

**NATIONAL FEDERATION  
OF  
DEMOCRATIC WOMEN**



**PROTOCOL HANDBOOK**  
June 2010 Edition

# NATIONAL FEDERATION OF DEMOCRATIC WOMEN

## OVERVIEW

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. 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.

There are many organized groups, which represent certain segments of women Democrats in this country. Some are tied to a particular city or county or state; others reflect particular issue agendas or ethnic groups. Some groups attract women in a specific age category or occupation. The needs and interests of many women fail to get addressed by any organized group. None of the existing organizations represent the broad range of women in our Party.

The National Federation of Democratic Women works to unite this wonderful diversity of devoted women behind one common goal *the support of our Party and the involvement of women in the political process.*

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. This 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.

This hand book is designed for federation national, state or local officers or members wanting to get more involved in NFDW and the political arena. Protocol, in the political arena, is a combination of organizational rules, social courtesies and political practices. Following accepted protocol is essential to any organization being able to present itself as an effective, vital and viable organization.

Special thanks to the Arkansas, Georgia, Kentucky, North Carolina, Pennsylvania, Texas and Washington Federations for so generously sharing your materials for inclusion in this handbook.

Please use this handbook as a guide rather than a "how-to-do-manual". It is intended to stimulate the kind of club discussion that will lead your group to a consensus on the methods that will work best in your community. Have a great year. NFDW needs you. The Democratic Party needs you.

Your fellow Democrats,

Annette C. Jones  
NFDW President, 1997-1999

Mae J. Jackson  
NFDW 4th Vice-President  
Protocol handbook Author

Revised 2010: President Pat Hobbs

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NATIONAL FEDERATION OF DEMOCRATIC WOMEN  
ELECTED OFFICERS

President:  
First Vice President:  
Second Vice President:  
Third Vice President:  
Fourth Vice President:  
Fifth Vice President:  
Recording Secretary:  
Treasurer:

State Federations of Democratic Women always have a President/Chair and a Treasurer. Other officers vary from state to state.

FREQUENTLY ASKED QUESTIONS

*What is the National Federation of Democratic Women (NFDW) and how is it related to me?*

The Democratic National Committee (DNC) recognizes NFDW as a nationally organized group to work within the Party for Democratic Women. NFDW has three (3) seats on the DNC. Any state club of Democratic women which is recognized within its state can belong to NFDW. Payment of individual dues to your local federated club gives you membership in your local club, the state federation and the national federation.

*There is not a Federation in my state. Can I still belong?*

In states where a statewide organization does not exist, NFDW bylaws provide for Club membership and/or individual membership. Any NFDW officer can help you become an affiliated and active member.

*What is our position on endorsing candidates?*

NFDW affiliate clubs **cannot** endorse one Democrat opposing another Democrat. Clubs are encouraged actively to conduct voter education, voter registration, and Get-Out-the-Vote programs and activities related to primary elections. Clubs may, and are encouraged, formally to endorse party nominees at the conclusion of the primary race. This is the national position and is the recommended position for federated clubs.

## *How is NFDW business handled during the year?*

Major NFDW activities are adopted at the national convention. The Executive Board, made up of elected officers and members appointed by the president, is empowered to implement these activities. The Executive Board meets according to your by-laws or at the call of the president. Each state federation president and interested members are encouraged to attend board meetings, in an ex officio capacity. We are a democratic organization. Therefore, only meetings to discuss personnel, real property or lawsuits can be closed to the public.

## *How can I get a COMMUNICATOR, the NFDW newsletter?*

The COMMUNICATOR will be distributed on our web site and by e-mail so that ALL members may be informed about information, activities, and meetings. Our web-site is [www.nfdw.com](http://www.nfdw.com). State Presidents and Officers that do not have access to e-mail or the web site should appoint a person who has such access to receive the national communications so they might distribute the information locally.

## *May I serve on an NFDW committee?*

NFDW is always looking for committee members. Our By-Laws, Article IX states that special committees shall be appointed by the NFDW President with the approval of the Executive Board. (By-Laws Article IX) The by-laws don't indicate that committee chairs can assign committee members, the President assigns committee members. Volunteer forms may be accessed on the NFDW website, [www.nfdw.com](http://www.nfdw.com). You are more likely to be asked to serve if you regularly attend your state's annual convention, and the annual national convention.

## *Can men join NFDW?*

Yes. All Democrats who support the NFDW Mission Statement and organizational purposes are welcomed in our organization.

## *Who can submit nominations for NFDW Annual Awards?*

An NFDW club or member may submit a nomination for either or all NFDW Awards. The nomination forms and procedures may be found on our web site, [www.nfdw.com](http://www.nfdw.com).

## DUTIES OF THE OFFICERS

Unless modified by a club's bylaws, protocol suggests that traditional duties of elected and appointed officers be followed.

### **President/Chair:**

- Presides at all meetings.
- Represents NFDW publicly or designates an alternate.
- Appoints Standing Committees and names the Chairs at the first board meeting.
- Appoints special committees and non-voting officers as needed. A protocol chair may be included.
- Sets meeting dates and prepares the agenda.
- Serves as an ex officio member on all committees, but cannot serve on the nominations committee.
- Provides leadership for the group.

### **President-Elect or Vice President:**

- Performs the duties of the President when the President is absent.
- Performs duties assigned by the President *e.g., protocol chair-* provides an excellent way of learning.

### **Secretary:**

- Records actions taken in club and executive meetings.
- Distributes the minutes to the Executive Board as quickly as possible after the President has reviewed them.
- Serves as the custodian of the minutes from previous years.
- Records board members meeting attendance, as required by bylaws.
- Handles correspondence as directed by the President unless a corresponding secretary is appointed.
- Sends written meeting notices as directed by the President unless a corresponding secretary is appointed.
- Provides data to the historian.

### **Treasurer:**

- Custodian of funds in bank accounts and sign checks.
- Pays bills and makes other disbursements, as directed by the Executive Board.
- Reports the financial condition of the club at each Board meeting.
- Makes budget recommendations for the next year.
- Turns over all books and statements to the next Treasurer or audit committee.

## **MANAGING A MEETING**

The President/Chair is responsible for developing and producing an agenda for each executive and/or club meeting. A written agenda for every member is not an absolute requirement. However a handout copy with room for notes is helpful for members to keep up with club business and activities. If at all possible, the agenda for the next meeting should be included with the minutes of the previous meeting. The written agenda should contain enough information to allow members to be prepared to take any necessary action.

## **SUGGESTED AGENDA FORMAT**

Club name  
 Date and time (and place if it changes frequently)  
 Name of presiding officer (usually President/Chair)  
 Regular or Executive Board Meeting Agenda

Call to Order  
 Approval of Previous Minutes  
 Treasurer's Report  
 Correspondence  
 Reports:  
   Executive Committee  
   Standing Committees  
   Special Committees  
 Unfinished Business  
 New Business  
 Announcements (might be reminded again before closing)  
 Program  
 Adjourn

*\*Every named committee should be expected to report. Written committee reports should be submitted to the secretary for the record.*

### **Hints for the Executive Board**

The Executive Board meets as defined by your local by-laws. These meetings should be held before the regular meeting as a preparatory session for the elected leaders of your club to be able to conduct an orderly, productive and short regular club meeting. Although it is the president's job to set the agenda, the Executive Board is the expected support system to help the President complete this task.

Executive Board meetings are thought of as work sessions for your club, in which your club leadership conducts an ongoing evaluation of club goals, special projects, membership growth, member participation, routine or special club needs, committees and so forth. The purpose of the Executive Board meeting is to set aside a special time for the leaders to focus on ways they can best do the jobs to which they were elected/appointed and to support the membership and the club in reaching the agreed upon goals.

The membership should be informed as to the date, time, and place of the Executive Board meeting. Any member or nonmember may attend an Executive Board meeting. Voting at an Executive Board meeting is limited by your bylaws to the defined members of the Executive Board.

NOTE: The president may appoint a protocol chair. The protocol chair must work closely with the president, parliamentarian and state/national convention chair. Formal protocol rules are not required for local meetings, but often an excellent opportunity for training--practice makes perfect. *Formal protocol rules should be followed at all state and national meetings.*

## IMPLEMENTING THE ORGANIZATIONS' PROGRAM

Each Federated Club is independent and is regulated only by its individual bylaws. NFDW offers leadership and guidance to a club to achieve consistency in Democratic Women's activities across the country. You know your club. You know your community. You know your needs. Each Federated Club is encouraged to implement programs that are the most relevant and needed in the local area. Special committees are a tool!

Clubs are encouraged to use as many committees as the size of your organization can support. Committees are one sure way to get a majority, if not all, of a club actively involved in keeping your Federated Club alive, viable and growing. Whether a committee is standing or special depends upon your bylaws. The committees listed are mere suggestions. You may want to use all of the ones listed, some of the ones listed, or create your own list.

### Awards and Recognition

State and local clubs are strongly encouraged to present awards/recognition, in a manner similar to that done at the national level. Currently, three annual awards are given by the NFDW to recognize the contributions of an Outstanding Member, Humanitarian and Outstanding Democratic Woman Officeholder. Some state federations give a special award for Lifetime Achievement. Nominations are accepted from all members for all categories and this committee can be responsible for selecting the recipients. *The criteria for Awards developed at the national level is suggested to be used by state and local clubs.* National criteria for awards may be found on the [www.nfdw.com](http://www.nfdw.com) website. Awards are usually given at an annual convention. However, the setting for an awards ceremony is your choice, from banquet to barbeque.

Winners of your local awards for Member of the Year, outstanding Female Elected Official and Humanitarian should be submitted to the National Federation of Democratic Women for

consideration for the corresponding national award. NOTE: *NFDW does require that awardees personally accept an award.*

### **Convention Contact/Coordination**

Out-of town meetings are the focus for this committee. The goal is to increase member participation at the state and national levels. The committee may be responsible for making hotel reservations and coordinating travel arrangements. The key responsibility is to make attending out-of-town meeting affordable and fun.

### **Educating/Training**

This committee is responsible for developing leadership training. Campaign schools may be developed as a tool to identify women to run for or seek appointment to office.

### **Hospitality**

One of the greatest assets a Federated Club offers is an opportunity to network with like-minded individuals. Developing ideas for ways to encourage and maintain this asset is vital to a club. Ideas for places to meet, door prizes, refreshments, new member orientation/recognition, old member recognition, etc. are all part of hospitality and are acceptable tools.

### **Legislative**

The legislative committee monitors state and national legislation for those issues critical to women and families. The committee may be empowered to represent the club at local, state, and/or national governmental meetings. Reports to the membership may be informational or recommend individual members of club action.

### **Membership**

The membership committee should present an annual suggested membership goal. An accurate roster (address, phone, e-mail, fax) should be maintained. Although membership is an ongoing, constant activity for any club, an annual membership drive is an essential responsibility.

### **Newsletter**

Although we would like for every member to attend all meetings, the reality is that this is not possible. However, every member does need to stay up-to-date, whether monthly, quarterly, or another schedule. Each Federated Club, local and state, is encouraged to produce and distribute a newsletter by e-mail to those that use it, or by mail.

### **Nominations/Election**

Election of officers should be held in a timely manner and as mandated by your by-laws. The nominations committee should work to ensure that NFDW members get "practice" holding office. After all, a primary part of the NFDW mission is to help women get elected to office. What better place to practice!

### **Program**

Many clubs set aside part of each meeting for some program activity. This meets the NFDW mission to educate and inform women of the political process and on those issues affecting our lives.

### **Public Relations**

Positive visibility is a national goal. Press releases are the mainstays for this committee. Does your club have a state and/or a national banner? A public relations committee can help you identify the locations where state and national banners may be displayed. The public relations committee can also be the group to stay up-to-date on all the places the federation should be represented.

### **Social Activities**

NFDW is about WORK! But, all work and no play leads to massive burnout! The social activities committee plans the fun things that allow us to recognize and go back to work.

### **Ways and Means**

Fundraising is a necessary activity for not-for-profit clubs. Dues, alone, simply will not support the work Democratic Women want and need to get done to support candidates, political activities or projects. At least one major annual fundraiser is the norm for most clubs **and** is a strongly recommended activity for all clubs.

### **Press Conferences**

Press conferences should be called very carefully. The advantage is that you get to tell the media what you want them to know. The disadvantage is that the media gets to ask you what it wants to know.

Unlike any press release, which should be used frequently to let the general public and other Democrats know that your club is moving forward, the press conference should be used

sparingly. If the media learns that when your club calls a press conference that they can expect real news, you can expect that they will attend and report your news.

### TIPS:

1. Send a press release announcing the press conference to all media in your area. Get a complete list by contacting your County Party, State legislators, or members of Congress.
2. Leave ample parking for the media.
3. Arrange special seating, with the media having direct access to the person(s) speaking.
4. Avoid media "rush hours", 2:00 is about as late as you should try. Print media must write and submit the story about 5:00 p.m. Television reporters must be ready for the 5:00-6:00 P.M. news.
5. **Only the media is to ask questions and only your designated spokesperson(s) should Respond to the media.**
6. NEVER have "No Comment"!! The media will, more often than not, interpret your lack of response. **No matter what the media asks, answer what you want the public to know.**

### Sample Press Release

#### For Immediate Release

Contact person:  
(Phone/Fax)

To:

From:

Date:

Re: Press Conference or Subject of the News Item

(Club name) will hold a press conference (date, time and place). (name of primary speaker and title) will (subject of press conference should be briefly referenced). If the media is not well acquainted with your club, provide them with a BRIEF description.

The press conference release should be thorough and clear enough to whet the medial appetite, yet vague enough to prevent the story from being written without their coming. For print media or radio/television reporters, the new release should be written in the inverted pyramid form, with the information you definitely want printed in the first paragraph. Often, reporters use only that paragraph.

#### General Hints

Invite the media to your special activities. If it is a fundraising or pay event, give the media complementary tickets. Also, give the media special seating to make sure the media has a good view of what you want them to see and, hopefully, report. Radio and television talk shows are frequently "dying" for guests. Volunteer. They will thank you for the help and generally, remember you favorably. Make the media your friend. Never avoid controversy. However, **always** keep your response limited to the facts of the situation AND to the information you want to see in print or hear on the radio or television. **If you are not the responsible or designated**

**spokesperson for the club, direct the media to the spokesperson without comment.**

## **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.) 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.
3. The National President and the Executive Board are responsible for convening and holding National Convention. As the local host club, responsibility for the convention is limited to local arrangements and ambiance. As host club and persons with the most knowledge about the host city it is the local host club's responsibility to:
  - a. Recommend hotel(s) and meeting site(s) from which the national officers can select the official convention location(s).
  - b. Make or complete arrangements with caterers, printers, local transportation companies, vendors and any other craftspeople required by the convention to have a smooth running and pleasant meeting. **Remember: Any and all contractual agreements requiring payment for services must be approved and signed by the executive body responsible for the convention-not the host club.**
  - c. Communicate with intended and/or registered conference attendees, as requested.
  - d. Help with securing speakers, entertainers, program participants, etc., as requested.
  - e. TRANSPORTATION TO/FROM THE AIRPORT, TRAIN, OR BUS TO THE MEETING SITE IS A SOCIAL COURTESY--NOT A PROTOCOL REQUIREMENT. However, if the convention location is remote or in a difficult-to-reach location, providing transportation for the speaker is advisable for the host club(s) and Elected Executive Board Members.
  - f. Provide "hotel room creature comfort" for speakers and the organization president (flowers and/or fruit and/or snacks, wine), escort services to meeting rooms or places difficult to find, a stenographer or similar things that would make it easier for the speaker(s) and organization's president to get their job(s) done. This is a social courtesy rather than a required protocol. Advisable-not required.
  - g. Give the convention a written report, income and expenditures included, of actions taken to host the convention.
  - h. GIVE YOURSELF ENOUGH TIME. A modest wedding takes a good year for planning. Conventions take no less.

## **RECEIVING LINES-INTRODUCTIONS**

President/Chair  
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 and other appointed officers)  
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

NFDW: president, vice presidents, (in rank order), secretary, treasurer, past presidents (in order of date), parliamentarian, other appointed officers,

Special Guests, (in rank order).

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.

### **PLATFORM AND/OR SPECIAL SEATING**

The official, written, list of persons to be seated at the head table(s) or platform and to be provided special seating **must** come from the president. The number of processionalists to be held is determined by the president and the convention chair. The processional may include those persons to be seated at special tables or in reserved seating.

### **FLAGS AND BANNERS**

The national and state flags should be in proper place at all times. Organizational banners are discretionary. However, an organizational banner is in order and may be displayed during any meeting or approved function. During a convention, the convention committee is responsible for flags and banners. In a public auditorium the U.S. Flag is positioned at the place of honor at the right of the speaker's podium as the speaker faces the audience. Other flags go to the left of the speaker. If more information is needed go to your website and insert "U.S. Flag Protocol".

### **PAGES**

Two pages should be assigned to each food function and, at least, one page for each meeting. A chair should be reserved on either side of the platform and a chair at the meeting room entrance, with a sign marked "PAGE". Pages are available for use by every person on the platform. Communication with persons on the platform should be through the Pages who should wear PAGE badges. The convention committee chair should secure the Pages, who are appointed to service by the president.

### **TIMEKEEPER**

The timekeeper sits in a reserved front row seat, with a sign marked "TIMEKEEPER". The president should give the timekeeper the exact time for each speaker. Use of a stopwatch is recommended. The timekeeper is selected and appointed by the president.

## COMMUNICATING WITH ELECTED OFFICIALS

Club letterhead is always to be used in written communications with elected officials. When writing any official, the following format is suggested:

The Honorable (full name)  
TITLE (of office held)  
Address  
City, State, Zip

Dear TITLE (President, Congressman/woman, Judge) last name

In speaking to any official: use TITLE and last name

**NEVER-NEVER-NEVER**, in public communication 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 is just the way of politics and politicians.

**ALWAYS** acknowledge a public official's presence in your meeting, unless you have been advised by the official or her/his staff that the official wishes to observe without recognition.

### Official Visits with Elected Officials

1. Make an appointment, giving the purpose of your meeting and the amount of time you will require. If an urgent matter must be handled and you believe it cannot wait for an appointment, be prepared to wait in the official's office or outside the chamber, *patiently*, for an indefinite period of time. If you do not have an appointment with official, state your urgency and ask for "x" minutes, not more than ten (10), to share your position. *Keep visits, arranged or unscheduled, brief.*
2. Use state and federal elected officials' time sparingly. When at all possible, conduct your business with or through the designated staff, i.e., for legislative matters, be in contact with the legislative assistant or aide; for state or federal services, make contact with the staff person responsible for constituency services, etc.
3. Put as much of your request, issue, and/or concern in writing for the official's use in addressing the subject of your visit.

## STATE TO NATIONAL RESPONSIBILITIES

1. Club and individual dues are paid directly to the national treasurer, on or before the date specified in the bylaws. Any and all questions about membership status should go to the national treasurer. Any and all conflict or disagreement about membership status should go to the treasurer.
2. Each member club is expected to participate in NFDW convention fundraising activities. Sometimes, each club is asked to bring 20 wrapped gifts for the \$1.00 "grab basket" and one gift for the silent or live auction valued at not less than \$50.00- \$75.00.
3. 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 treasurer keeps communications accurate. Notification to the newsletter editor or website chair directs the *Communicator* or other information to the proper person.
4. Club newsletters should be sent to the national president and the newsletter editor. Club newsletters to the president are information sharing communications. Club newsletter to the newsletter editor are for open network communications with sister clubs through the website and the *Communicator*.
5. State clubs bylaws changes should be sent to the national secretary.
6. Any and all interest in volunteering for an NFDW committee, activity or event should be directed to the president and your regional director.
7. Handling of funds is very important. Please refer to the "Convention Handbook" for information concerning the registration funds, payment of bills, etc.

## INSTALLATION OF OFFICERS

Installation of newly elected officers gives a club an excellent opportunity to showcase Democratic women and your club as a viable organization. The general public **and the media** may be invited, giving the club a terrific opportunity to recruit new members and enhance its positive image. The national president or her designee, regional director or a prominent figure in your state or city may be invited to install the officers, applying the protocol "rules" for agreements with and responsibilities to speakers (State or federal legislators or judges are great choices).

### Sample Installation

The sample installation ceremony provided may be used as written or shortened, using only those parts best suited to your club. The installing officer should feel free to add personal touches.

Will the newly elected officer please come forward to be installed?

The membership of (local club name) have duly elected you to office, thus its members have indicated their trust in you to serve faithfully and inspiringly as their leaders.

\_\_\_\_\_, as President/Chair, it is your responsibility to preside at all meetings and to provide leadership for the club.

\_\_\_\_\_, as Vice President (President Elect) you must be prepared at all time to preside or perform other duties of the president in her absence, in addition to those specific duties assigned to you.

\_\_\_\_\_, as Secretary, it is your duty to attend all meetings and to keep accurate minutes as a permanent record for the club.

\_\_\_\_\_, as Treasurer, you assume custody of the funds for this club. It is your duty to assure financial stability by keeping accurate accounts and by reporting regularly to the membership.

Democratic Creed may be repeated by officers in unison if desired.  
It was composed by Mrs. John L. Woodbury.

I believe in the Democratic Party as the party whose principles work for the best and highest interest of all the people;  
I believe with Thomas Jefferson in equal and exact justice to all people of whatever state of persuasions, religious or political;  
In the support of state government in all of their rights;  
In the preservation of the general government in its whole constitutional vigor;

And, since government derives its just powers from the consent of the governed, I believe in a zealous care of the rights of election by the people.

To the upholding of these principles, I pledge my best efforts.

Do you as officers of (local club name) promise to uphold the constitution of the (state) Democratic Women and to strive to educate others concerning the Democratic party of (state)?

RESPONSE: I DO!

Will you try to the best of your ability to carry out your assigned duties as officers and encourage participation of others in the activities of the club and the party?

RESPONSE: I DO!

Do you pledge to support the Democratic Party on the local, state and national level and to uphold the precepts and principals of the Democratic Party?

RESPONSE: I DO!

And, do you, as members of this club, pledge your support of, and cooperation with these officers?

RESPONSE: WE DO!

You are individuals thoughtfully selected for your offices and I know you will work unselfishly to uphold the best in our government and in our club.

By the power vested in me as (title), I now pronounce you duly installed officer of (club name) and wish you every success in you new duties. CONGRATULATIONS!

### **Rules Are Basis For Protocol**

The bylaws of the National Federation of Democratic Women are intended as guidelines for federated clubs and for individual members. Respecting the rules as established by local, state, and national bylaws is key to acceptable protocol being followed. The NFDW Bylaws may be at found at [www.nfdw.com](http://www.nfdw.com).

Follow Roberts Rules of Order, Newly Revised while conducting meetings in an orderly manner. **Protocol without rules produces chaos.**

**Be familiar with the bylaws and Protocol, review them often, strive for an orderly, just, effective, inspiring, interesting meeting, and your members will return often to help your club achieve its goals.**