- ___ Mail registration forms and check to appropriate person by deadline if needed.
- ___ Attend state delegate roundtable.
- ___ Check in at financial and voting credentials.
- ___ Represent your chapter delegation. Voice all votes for the chapter when appropriate.
- ___ Pick up your CIP and awards from your district director.
- ___ Promote participation in competitions and First Timer's program.

OTHER

- ___ Pass around sign-up sheet for area meeting to be held late March or early April. Make car pool arrangements and send registration if needed.
- ___ Submit an article about your chapter to the state NEWSLET.
- ___ Promote Local Officer Training Session (LOTS) in May and submit registration for your chapter. Arrange carpooling for those attending.
- ___ Promote national conventions (mid-year and annual).
- ___ Consider completing a mid-year and year-end state delegate individual entry.

DISTRICT AND STATE PUBLICATIONS

1. Read and keep updated the State Plan of Action; each chapter receives one. You may purchase another one from the state store if the one the chapter receives goes to the president.
2. Carefully read the chapter mailings, which are published eight times a year. These are emailed to the chapter email and are available online. Chapter mailings contain the following information:
 - a. Minutes of executive council meetings.
 - b. Minutes of state business meetings.
 - c. Bylaw changes and/or proposals.
 - d. Highlight page - award winners - programming information.
 - e. Corrections and/or additions to the plan of action.
 - f. Much more information and upcoming events.
3. The NEWSLET contains articles from the chapters, state program managers and articles on state meetings, etc. If you have a special project or program that is run in your chapter, be sure to submit an article and/or encourage the chairperson to do so. Your members will enjoy reading about themselves!
4. If your district has a newsletter, it should contain:
 - a. Pertinent information from the district director.
 - b. Information and suggestions from district program managers.
 - c. Information about what other chapters in your district are doing.
 - d. All members may not receive the district newsletter so be sure to pass this information along to them.

STATE DELEGATE DUTIES FOR THE CHAPTER INFORMATION PACKET

CIP - Chapter Information Packet

PURPOSE - To distribute information from program managers, staff, districts, and chapters to every chapter. Packets are compiled at MNJOTs, Fall State and Winter State convention and given to each district director for them to distribute to each chapter in their district. Full CIPs are also available online. If your chapter chooses to opt-out of receiving the printed CIP packet, you still need to follow-up and make sure your chapter knows they are available online.

1. Check the Table of Contents to make sure each item listed is in the packet.
2. If information is missing, please contact the appropriate staff member or state program manager to obtain another copy of the information.
3. At the business meeting be sure to take out the agenda from your CIP and use it during the meeting. You can fill in the blanks as you go.
4. Take the time to read over all information contained in the packet so you are well aware of all items and the information contained in the materials. This will help you make a more accurate report of chapter programming on your state delegate's report.
5. Distribute the information to the correct individuals in your chapter promptly. **Do not wait** until the night before your next meeting to give local program managers their information. This does not give them the time needed to prepare an accurate report. An excellent time to distribute the material from the packet is at your board meeting if it falls before your membership meeting. Also, share the information with your internal and external programming VPs.
6. If your local program managers are not reporting on the information from the packet, please help them. Perhaps they are not aware of their duties or do not understand the materials. Discuss this at your board meeting and develop a follow-up plan.
7. State program managers and staff spend many hours preparing this information for each chapter. The CIPs contain valuable information that can be put to good use. Please ask for help if you do not understand it.
8. If you have some information you would like to include in the CIP at a certain convention, please contact the state secretary, and she will assist you as to how to go about this.

MEETINGS

STATE CONVENTIONS

There are three meetings throughout the year where chapters from across the state come together. They are as follows:

Fall State: Held the 3rd or 4th weekend in September. Bids to host the next Fall State meeting will be held at this meeting. There is a project fair, programming forums, enrichment sessions, a business meeting, and awards.

Winter State: Hosted by the state organization and held in the metro area the 3rd or 4th week of January. Outstanding Young Adult, Outstanding Persons with Developmental Challenges and Women Who Impact awards are presented at this convention. Programming forums/training sessions, a business meeting, and awards will also be held.

Annual: Held the 3rd weekend in May. Bids to host the next Annual convention will be held at this meeting. Community Connections awards are presented at this convention. A business meeting, trimester and year-end awards, and election of a new state president and treasurer are held.

AREA MEETINGS

Area meetings will be held in late March and/or early April for purposes of presenting state president and treasurer candidates and to allow the current state president the opportunity to address the membership. Area meetings may be called at other times if deemed necessary by the president and state staff.

DISTRICT MEETINGS

Women of Today chapters meet with other chapters from their district three times a year (fall, winter, and spring). District board meetings are usually held prior to district meetings and are attended by chapter presidents, state delegates, district officers and district program managers, and any other member of the chapters within the district.

As you can see, there are many different meetings and you, as state delegate, are your chapter's representative at these meetings. They are a great opportunity to gain information valuable to yourself as well as your chapter. You also have the opportunity to make friends with many others across the state. These friendships will last a lifetime. Plan now to attend as many of these meetings as possible and encourage your chapter members to attend with you. They are a lot of fun.

YOU AND THE STATE ORGANIZATION

There may be times when you have asked yourself, "Who is the state organization?" YOU are the state organization. It is made up of chapters all over the state just like yours. They are all different shapes and sizes but they are all working toward a common goal - to leave the world a better place for others.

When the local chapter plays an active role in the state organization, then we become strong. If the local chapter chooses not to become active in the state organization, then we become weak. It is that simple - YOU can make the difference. One good way to become active in the organization is to get to know the state officers and program managers and to use them. Another good way to become familiar with the working of our state is to read and become familiar with the State Plan of Action and by-laws and policies. You can also familiarize yourself with the programming areas and goals that each program manager has set for the year. The entire executive council is waiting to serve you - all you have to do is ask!

EXECUTIVE COUNCIL STRUCTURE

| President | | |
|--|--|---|
| Executive Director | Chairman of the Board <i>Future Directions, Marketing, and Membership Management Committee</i> | Presidential Assistant |
| Administrative VP <i>District Directors</i> | | Membership VP |
| Chapter Management VP <i>TLC Chapters Gold Team Success Manager</i> | | Financial VP <i>State Store Manager Finance Committee</i> |
| Programming VP <i>Living and Learning Community Connections Youth of Today Women's Wellness Priority Project</i> | | Parliamentarian <i>Bylaw Review Committee</i> |
| Extensions Director <i>Extension Teams 2 & Under Chapters</i> | | Secretary <i>NEWSLET Editor</i> |

HOW TO UTILIZE STATE OFFICERS

Many times when thinking of state officers, a chapter tends to use only the district director and state president. These are excellent choices, but do not forget about all the other talented women out there who are available.

When planning programs and forums, look to see who can help you set something up. If you are planning something on parliamentary procedure, why not contact the state parliamentarian and see if she could come or can recommend someone in your area to do it.

When looking for guest speakers, look around your area and see who is available. Any member of staff, program manager, or district director would make great guest speakers, depending on what you are looking for.

There are many ways to make use of YOUR state officers, but remember if you decide to use one, keep these things in mind:

1. She has a limited budget, so try to cover her expenses.

2. Mileage should be reimbursed at the current rate per mile as specified in the bylaws.
3. Make your request well in advance.
4. Always follow up oral requests with a written invitation and specific directions.
5. Inform her of exactly what you would like her to cover and approximately how much time she has.
6. Inquire if overnight accommodations are needed and arrange these for her (an invitation to stay with you or another member is acceptable).

GUIDELINES FOR COMPLETING THE STATE DELEGATE REPORT

The state delegate's report is used to help the district director and other state officers keep up on what is happening in the chapters with membership and participation beyond the chapter. When filled out properly, this report is an invaluable tool for the chapter president and state delegate. It gives you an idea where your chapter is engaging.

Each trimester your district director will request a report from you. Be sure to complete yours and return it to her by the deadline. She needs this information from you. Your report covers a great deal of items and gives your district director a lot of information about your chapter. Your district director can use the information in a variety of ways. She will have an idea of what areas your chapter is participating in outside of the chapter activities and any support your chapter needs. She can also see what kinds of activity you are doing as state delegate. Information can be shared with state staff through her monthly report to keep them updated on what is happening in your chapter. She can also use your report to help in deciding district awards and recognition for your chapter and its members. Do not under estimate the importance of your trimester report.

SUGGESTIONS TO HELP YOU FILL OUT YOUR REPORT

1. Type or print. If you must write, please write clearly. The form is found on-line at www.mnwt.org. You will have the option of printing out a form to complete by hand or submitting the form electronically.
2. Make 3 copies: 1 for your district director, 1 for the state administrative vice president, and 1 for your files. If you are completing the form via the website, copies are automatically sent to these individuals.
3. It is a good idea for the state delegate and president to fill out the rough draft together. The president can help provide membership information.
4. Use local minutes, newsletters, and agendas for information on what you need.
6. Keep an accurate calendar of all chapter event and dates attended.
7. Fill the form out clearly and accurately.
8. Don't leave any areas blank. If there is no activity in an area, be sure to write "no activity." You can also note if anything is planned in the upcoming trimester.
9. Use the sample state delegate form to help when filling out your report.



Minnesota Women of Today

State Delegate Trimester Report

PLEASE TYPE OR PRINT. Send a copy to your District Director and Administrative Vice President by district due date. Use additional paper if more room is needed.

Print Name _____ Date _____

Trimester 1 2 3 Chapter _____ District _____

Address _____

Email _____ Phone _____

Promotion: List how you reported on district, state, and national business.

List any new ideas implemented

Travel: List any travel: to other chapters, state or district functions, meetings or events.

| Date | Event | Place & Mileage | Who Attended |
|------|-------|-----------------|--------------|
| | | | |
| | | | |
| | | | |

Extensions: List any area near you that may be a possible community for an Extension. Update status on any extension(s) in progress or the intent to start an extension.

US Women of Today: Explain how your chapter participates.

Other: Include any comments or concerns from your chapter that should be directed to your District Director and/or the Future Directions Committee for discussion.

INDIVIDUAL EVALUATION

The Individual Evaluation recaps your year and gives a good report and reference guide for your successor. The form is also a good tool to use as a mid-year checkpoint. It will give you a good overview of where you are at as far as your goals. You can send your mid-year evaluation to the Programming Vice President to be critiqued, which will assist you with your year-end evaluation form. Watch for the entry deadline in the PVP's promotional material.

You are encouraged to submit your Individual Evaluation at year-end for review and consideration for year-end recognition. The evaluation form should include everything right up until the end of your year as state delegate. This record-keeping tool is used to evaluate the chapter presidents and state delegates in naming the Key Award winners at Annual Convention.

The Programming Vice President will provide you with the forms and explanations you will need. The following pages include a sample form and instructions.

State Delegate Evaluation Form - SAMPLE

The Mid-Year and Year End evaluations are MNWT tools provided to members in leadership positions to help increase their ability to perform in such positions. The focus of this evaluation is on both the actions and accomplishments within your position as well the results you achieved.

This form can be submitted as a Word document or PDF file and email to pvp@mnwt.org.

NAME: _____

EMAIL: _____

PHONE: _____

CHAPTER: _____ DISTRICT: _____ AREA: _____

Is Your Chapter a 2 and Under Chapter? _____

MNWT POSITION: _____

1. **GOALS** - For each goal below, what steps have you done to accomplish each goal including what progress you have made and changes made to meet each individual goal?

Goal 1 (goal involving your role as a liaison for your chapter):

Goal 2 (goal involving visitations to other chapters and districts):

Goal 3 (goal concerning communicating to your chapter about activities and promotions of district, state, or national events):

2. **Describe your role/attendance/visitation at local, district, state or national meetings, committee meetings and trainings.**
3. **How did you promote membership? What were the results?**
4. **What resources available (trainings, CIP's, manuals) have helped you in your position?**
5. **What would you like more training on or assistance with?**

6. **What has been your greatest challenge?**
7. **What has been your biggest success?**
8. **Is there anything you would like to have known before taking this position?**

INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL EVALUATION

1. Be sure to use the correct evaluation form. For chapter presidents and state delegates for newly chartered chapters, check the box that you are a 2 and under chapter. This includes newly chartered chapters after January 1 of the previous year.
2. Type the question and then the answer. There is no need to type what is in parenthesis. Using bullets under each question is preferred and makes it easier for the reader.
3. Use phrases if possible to explain what you did. Use details in answering questions – be specific. Example: 10 invitations sent out. Visited 3 chapters first trimester.
4. The first time an abbreviation is used, it SHOULD be spelled out. After it is used the first time the abbreviation may be used. Example: Chapter Information Packets (CIPs).
5. The evaluation should be no longer than 10 pages (not including substantiating material). Pages should be numbered.
6. Use margins of ½” (.50) or larger and font of 10 point or larger. A font style of Times New Roman or a similar font is preferred for ease of reading.
7. Your entry should be professionally done and presented in a neat format.
8. Mid-Year Entry: Completing the mid-year allows you an opportunity to prioritize your year and make adjustments as needed. You will receive a review of your goals/performance and be offered encouragement and tips specific to your needs including suggestions for any changes you might want to make for your year-end entry. Remember, this feedback is to help you improve your entry and suggest ideas/implementation that you might not have thought about.
9. Year-End Entry: Completing the year-end allows you the opportunity to honestly review your year, share your accomplishments, and support your successor. By giving a copy of your year-end to your successor you will be helping them get a better understanding of their new position. Although all year-ends will be considered for an individual award, not all entries may receive one. The year-end entries will be evaluated by a group of reviewers and the state president. Gold, Silver and Bronze keys will be awarded at Annual Convention.
10. Your Year-End Entry should consist of the following:
 - Limited to a 10 page typed entry, numbered
 - Your personal Plan of Action (Goals and Implementation)
 - You may include up to 5 pages of substantiating material; this helps to illustrate how you accomplished your goals and strengthens your entry. It is not required but is recommended.
11. Entries should be emailed to the Programming Vice President at pvp@mnwt.org as either a word or pdf document. There is no monetary fee required to submit.

SUBSTANTIATING MATERIAL

1. A maximum of (5) pages is allowed. Examples: Chapter membership brochure, newspaper articles, pictures, etc.
 2. Articles from newspapers, magazines etc. must show the name of the publication and the date published.
 3. Photos must be labeled, with a brief description.
- Your Personal Plan of Action (Goals and Implementation) is **NOT** part of your substantiating material.

Contact the Programming Vice President with questions.

STATE MEETING CREDENTIALS

It is usually your job to take care of credentials when you attend state meetings. This must be done in order for your chapter to receive their voting dots and be eligible to vote on any items at state convention including election of officers. At the business meeting at convention, the state parliamentarian uses the numbers from credentials to verify and establish a quorum. You have until 30 minutes after the business meeting has started to seat voting delegates. No delegates will be seated after that point. No exceptions will be made! They may still attend the business meeting, but may not vote.

The credential books are given to the state secretary and she will verify the number of votes during voting.

Voting varies according to what is being voted upon. Usually voting during a meeting is done on a voice vote with the aye/nay method. If a question arises as to the percentage of votes, it may be necessary to ask for a show of hands or for a standing vote. Remind your delegates that only voting delegates may vote even in the voice vote situation. During a vote for a bid presentation for

conventions, it is required by our policies and bylaws that we conduct a standing roll call vote. During a draw, a chapter is chosen to start the vote. All of your delegates will stand when your chapter is called and you, as state delegate, will announce your vote. If you have more than one vote present, it is not necessary for your chapter to cast all of your votes one way, but may split them according to your chapter's wishes. That is why it is so important to discuss issues to be voted on at the state meeting with your chapter ahead of time.

If you or your chapter have a motion on the floor at a convention, it is necessary for you to write down the motion on a motion slip (in triplicate) and present them to the president, state secretary and the state parliamentarian. These slips are available from the state parliamentarian. If the motion has to do with a policy or bylaw change, you should contact the state parliamentarian to be sure you have the correct wording for the presentation of the motion. She is there to help you. She will assist you and will not attempt to discourage you from presenting your motion. Always remember to approach the microphone when addressing the floor, wait to be recognized, and present your statement. It should not take longer than two minutes. You will not be allowed to speak on your motion again until all others who wish to speak have already done so.

Encourage your chapter members to get involved in matters of district and state business. You are technically their spokesperson. Assist them and encourage participation.

CREDENTIALS COMMITTEE

What is it? The Credentials Committee consists of the financial vice president, state parliamentarian, and executive director. There are actually two sets of credentials a chapter must clear before being allowed to vote on any state matters.

Financial Credentials: This committee is available Saturday morning of each convention at a designated time and place for you to: 1) verify your voting strength, based on your chapter base as of the month previous to the state meeting; 2) challenge your chapter base; 3) pay the amount your chapter owes to the state treasury; or 4) challenge the amount owed.

Voting Credentials: This committee is available immediately prior to the start of the state business meeting. Representatives are available from each area. At this time, the state delegate verifies the number of voting delegates that you have in attendance and receives their voting dots. Voting strength is based on your chapter base according to the proportionate voting established in our state bylaws (see next page). If the representative notes that amounts are still due the state treasury, then your representative will be sent back to financial credentials to pay what is owed. Once cleared, your chapter may receive their voting dots and register to vote.

If your chapter owes money to the state treasury and you have not paid or appropriately challenged the amount owing by the close of the credentials committee, **your chapter will not be allowed to vote at the business meeting.**

How to Challenge Amounts Owed to the State Treasury: Generally speaking, the amounts owed are for an underpayment or late payment of dues, an underpayment of a ways and means order, or a NEWSLET return.

- For an underpayment of dues, you will already have been notified by the executive director and requested to submit payments to her. If that has not been taken care of prior to the state meeting, then you must pay the amount prior to the close of the credentials committee.
- If you feel you do not owe the amount for dues, then you must bring your copy of the renewal notices and/or add & change forms you submitted for the time the underpayment was noted. If in fact there was an error on the part of the executive director, the appropriate adjustment will be made and you will be able to vote at the business meeting.
- For an underpayment of a ways and means or state store order, the state store manager or financial vice president may have already notified you. If you have not sent the amount to her prior to the state meeting, then you must pay the amount prior to the close of the credentials committee.
- For a NEWSLET return, the financial vice president will have available the name of the person and the date which the NEWSLET was returned by the post office. If a member has moved and your chapter has not sent in an address change on an add & change form to the executive director, that member's NEWSLET will be returned and a cost will be charged to the organization. NEWSLETs are not forwardable by the post office. If you have sent in an address change, but the NEWSLET was already mailed, you still must pay for the return.

If you have copies of an add & change form (showing the corrected name/address) and/or renewal notice (showing that a member did not renew) and you have incurred a NEWSLET return fee because she was not dropped from the mailing list, the appropriate adjustment will be made.

The key to challenging an amount that you do not owe is to have the information with you at the state meeting. You cannot wait until you get back home. You should be notified in advance of the convention of the amounts that your chapter allegedly owes the state treasury - it is up to you to see that it is paid or challenged.

NUMBER OF CHAPTER VOTES

Per the Minnesota Women of Today bylaws, the number of votes each chapter receives is determined by their chapter size at the end of the previous trimester.

The breakdown of votes is as follows:

- Chapters with 3-15 numbers shall be entitled to 3 votes.
- Chapters with 16-25 members shall be entitled to 4 votes.
- Chapters with 26-35 members shall be entitled to 5 votes.
- Chapters with 36 and over members shall be entitled to 6 votes.
- Chapters with less than three (3) members but still on the rolls of the Minnesota Women of Today shall be entitled to one (1) vote.

BYLAWS AND POLICIES - IMPORTANT CHAPTER TOOLS

Bylaws should contain the foundation of the rules in your chapter. These are the major definitions of the organization, its members, its board of directors (including their election), how often the group meets, and what the rules for changing the bylaws are.

Policies are the chapter customs which need to be documented, but which can be changed quite easily (usually a vote at any chapter meeting, no prior notice being required).

You are a chapter member, whatever your position will be for the coming year. Review your chapter bylaws and policies, report any ideas you may have for changes to your parliamentarian, and be sure to participate in your chapter's annual bylaw review committee.

WHAT IS PARLIAMENTARY PROCEDURE?

Parliamentary procedure consists of the rules for running your meetings and making decisions at them. Many people worry that they cannot understand it, that they will never remember which side you need to have voted on to “move to reconsider a motion,” or what such a motion is or does. Here are the basics:

I. Chapter Procedures

- A. Customary process for new projects. Should they go through the board before being brought up at a chapter meeting?
- B. Customary process for asking for help on a project not being run by your chapter.
- C. Chapter rules such as talking informally during meetings, standing or not when giving a report or just discussing a motion, use of “good and welfare,” etc.

II. Agendas

- A. Your chapter's agenda structure will determine a lot about how and when to bring up ideas that you may have.
- B. Review it carefully and be sure you know why it is set up as it is.

III. Parliamentary Procedure

- A. Main motions: “I move that...” Each one must be seconded to make sure that at least 2 people are interested in talking about the motion.
- B. Amendments: This is one way we change motions. Each amendment must be seconded. Anyone can propose an amendment. You vote on the amendment first, so you know whether the main motion is changed before you vote on it.
- C. Disposing of Motions: Votes are yes, no, or abstain. The motion maker can withdraw the motion if it has not been voted on and no one objects.

PARLIAMENTARY PROCEDURE

I. The "WHY" of Parliamentary Law

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it, but if one knows the vocabulary, the rules come easy.

The purpose of a meeting is to promote and carry on the business of the organization effectively and efficiently. This may be done in many ways without violating the rules of good parliamentary procedure -- and, in fact, following of good parliamentary procedure can enhance the quality of one's business meeting.

II. The "PURPOSE" of Parliamentary Law

- To enable an assembly to transact business with speed and efficiency.
- To protect the rights of each individual.
- To preserve a spirit of harmony within the group.

III. Five Basic "PRINCIPLES" to Consider

- Only one subject may claim the attention of the assembly at one time.
- Each proposition presented for consideration is entitled to full and free debate.
- Every member has rights equal to every other member.
- The will of the majority must be carried out, and the rights of the minority must be preserved.
- The personality and desires of each member should be merged into the larger unit of the organization.

IV. A "MOTION" is a proposal that the group should take certain action.

V. How "MOTIONS" are Classified

- Main Motion - Brings a question before the assembly.
- Subsidiary Motion - For the purpose of modifying or disposing of the main motion under discussion. Examples: to amend, table or refer to committee.
- Privileged Motion - Has no connection with the main motion, but is of such importance as to demand immediate consideration. Examples: to adjourn, recess, call for orders of the day.
- Incidental Motion - Miscellaneous motions that cannot be placed in any of the groups listed above. Examples: division of the house, reconsider, appeal the decision of the chair.

VI. "STEPS" Necessary to Present and Dispose of a Motion

- Address the chair - rise if desired by the chair.
- Be recognized by the chair.
- State your motion - "I move" is the key
- Motion needs a second by another member.
- Chair restates motion.
- Debate is held. Maker of motion usually has first chance to speak, alternating the pros and cons of the issue.
- Vote is taken.
- Presiding officer announces the result of vote and action to be taken.

(NOTE: Members should not talk against their own motions, even though they have changed their minds. They may, however, vote against their own motions or withdraw them.)

VII. "AMENDMENTS"

The purpose of an amendment is to change or modify the motion. Anyone who wishes to change or modify the original motion may propose an amendment. The need for an amendment may be apparent at once or because of discussing the motion. An amendment must be related to the subject of the main motion. There are three ways of amending:

- By striking out a certain word or words.
- By adding a certain word, words, or sentence.
- By substitution of a word, phrase, clause or an entirely new motion.

An amendment, once it has been moved, must be seconded, is debatable, and requires a majority vote to pass. If the amendment does not carry, the original motion is still before the group.

METHODS OF VOTING ON A MOTION

1. By Voice - The chair states, "all in favor, say 'Aye'; all those opposed, 'Nay'."
2. By Roll Call - Secretary calls each person's name, and he/she responds with "yes," "no," or "I abstain."
3. By Ballot - Members write their vote on a slip of paper.
4. By Division - Members raise their hands or stand "for" or "against" the motion.

HOW TO EXCITE MEMBERS TO PARTICIPATE ON DISTRICT AND STATE LEVEL

As state delegate, one of your most important contributions is to excite your members about participating beyond the local level. The more a member learns about the Women of Today and how the local, district, state and national organizations work together, the more committed the member becomes in her local chapter. It is a good investment for chapters to put effort and even money into encouraging participation beyond the local level. Discuss this concept with your president or board of directors. Here are some ideas to get you thinking which other state delegates to promote involvement and increase participation have used successfully.

1. Give new members or first time attendees a \$5 off coupon to be used toward their first district or state meeting. The chapter would have a budget set up for this.
2. Chapter donates two free district meeting registrations or one state convention registration, and the state delegate holds a lottery for all attending convention (or for all who have never attended). Lottery chances could be "purchased" by chairing a project, doing a visitation, completing a certification, or something similar.
3. Use a theme.
 - "Road Warriors" - play it up; give certificates or little cars for miles logged.
 - "See the World with Women of Today" - write up articles or reports for meetings like a travel brochure, illustrating the wonderful features about the location and activities.
4. Draw a map on a LARGE scale showing all district meetings and convention locations and the route from your town. Mark any points of interest along the way (Dairy Queen, shopping malls, etc.). Make a game of traveling - draw a picture of the car you rode in and cut out paper dolls to represent all members attending.
5. Take photos at district/state meetings or on the way to and from and display them on poster board each month to give members who have never attended a feel for what takes place. A picture is worth a thousand words.
6. Use a skit.
 - "How to Pack for a Convention" - be silly, but get the point across.
 - "10 Good Reasons to Spend a Weekend Away" - ask your president or past members who have attended to give you ideas if you have never attended these meetings. Your district director would be a good resource if no one from your chapter knows.
7. Be excited and share that excitement with your chapter. If you need help with this, invite your district director to speak to your chapter about participating.
8. If a member attends a meeting for the first time, have her share her thoughts about the event in your newsletter or at a meeting during your report.
9. Be open to new people when they attend. The worst thing would be for you to encourage new people to come along and then not include them once you get to the meeting or convention. This could cause the member to pull away from the chapter.
10. Use your imagination. Your members will appreciate any extra effort you put into making meetings fun.

REPORTING AT MEETINGS

It is important that you have a report at each meeting. There is always something coming up and something to report! Encourage and motivate chapter members to attend district and state meetings and report on any awards received. Be sure to have sign-up sheets available for members to register for events you are promoting and be sure to send them in on time. Try to catch your members' attention by using creative reporting. The following are some ways to enhance your reports at meetings.

Costumes: Use a costume that goes along with your theme, the convention's theme or make up your own. Just try something different that will make members sit up and take notice. Try a skit to go along with the costume. This would be a great way to report on a past convention or promote an upcoming convention or district meeting.

Music: Throw in some music here and there to break up the meeting. It will keep members' attention. Try something like "On the Road Again" by Willie Nelson when reporting on visitations.

Props: Shut off the lights and wave several flashlights around the room while reading an award winner's write-up. When the recipient's name is announced, then shine all flashlights on her. Now there is a way to keep their attention and what an honor it would be to be the one with the lights focused on them!

Top 10 List: Come up with a "Top 10 List" (reasons why) for attending a visitation, district meeting, convention or whatever you are promoting. Keep it light and have fun!

Incentives: Remember it does not have to cost much, but let your members know you appreciate their efforts and support of the events you promote. Give them a treat or coupon to go with your theme.

Games: Have your members stand up, completely turn around, and sit down again if their name is read during your report.

Alternatively, pass around an envelope with a “surprise” in it. The envelope is passed each time you say a certain word in your report (i.e. Women of Today, district, convention). The person with the envelope at the end of your report keeps the surprise.

State delegate reports can get to be lengthy so try to keep your report to the highlights. Use your chapter newsletter to promote events in detail and list all the awards received by the chapter.

TIPS TO STAY SELF-MOTIVATED

1. Invest in yourself. You are worth the price of self-improvement.
2. Crystallize your thinking and commit your energies to personal goals.
3. Concentrate on the benefits of reaching personal goals.
4. Think ACTION; it is the best method to avoid depression. Do it now! Do not procrastinate.
5. Persistence often turns adversity into greatness.
6. Know where you stand. Recognize your good points, appreciate your successes, minimize your weaknesses, and maximize your strengths.
7. Learn to stay relaxed and receptive to ideas.
8. Keep problems in the proper perspective - break them into manageable parts.
9. Surround yourself with personal and professional winners.
10. Accept personal responsibility for your thoughts, feelings, and actions.
11. Put yourself in other people's shoes. How do you see yourself from their position?
12. Use your imagination to come up with a plan for improvement.
13. Be thankful for your critics and learn from them.
14. Keep your positive feedback and build on it.
15. Compliment others when they deserve it.
16. Eliminate can't from your vocabulary. Focus your attention and energy on accomplishments.

"Failure is only a change in direction to set you straight for your next success."

Denis Waitley