

# MISSOURI FEDERATION of WOMEN'S DEMOCRATIC CLUBS



February 28, 2019

TO: MFWDC Officers and Executive Board Members and Members  
FROM: Cindy Jenks, MFWDC President  
RE: Official Call to Convention 2019

MFWDC Officers, Executive Board Members and Members,

## **THIS IS THE OFFICIAL CALL TO THE 88th MFWDC CONVENTION**

The 88<sup>th</sup> Annual Missouri Federation of Women's Democratic Clubs State Convention will be held at the Capitol Plaza Hotel and Convention Center in Jefferson City, May 31, June 1-2, 2019.

Convention Co-Chairs, and the 7<sup>th</sup> District ladies, have worked hard to bring you this exciting convention.

All information is included in this packet. **Please read carefully for deadline dates.** Forms are also available on our website, [mfwdc.org](http://mfwdc.org).

We hope that many of our members attend this special 88<sup>th</sup> Convention, Celebrating 100 years of women's suffrage in Missouri.

Cindy Jenks  
MFWDC President



## MISSOURI FEDERATION OF WOMEN'S DEMOCRATIC CLUBS

88<sup>th</sup> ANNUAL CONVENTION  
May 31- June 1-2, 2019  
Capitol Plaza Hotel and Convention Center  
415 West McCarty  
Jefferson City, Missouri

Cindy Jenks, President of the Missouri Federation of Women's Democratic Clubs, issues the  
**Official Call to the 88<sup>th</sup> MFWDC Convention**  
**Hosted by the 7<sup>th</sup> Congressional District MFWDC**

THE CONVENTION THEME IS

**AND, AIN'T I A WOMAN!**  
**CELEBRATING 100 YEARS OF SUFFRAGE & SISTERHOOD**

### **2019 MFWDC CONVENTION CO-CHAIRS**

Peggy Stepp  
[pstepp48@gmail.com](mailto:pstepp48@gmail.com)

Nanda Nunnelly-Sparks  
[nandanunnelly@gmail.com](mailto:nandanunnelly@gmail.com)

The 7<sup>th</sup> District MFWDC welcomes you to our beautiful Missouri State Capital, Jefferson City, and to the Capitol Plaza Hotel and Convention Center. We have rooms reserved for MFWDC convention attendees. The hotel has an indoor pool, business and fitness centers, high speed wireless internet access and complimentary parking. It is located within walking distance of the Missouri State Capitol Building and many small shops. The room rate is \$101.00 per night + tax = \$115.29 and a suite is \$131.00 + tax = \$150.29. **Hotel reservations MUST be made no later than May 1, in order to receive the convention rate.** Reservations may be made by calling the hotel and asking for a room for the MFWDC Convention. The numbers for the hotel are 800-338-8088 and 573-635-1234. The convention co-chairs and the ladies of the 7<sup>th</sup> District MFWDC have done a tremendous job planning this wonderful convention. Looking forward to seeing you May 31-June 1-2, in Jefferson City.



## MISSOURI FEDERATION OF WOMEN'S DEMOCRATIC CLUBS

### DUES:

A 2019 Dues form is included in this packet. *District dues must be paid to your District Treasurer; State Dues must be paid to our MFWDC Treasurer. **The Deadline for the State and District dues is April 16, 2019,*** per bylaws- **Article V: Membership and Dues Section 1-** Membership in the Federation shall consist of all women's democratic clubs in the State of Missouri provided district dues have been paid as per district bylaws and upon payment of Federation dues as hereinafter provided. **Section 2-**The annual dues for membership in the Federation shall be one dollar (\$1.00) per capita payable to the Treasurer of the Federation not less than forty five (45) days prior to the annual meeting. Make State Dues payable to MFWDC and **send to:**

**Cathy Spainhower, MFWDC Treasurer**  
**3512 Bridge Manor Drive**  
**Kansas City, MO 64137**

### MISSOURI FEDERATION OF WOMEN'S DEMOCRATIC CLUBS DUES FORM

Please return this form with your **state dues** to:

**CATHY SPAINHOWER, MFWDC TREASURER**  
**3512 BRIDGE MANOR DRIVE**  
**KANSAS CITY, MO 64137**

**Payable upon receipt of this form**

**DEADLINE: April 16, 2019**

Congressional District \_\_\_\_\_ County \_\_\_\_\_

Club Name \_\_\_\_\_

Club President \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Club Treasurer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of Members \_\_\_\_\_ Amount enclosed @ \$1.00 per member \$ \_\_\_\_\_

*Make checks payable to: Missouri Federation of Women's Democratic Clubs (MFWDC)*

**Missouri Federation of Women’s Democratic Clubs’ Bylaws Relating to club delegates to the state convention:**  
Article IX: Section 3: Clubs are entitled to representation as follows: One (1) delegate for each ten (ten) members upon whom **per capita dues of \$1.00** have been paid. Article V: Section 1: District dues must be paid to the district treasurer. Section 2: Dues shall be payable to the treasurer of the Federation not less Than forty-five **(45) days prior to the state convention.**

**DUES MUST BE POSTMARKED NO LATER THAN April 16, 2019, DELEGATE AND ALTERNATE CARDS WILL BE AVAILABLE AT CONVENTION REGISTRATION.**

**A LETTER OF ELIGIBILITY FOR DELEGATES WILL BE MAILED TO YOUR CLUB AT THE ABOVE SPECIFIED ADDRESS.**

**DISTRICT DUES**

**MUST BE PAID TO YOUR DISTRICT TREASURER PURSUANT TO DISTRICT BY-LAWS: The District dues are paid to the district treasurer, and the monies stay at the district level, as are State dues paid to the State treasurer, and the monies are used at the State level. Both State and local dues should be paid to insure voting privileges at the convention.**

In a conversation February 8, 2019, with Sherry, at the Missouri Ethics Commission. She informed me that we are allowed PAC to PAC donations. The lawsuit was thrown out last year in Cole County.

**FOR OUR RECORDS, PLEASE INCLUDE THE INDIVIDUAL MEMBER NAMES AND CONTACT INFORMATION.**

NAME	ADDRESS	PHONE	EMAIL

## **CREDENTIALS FEE:**

Clubs are entitled to representation as follows per bylaws:

### **Article IX: Meetings Section 3-**

At the meeting of the Federation, all clubs shall be entitled to representation as follows: one (1) delegate for each ten (10) members upon whom per capita dues of one dollar (\$1.00) have been paid. **Section 4-** Each delegate shall be entitled to one vote. No proxies are allowed.

Fees charged are **\$10.00 per delegate** and **delegate-at-large; \$6.00 per alternate; \$5.00 per member or guest if not a delegate alternate.** If a guest is purchasing the brunch and/or banquet ticket, the \$5.00 fee is waived. **(Do not mail- this is payable only at the credentials table at convention to.)**

## **REGISTRATION FEE/MEAL TICKETS:**

\$75.00 Brunch/Banquet tickets before May 10<sup>th</sup> and after May 10<sup>th</sup> the cost is \$85.0

\$45.00 Banquet only before May 10<sup>th</sup> and after May 10<sup>th</sup> the cost is \$55.00

**Make check payable to 2019 MFWDC Convention Treasurer along with the registration form. Please write in note on the check: registration. Mail to:**

**PEGGY STEPP, 2019 MFWDC CONVENTION TREASURER  
2739 S. CLAREMONT  
SPRINGFIELD, MO 65804**

The registration form is included in this packet.



**MISSOURI FEDERATION OF WOMEN'S DEMOCRATIC CLUBS**  
**www.MFWDC.org**

**MFWDC 88th Convention**  
**HOSTED BY THE 7TH DISTRICT MFWDC**  
**May 31, JUNE 1-2, 2019**

**MEAL TICKET ORDER FORM**

**Payment must accompany order.**

Make checks payable to: **2019 MFWDC Convention Treasurer. Please write note on check**

**Registration and mail to:**

**PEGGY STEPP, 2019 MFWDC CONVENTION TREASURER**

**2739 S. CLAREMONT**

**SPRINGFIELD, MO 65804**

\*\*\* Tickets will be in your registration packet \*\*\* **CREDENTIAL FEES** will be paid at the Credential Table at the Convention. **DO NOT SEND WITH REGISTRATION.**

<u>Ticket Type</u>	<u>Price</u>	<u>After May 10</u>	<u>No.</u>	<u>Amount</u>
Full Registration	\$75	\$85	_____	_____
Saturday Brunch Only	\$30	\$40	_____	_____
Saturday Banquet Only	\$45	\$55	_____	_____
		Total	_____	_____

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Club Name \_\_\_\_\_ Congressional District \_\_\_\_\_

Name you want on your ID badge \_\_\_\_\_

If you have a special dietary need, please let us know. We will attempt to accommodate your needs. Please specify, Vegan, Diabetic, Kosher, Celiac, or other \_\_\_\_\_

**Registration forms must be postmarked by May 10, to receive lowest rate.**

## **MFWDC WOMAN OF THE YEAR, 2019**

Awarded annually to honor the woman who best exemplifies the traditions and ideals of the Federation and the Democratic Party. **The deadline is May 1, 2019.** Send submissions to **Sarah Starnes, MFWDC Woman of the Year Committee Chair, 642 E 36<sup>th</sup> Street, Kansas City, MO 64109, 816-522-5584 [starwal@aol.com](mailto:starwal@aol.com)**  
A Woman of the Year nominee submission form is included.

*Missouri Federation of Democratic Women's Clubs*  
*Woman of the Year*  
**2019 Nomination Form**  
**Deadline: May 1, 2019**

Woman of the Year award is presented annually by the Missouri Federation of Women's Democratic Clubs at the State Convention. **When submitting your form do not attach more than two support letters and do not submit another version of this form. Please submit an electronic photo with the form for the program book.** Consistency will guarantee that each nominee will have equal consideration.

**Nominee:** (please print clearly)

Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street or Box) (City) (Zip Code)

Telephone \_\_\_\_\_  
(Home) (Work) (Cell)

**Club Name:** \_\_\_\_\_

**County** \_\_\_\_\_

**Club President:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street or Box) (City) (Zip Code)

Telephone \_\_\_\_\_  
(Home) (Work) (Cell)

**Congressional District: Number** \_\_\_\_\_

**President's Name**  
**(District)** \_\_\_\_\_

**MFWDC member since** \_\_\_\_\_

**Please list Nominees' activities on behalf of the Missouri Federation of Women's Democratic Clubs and the Democratic Party. When listing organization affiliations, specify whether city, county, district, state, or national. List any office(s) held in such organization(s) and whether the office is present or past: (Please list only Democratic activities here.)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please list nominee's participation in campaigns of Democratic candidates. Specify the office being sought by the candidate and any position the nominee may have held in the campaign:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please list any other civic contribution/involvement:**

\_\_\_\_\_  
\_\_\_\_\_

**(Attach additional sheets, if needed)**

Each Women's Democratic Club in each Congressional District is invited to nominate a Woman of the Year for that District. Each District Club will choose a winner and place that name in nomination for the state award. All District Women's Democratic Clubs must have their nominations for the State Woman of the Year in by **May 1, 2019. Please send to:**

**Sarah Starnes, MFWDC Woman of the Year Award Chair**



642 E 36<sup>th</sup> St., Kansas City, MO 64109 (816-522-5584)  
sarawal@aol.com

Your Women's District Club will set the deadline for nominations from your local club.

Deadline for your Congressional District Women's Democratic Club \_\_\_\_\_

Your Congressional District WOY contact is \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

## Missouri Federation of Women's Democratic Clubs Standing Rules and Procedures for the Woman of the Year Award

### Standing Rule 4.

An award entitled Missouri Federation Democratic Woman of the Year shall be presented each year at the annual meeting to honor a woman who best exemplifies the traditions and ideals of the Federation and Democratic Party in the state of Missouri on a continuing basis through volunteerism.

Qualifications for nomination are: must be a member of her local democratic club, district club and the Federation. (*explanation—per capita dues must be paid for this woman to her club, the district club, and to the MFWDC Treasurer—President*)

The nominee selected by the district committee shall be that district's nominee for the Missouri Federation Democratic Woman of the Year award. A district may endorse a nominee from another district provided the district does not have a nominee. Following a district's selection of a nominee, the district shall submit nominee, including no more than two (2) letters of recommendation, to the chair of the Missouri Federation Democratic Woman of the Year committee. The chair shall choose a committee of four (4) to select the recipient, and the chair shall be responsible for acquisition of the award and its presentation at the annual meeting's banquet. Prior to the presentation of the award, all nominees shall be recognized and introduced at the annual meeting's banquet. (Originally adopted 1992 annual meeting and amended at the 1995 annual meeting.)

**When submitting your form do not attach more than two support letters, and do not submit another version of this form. Please list Democratic activities under the first heading. Consistency will guarantee that each member will receive equal consideration**

## **WOMAN OF THE YEAR RANKING FORM**

**District Women of the Year Committee Chairs please send your form to:  
Sarah Starnes, Woman of the Year Chair  
starwal@aol.com**

This is a condensed version that the MFWDC Woman of the Year Committee will be using to rank the submissions to help you write your application for Woman of the Year. Please rank order the nominee based on their support, years of work and offices held in the State and local Federation Clubs. Number 1 stands for the best nominee in this category. Sometimes it is difficult to decide; they are all outstanding. The final selection has been divided into three categories.

MFWDC Service-State and local clubs:

- 1
- 2
- 3
- 4
- 5

Rank order nominees based on their support and work for the Democratic Party. Consider how many campaign committees, fundraising, offices held, Democratic committee offices and volunteer work. Number 1 being the best in this category. Only return this work sheet to me.

- 1
- 2
- 3
- 4
- 5

Rank order nominees based on civic/community service, charitable activities and awards; number 1 being the best.

- 1
- 2
- 3
- 4
- 5

The nominee with the lowest score is the winner.



## **SCRAPBOOK AWARD, 2019**

**BECKY VANLANDINGHAM, CHAIR**  
[\*\*lbvanland@gmail.com\*\*](mailto:lbvanland@gmail.com)

The Scrapbook Award is presented at the annual meeting in odd-numbered years to the best club Scrapbook. Please bring your scrapbooks to the Convention May 31, 2019 and give to **Becky Vanlandingham, MFWDC Scrapbook Award Chair**.

The criteria and form is included. This award is a certificate.

## **Scrapbook Award 2019 (awarded in odd numbered years)**

**Bring to 2019 Convention to:  
Becky Vanlandingham  
Scrapbook Committee Chair**

The Scrapbooks will be judged on content and artistic presentation. The scrapbook will be rated on table of contents, record of club activities, materials relevant to the club, completeness, originality, organization, neatness and legibility. Please check in your scrapbook at the time of registration. These can come from individual clubs or from district clubs.

Things the scrapbook must have— ***This sheet should be completely filled out and placed in the back of the scrapbook***

Name of the club \_\_\_\_\_

District \_\_\_\_\_

Year(s) of the scrapbook \_\_\_\_\_ It should primarily be of 2017-2019, but may contain some historical materials.

President of the Club \_\_\_\_\_

Address of President \_\_\_\_\_ city \_\_\_\_\_ zip \_\_\_\_\_

Phone of president \_\_\_\_\_ email \_\_\_\_\_

Name of compiler of scrapbook \_\_\_\_\_

Contact phone/email of compiler of scrapbook \_\_\_\_\_

TABLE OF CONTENTS--- YES NO

***HERE IS A SAMPLE OF HOW THE SCRAPBOOKS WILL BE EVALUATED--***

On a scale of 1 to 5 judge the scrapbook on the following items. (1 being lowest—5 being highest)

Table of contents clarity 1 2 3 4 5 \_\_\_\_\_

Record of club activities 1 2 3 4 5 \_\_\_\_\_

Materials relevant to the club 1 2 3 4 5 \_\_\_\_\_

Completeness 1 2 3 4 5 \_\_\_\_\_

Organization 1 2 3 4 5 \_\_\_\_\_

Neatness and Legibility 1 2 3 4 5 \_\_\_\_\_

On a scale of 1 to 10 how would you rate originality of this scrapbook::

Originality 1 2 3 4 5 6 7 8 9 10 \_\_\_\_\_

Total score \_\_\_\_\_

On a scale of 1 to 5 judge the scrapbook on the following items. (1 being lowest—5 being highest)

Table of contents clarity 1 2 3 4 5 \_\_\_\_\_

Record of club activities 1 2 3 4 5 \_\_\_\_\_

Materials relevant to the club 1 2 3 4 5 \_\_\_\_\_

Completeness 1 2 3 4 5 \_\_\_\_\_

Organization 1 2 3 4 5 \_\_\_\_\_

Neatness and Legibility 1 2 3 4 5 \_\_\_\_\_

On a scale of 1 to 10 how would you rate originality:

Originality 1 2 3 4 5 6 7 8 9 10 \_\_\_\_\_

Total score \_\_\_\_\_

# **NFDW AWARDS**

## **2019**

**The National Federation of Democratic Women present the following awards at their annual convention:**

**OUTSTANDING NFDW MEMBER OF THE YEAR**  
**OUTSTANDING ELECTED DEMOCRATIC WOMAN HOLDING PUBLIC OFFICE**  
**NFDW HUMANITARIAN AWARD**  
**NFDW INTERNSHIP RILLA MORAN WOODS/AGNES BYRD**  
**EMERGE AMERICA INTERNSHIP**

### **CRITERIA:**

#### **OUTSTANDING NFDW MEMBER OF THE YEAR**

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

#### **OUTSTANDING ELECTED DEMOCRATIC WOMAN HOLDING PUBLIC OFFICE**

This award is given to an elected official who has met the following criteria:  
Current elected Democratic office holder of national, regional, state or local scope.  
Demonstrated support of NFDW by nominee.  
Significant contribution to the Democratic Party and its principles by the nominee.  
Demonstrated commitment by the nominee to the success of other Democratic women in the Party organization and for elective office.

#### **NFDW HUMANITARIAN AWARD**

This award is given to a person who has met the following criteria:  
Significant contribution to the cause of human and/or civil rights.  
Demonstrated support of the NFDW  
Nominee possesses leadership qualities.  
Nominee's success in achieving human and/or civil rights. (The nominee may be male or female, but must meet the criteria.)

#### **NFDW INTERNSHIP AWARD** **RILLA MORAN WOODS**

This award is given to a young woman who has met the following criteria:  
A young woman between the ages of 18 and 25 endorsed by her local club and her state Federation.

Must like politics.

Must be an active Democrat.

Would like to spend a month in Washington, D.C.

And receive \$3000.

This winner will have the opportunity to serve a month's internship at the Democratic National Committee's (DNC) Headquarters with the \$3000 stipend.

### **AGNES BYRD INTERNSHIP AWARD**

The second place winner will receive the Agnes Byrd Internship Award and will have the opportunity to serve two weeks internship with their State Party Headquarters or Congressional District office and will receive a \$1500 stipend.

### **EMERGE AMERICA INTERNSHIP**

National Federation of Democratic Women

June 15, 2018

Dear Regional Directors and State Presidents,

The Executive Committee at the 2017 convention voted for a new internship to begin in the summer of 2019 for young Democratic women between 18 and 25 years of age, with special consideration to those currently enrolled in school.

**This one month internship, most likely in Washington, D.C. will be with Emerge America.** To learn more about Emerge America go to [emergeamerica.org](http://emergeamerica.org) Here is some info from the website:

Emerge America recruits, trains and provides a powerful network for Democratic women interested in running for office. Emerge is the only in-depth, six-month training program that in-spires women to run and gives them the tools to win. With affiliates across the country, their mission is to increase the number of Democratic women in all levels of public office.

We're a great team to join. Here's why:

1. Hands on experience. This is not a 'pick up my coffee' kind of internship. You will get the chance to play an integral role with fundraising, event planning, affiliate management, and communications. You will gain an understanding of the Democratic platform, have the opportunity to learn strategies for getting women to run for office and win, and have exposure to a wide network of politically engaged individuals.

2. We want you to thrive. At Emerge America you will be an important member of a national network that is transforming the face of American politics. You will receive mentorship and training that will help you to hone your ability to build a diverse and robust network. You will have the opportunity to participate in political events such as fundraisers, discussions, and learn industry skills.

3. Hours are flexible. Emerge America interns are required to commit 20 hours per week. Internship applicants must be current students.

#### **Qualities you should possess:**

- Passion for the advancement of women in politics,
- Eagerness to participate in and learn the ins and outs of a political organization,
- Be a proactive problem solver,
- A willingness to learn.

**Preferred experience:**

- Comfortable with Microsoft Office, including Word, Excel, PowerPoint,
- Familiar with general office operations,
- Professional and clear communication skills,
- Comfortable speaking over the phone,
- Familiar with social media platforms including Facebook, Twitter, and/or LinkedIn,
- Comfortable with technology.

**Does your Federation have such young women you can support for this internship? There should be one application per state sent to the NFDW Awards/Internship Committee by May 1, 2019, to be considered.** The decision will be made quickly so the winner may be notified. It is hoped she would be able to attend the convention either that year or the following.

See the attached application.

Sincerely,

Peggy Stepp

NFDW Awards Committee Chair

pstepp48@gmail.com

2739 S. Claremont Ave.

Springfield, MO 65804

417-880-6073

National Federation of Democratic Women

## Emerge America National Internship Program

What is your full name? \_\_\_\_\_

What is your home state Federation? \_\_\_\_\_

Home address \_\_\_\_\_

College address \_\_\_\_\_

What is your email address? \_\_\_\_\_

What time of the year are you available for an internship?

Fall Semester \_\_\_\_ Spring Semester \_\_\_\_ Summer \_\_\_\_

Please list the best phone number to reach you. \_\_\_\_\_

What School or university do you currently attend? \_\_\_\_\_

What year are graduating? \_\_\_\_\_

Why are you interested in an internship with Emerge America? \_\_\_\_\_

\_\_\_\_\_

Do you have any relevant work experience? If so, please list and describe your previous work experience and/or internships.

What are extracurricular activities are you involved in?

Please check the boxes of the national HQ would you be interested in interning for:

Emerge America's National HQ in San Francisco  Emerge America's National HQ in Washington, DC

Please attach a writing sample (no more two pages).

You will need a nomination from your state Federation to be submitted with this application.

Email to NFDW Awards Committee [pstepp48@gmail.com](mailto:pstepp48@gmail.com) Peggy Stepp, Chair 417-880-6073

If you were to awarded the internship we would request your attendance at the 2019 NFDW Convention in Albany, New York, if at all possible.

## **NFDW INTERNSHIPS APPLICATION**

You may submit additional sheets should any space provided be inadequate for your response. You may also submit letters of recommendation from Democratic officeholders or Party leaders.

Please include an essay of not less than 200 words describing your political and career aspirations and why the NFDW Founder's Internship would help you achieve your goals.

Forward your application to your Federation State President or Chair (all of these are listed on our website [www.nfdw.com](http://www.nfdw.com)). Your Federation President/Chair will provide an endorsement letter and forward your application to:

Peggy Stepp, Chair  
NFDW Awards Committee  
Via email at [pstepp48@gmail.com](mailto:pstepp48@gmail.com)

Any questions, call me at 471-880-6073

The deadline for the application to be received is by May 1, 2019. Applications after that date will not be considered.

### **GUIDELINES FOR NOMINATION AND SELECTION:**

In submitting the supporting information for a nominee: follow the criteria which is the basis for evaluating nominees. The criteria is defined above, in the **Criteria**.

Present supportive material as numbered exhibits with the letter of nominations.

Nominations are to be submitted by State Federations, or where the entire state is not Federated, by a member club. The nominee need not be a resident of the state submitting the nomination.

The nominee must be present at the NFDW Convention to receive the award, unless some unforeseen event occurs to prevent attendance.



Organizations are requested to limit nominations to one per category. State Presidents are requested to submit the letter of nomination and supporting documents to the Chair of the Awards Committee for internship nominations. For the Internship nominations, include the application form for 2018 Internship application.

**SUBMISSION:**

**MFWDC Members** wishing to submit a nominee for any of these awards are to submit them to **CAROL BURKE, MFWDC NFDW AWARDS CHAIR** at [cjburke@windstream.net](mailto:cjburke@windstream.net)

The deadline for submissions to Carol Burke is **April 1, 2019** . All submissions for any of the awards or internships must be submitted to Carol Burke by April 1, 2019. Carol and her Awards Committee will choose the best nominee from each category, if there are multiple submissions for a category, and submit Missouri's nominee(s) to NFDW Awards Chair Peggy Stepp by May 1, 2019.

**State Presidents** are to submit their nominees information and letter of support to **NFDW AWARDS CHAIR Peggy Stepp** at: [pstepp48@gmail.com](mailto:pstepp48@gmail.com)  
**Deadline for nominations must be received by May 1, 2019 in order to be considered.**

# Missouri Federation of Women's Democratic Clubs President's Hospitality Room

District and local clubs or individuals may make a donation to the Missouri Federation President's Hospitality Room.

The 7<sup>th</sup> District MFWDC is asking each District to send a check for \$100 toward the Hospitality Room. Please send your **check and enclosed form, payable to 2019 MFWDC CONVENTION TREASURER**, please write note on check: **Hospitality**. Mail to:

**PEGGY STEPP, 2019 MFWDC CONVENTION TREASURER  
2739 S. CLAREMONT  
SPRINGFIELD, MO 65804**

We are asking checks be mailed by May 10<sup>th</sup> in order for food and drink items to be secured. Complete the form below.

Dear Members,

This year, 2019, the 7<sup>th</sup> District Convention Co-Chairs are asking each district to donate \$100.00 toward the Hospitality Room.

Individuals may send any amount they wish to donate.

Name of  
Club/Person \_\_\_\_\_  
and/or District # \_\_\_\_\_

Contact  
President/Person \_\_\_\_\_ email \_\_\_\_\_ number \_\_\_\_\_  
\_\_\_\_\_

**Please make checks payable to: 2019 MFWDC Convention Treasurer and send to :**

**PEGGY STEPP, 2019 MFWDC CONVENTION TREASURER  
2739 S CLAREMONT  
SPRINGFIELD, MO 65804**

**Please return the bottom portion of this form and send it with your check by May 10<sup>th</sup>.**

## **AUCTION:**

As one of our fundraisers, Federation Clubs are asked to donate items for the auction. There will be a live auction on Friday night at 7:00 PM. Please bring items to the registration table at the convention. If you have questions, please contact Krista Stark, Auction Chair.

[swmodems@gmail.com](mailto:swmodems@gmail.com)

Krista asks for each club to bring an item for the silent auction and for each District to bring a themed basket for the live auction.

## **QUILT RAFFLE:**

A special **suffrage quilt** has been made by **Shelley Buffington Hoffman**. Tickets for the quilt raffle will be sent to District Presidents to distribute to local clubs. All money and tickets should be turned at the convention. The drawing the suffrage quilt will be **Saturday, June 1, at the banquet**.

## **VENDORS:**

Vendor Committee Chair – Sarah Hinkle [sarahhinkle@yahoo.com](mailto:sarahhinkle@yahoo.com)

There is space for tables.

## **PROGRAM/AD BOOK:**

Program Book Chair- Peggy Stepp [pstepp48@gmail.com](mailto:pstepp48@gmail.com)

This is one of our fundraiser also, so we would like for each Federation Club to work hard to get ads from our elected officials, candidates, Political Committees, clubs, businesses, and individuals, etc. Forms are attached. **Deadline for ads is May 10, 2019. Please send ads along with your check payable to 2019 MFWDC Convention Treasurer. Please write in note on check: Ad Book and send to: Peggy Stepp, 2019 MFWDC Convention Treasurer 2739 S. Claremont Avenue Springfield, MO 65804**

The form is included next in this packet.



MISSOURI FEDERATION OF WOMEN'S DEMOCRATIC CLUBS  
[www.MFWDC.org](http://www.MFWDC.org)

**AD INFORMATION 2019 CONVENTION PROGRAM BOOK**

**DEADLINE MAY 10, 2019  
FOR  
AD COPY AND PAYMENT**

**MAIL COPY AND PAYMENT TO:**

**Check payable to 2019 MFWDC Convention Treasurer and mail to:**

**PEGGY STEPP, 2019 MFWDC Convention Treasurer  
2739 CLAREMONT AVE SPRINGFIELD, MO 65804  
417-880-6073**

**EMAIL AD COPY TO: [pstepp48@gmail.com](mailto:pstepp48@gmail.com)  
SUBJECT LINE: MFWDC 2019 PROGRAM BOOK**

**SEND ADS IN PDF, JPEG, GIF, OR MS PUBLISHER  
IF YOU NEED AN AD DESIGNED, PLEASE GIVE US ADVANCED WARNING**

We look forward to including you, your organization or campaign in our 2019  
Convention Program book.

The following ad sizes are available:

Program Size 8.50 X 5.50  
Full Color- Front Cover, Inside Front, Back Cover, Inside Back

Outside Back Cover 7.75 Height X 4.50 Width \$300  
Inside Back Cover 7.75 Height X 4.50 Width \$200

Full Inside Page 7.75 Height X 4.50 Width \$100  
½ Inside Page 3.50 X 4.50 \$60  
¼ Inside Page 17.8 Height X 4.50 Width \$40

Line Sponsorship 4.50 Width, 14 point type \$25  
(Name of Organization & County or Individual & Title)

If ad submission doesn't meet the dimension criteria above, we reserve the right to modify it to fit the criteria.

**ALL POLITICAL ADS MUST IDENTIFY THE SPONSOR AND TREASURER  
(PLEASE COMPLY WITH MISSOURI ETHICS RULES)**

Organization/Individual

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
\_\_\_\_\_

**Deadline for Ad submission is MAY 10, 2019**

## **\$500 VISA GIFT CARD TICKET FUNDRAISER:**

The \$500 Gift Card Fundraiser is one way we raise money for candidates running for state office. The tickets went to the District Presidents in late September to be distributed to their members. The drawing will be on June 1<sup>st</sup> at the banquet. Please send tickets and checks made out to MFWDC to:

**Cathy Spainhower, MFWDC Treasurer**  
**3512 Bridge Manor Drive**  
**Kansas City, MO 64137**

## **ANNUAL REPORT BOOKLET:**

**ALL MFWDC OFFICERS, DISTRICT PRESIDENTS, AND COMMITTEE CHAIRS MUST *EMAIL A WRITTEN REPORT* TO BE PUBLISHED IN THE ANNUAL REPORT BOOKLET. Send to Cindy Jenks, [marysjenks@yahoo.com](mailto:marysjenks@yahoo.com) by **MAY 1, 2019**.**

## **BYLAWS/STANDING RULES PROPOSED CHANGES FORM:**

**ARTICLE XVII: AMENDMENTS SECTION 1-** These bylaws may be amended at any annual meeting of the Federation by a two thirds (2/3) vote provided written notice of proposed amendments have been given to each member club and to each member of the Executive Board at least thirty (30) days prior to the date of the meeting at which action is taken.

The form is included in this packet.

**Deadline for submission of bylaws changes April 15, 2019.**



**Missouri Federation of Women's Democratic Clubs**

**2019 Convention**

**Bylaws Amendment (only one change per form, duplicate as needed)**

**Deadline: April 15, 2019**

**Submit Forms to: Karen Meador, MFWDC Bylaws Chair**

**ARTICLE XVII: AMMENDMENTS**

Section 1: These bylaws may be amended at any annual meeting of the Federation by a two-thirds (2/3) vote provided **written notice of the proposed amendments have been given to each member club and to each member of the executive board at least thirty (30) days prior to the date of the meeting at which action is taken.**

Section 2: A bylaws committee may submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at any annual meeting of the Federation or by a two-thirds (2/3) vote of the executive board.

Section 3: Amendments become effective upon approval and the Federation shall promptly incorporate such amendments in its bylaws.

Current bylaw reads:

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Proposed change:

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**Rationale: (use back if necessary)**

**Submitted by:**  
**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Member's**  
**Club** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**These are the proposed changes from the bylaws committee for 2019. Anyone wanting to submit a proposed change please use the above form and send to:  
Karen Meador, MFWDC Bylaws Chair  
[karenmmeador@aol.com](mailto:karenmmeador@aol.com)**

**DEADLINE FOR BYLAWS/STANDING RULES PROPOSED CHANGES  
IS APRIL 15, 2019.**

## **MFWDC 2019 Bylaws/Standing Rules Amendments**

### **AMENDMENT 1**

#### **ARTICLE VIII: DUTIES OF OFFICERS. SECTION 1.**

To delete “auditor” after “chaplain”

Article as it reads now:

Article VIII: Duties of Officers.

Section 1: The president shall submit to the elected officers the names of the following appointed officers—corresponding secretary, parliamentarian, historian, sergeant-at-arms, chaplain, ~~auditor~~ and pin chair for ratification and shall announce the names of the chairs of each of the standing committees at the post-convention board meeting in the years in which election of officers occurs. The body of elected and appointed officers shall then appoint such committees as may be deemed necessary for the work of the Federation for the term of two (2) years. A list of newly elected officers, appointed officers, and the newly appointed standing committees shall be mailed to the member clubs and the executive board no later than sixty (60) days after the annual convention.

If amended would read:

Article VIII: Duties of Officers.

Section 1: The president shall submit to the elected officers the names of the following appointed officers—corresponding secretary, parliamentarian, historian, sergeant-at-arms, chaplain, and pin chair for ratification and shall announce the names of the chairs of each of the standing committees at the post-convention board meeting in the years in which election of officers occurs. The body of elected and appointed officers shall then appoint such committees as may be deemed necessary for the work of the Federation for the term of two (2) years. A list of newly elected officers, appointed officers, and the newly appointed standing



committees shall be mailed to the member clubs and the executive board no later than sixty (60) days after the annual convention.

Rational: Delete auditor because it is an elected position.

## **AMENDMENT 2**

### **ARTICLE VIII: DUTIES OF OFFICERS. SECTION 6. CORRESPONDING SECRETARY.**

To Delete “and assist with the contact page of the [www.mfwdc.org](http://www.mfwdc.org) website.” after “as may be directed.”

Article as it reads now:

Article VIII Section 6: It shall be the duty of the corresponding secretary to conduct such correspondence of the Federation as may be directed, and assist with the contact page of the [www.mfwdc.org](http://www.mfwdc.org) website.

With amendment article would read:

Article VIII Section 6: It shall be the duty of the corresponding secretary to conduct such correspondence of the Federation as may be directed.

Rational: To remove duties of website administration from Corresponding Secretary and make a committee to administrate.

## **AMENDMENT 3**

### **ARTICLE X EXECUTIVE BOARD SECTION. 6. G.**

To add Sec 6. g. Website Administrator

Article X. Executive Board. Section 6. It shall be the duty of the Website Administrator to administrate website. It shall be their duty to establish guidelines and criteria for the MFWDC Website approved by Executive Board.

Administrator will assist with the contact page of the [www.mfwdc.org](http://www.mfwdc.org) website.

[if amendment 4, to take standing rules from Article X, passes this would become Article XI. Sec. 7.]

Rational: To add website administrator to standing committees.

## **AMENDMENT 4**

### **ARTICLE X EXECUTIVE BOARD SEC. 6. STANDING COMMITTEES**

To delete Sec 6. Committees from Article X and make it Article XI

Article now reads:

Article X. Sec. 6. Standing Committees.

Section 6: Standing committees shall consist of the following:

- a. The legislation committee shall consist of three (3) members experienced in legislative work. It shall be their duty to keep the organization informed on legislation affecting the Democratic Party and to promote all legislation endorsed by the Federation.
- b. The membership committee shall consist of three (3) members with the fifth vice-president serving as chair. The district presidents shall serve as ex-officio members of the committee. It shall be their duty to suggest plans for methods of increasing membership.
- c. The bylaws committee shall consist of three (3) members. The chair shall be experienced in parliamentary procedure. It shall be their duty to advise on questions concerning the bylaws. The bylaws shall be reviewed yearly.
- d. The credential committee shall consist of three (3) members suggested by the treasurer. It shall be their duty to check credentials of delegates at each annual meeting. They shall assist the treasurer in establishing a quorum for the annual meeting.
- e. The finance committee shall consist of three (3) members. It shall be their duty to devise ways and means of raising funds of the Federation. The fourth vice-president shall serve as chair of the finance committee. The treasurer shall as an ex-officio member of this committee.
- f. The awards committee shall consist of three (3) members. It shall be their duty to establish guidelines and criteria for the nomination and selection of awards pursuant to the National Federation of Democratic Women.

Article as amended would read:

Article XI. Standing Committees.

Section 1. The legislation committee shall consist of three (3) members experienced in legislative work. It shall be their duty to keep the organization informed on legislation affecting the Democratic Party and to promote all legislation endorsed by the Federation.

Section 2. The membership committee shall consist of three (3) members with the fifth vice-president serving as chair. The district presidents shall serve as ex-officio members of the committee. It shall be their duty to suggest plans for methods of increasing membership.

Section 3. The bylaws committee shall consist of three (3) members. The chair shall be experienced in parliamentary procedure. It shall be their duty to advise on questions concerning the bylaws. The bylaws shall be reviewed yearly.

Section 4. The credential committee shall consist of three (3) members suggested by the treasurer. It shall be their duty to check credentials of delegates at each annual meeting. They shall assist the treasurer in establishing a quorum for the annual meeting.

Section 5. The finance committee shall consist of three (3) members. It shall be their duty to devise ways and means of raising funds of the Federation. The fourth vice-president shall serve as chair of the finance committee. The treasurer shall as an ex-officio member of this committee.

Section 6. The awards committee shall consist of three (3) members. It shall be their duty to establish guidelines and criteria for the nomination and selection of awards pursuant to the National Federation of Democratic Women.

Rational: Take committees out of executive board and make it an article.

## **AMENDMENT 5**

### **AMEND BY RENUMBERING ARTICLES XI – XVIII**

If amendment 4, to make Standing Rules an article, passes Article X -XVII will be renumbered to Article XI – XVIII will be renumbered.

## **AMENMENT 6**

### **STANDING RULE 10:**

To add new standing Rule 10:

The NFDW dues will be paid each year as billed.

Rational: To pay NFDW dues timely

## **MFWD By-Laws and Standing Rules**

The MFWD By-Laws most recently revised and Standing Rules can be found on the web site Forms Page.

## **2019 PROPOSED CONVENTION STANDING RULES**

The Convention Standing Rules must be voted on and approved at the Convention Business meeting. The following document is the proposed Convention Standing Rules to be submitted to the voting body at the Business meeting on June 1, 2019.

### **STANDING RULE 10:**

To add new standing Rule 10:

The NFDW dues will be paid each year as billed.

Rational: To pay NFDW dues timely

MISSOURI FEDERATION of WOMEN'S DEMOCRATIC CLUBS  
Annual Meeting Standing Rules  
June 1, 2019

Attendance

Meetings shall begin promptly at the hour announced and order will be maintained at all times. During business meetings, all accredited delegates shall be seated in designated areas.

Delegates, Alternates, Visitors Credentials and Registration

A voting delegate must present a credentials card when registering. Upon payment of the registration fee, the delegate, alternate, or visitor will be issued an identification badge. All delegates, alternates, and visitors are required to wear official badges in order to gain admittance to business meetings, workshops, and other convention areas. Completed convention registrations for delegates are **NOT TRANSFERABLE**. No delegate shall represent more than one club or district. No proxy voting shall be allowed.

Motions, Voting, and Procedures

The Chair shall appoint a timekeeper, floor tellers, vote tellers, microphone attendants, runners and a committee to audit minutes as needed. To be recognized by the Chair, a delegate must state her name, the name of the local club and/or district represented, or must state the position held on the executive board. All amendments (including amendments to motions) shall be written and include the maker's name, club, and/or district represented, and signature. All amendments (including amendments to motions) shall be submitted to the Chair and secretary. A delegate may speak no longer than two (2) minutes on any question under discussion and not more than twice on the same question. An additional two (2) minutes may be allowed if the Chair asks the delegate a question or requests clarification. A delegate's two (2) minutes time limit shall commence when the Chair puts the question to the floor and after the delegate is recognized. The timekeeper will signify the time remaining as "one minute," "one-half minute," and "time." Speakers will conform to the ruling of the timekeeper. No resolution shall be on the floor in excess of thirty (30) minutes. This is inclusive of all points of order and points of information. When a vote is in progress, no one shall be admitted to or shall leave the hall until the vote is completed and the results announced. Delegates, alternates and visitors will be admitted and seated prior to the business meeting and between sessions of the program. If it becomes necessary to leave the meeting room before the close of the meeting, the nearest exit should be used.

**Roberts Rules of Order, most newly revised, shall be the authority when not covered by these rules or MFWDC bylaws.**

## MOTION FORM:

At the convention, all motions must be in writing and given to the Recording Secretary per Convention Standing Rules.



FROM THE STANDING RULES OF THE CONVENTION 2019--All motions (including amendments to motions) shall be written and include the maker's name, club and/or district represented, and signature. All amendments (including amendments to motions) shall be submitted to the chair and secretary.

Motion pertains to:

Motion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maker of motion: \_\_\_\_\_

Club: \_\_\_\_\_

District: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact info:

Phone:

Email:

Date:                      Pre-convention                      Business meeting                      Post-Convention

<p><u>For secretary's use:</u></p> <p>Motion under heading of:</p> <p>Motion: seconded? Y or N carried _____</p> <p>Amended _____ Amended by whom _____ Amendment seconded _____ Amendment carried? Y      N</p>
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**INTERNET PHOTO EXCLUSION F0ORM:**

As some people prefer not to have their pictures posted on the internet, the enclosed form is provided to opt out. The Facebook administrators will receive these forms and comply with your wishes. We can also announce or advise attendees of those who opt out, but MFWDC is not responsible for individually posted pictures.



**MISSOURI FEDERATION of WOMEN'S DEMOCRATIC CLUBS**

**INTERNET PHOTO EXCLUSION FORM**

**NAME**

**CITY/STATE**

**CONTACT INFO**

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## **RESOLUTION FORM:**

Members are encouraged to present resolutions for both our State Convention and for Missouri to send to the National Federation of Democratic Women if the Resolutions Chair receives submissions for NFDW and the Resolution Committee approves them to be sent to the NFDW Chair by their deadline of May 1, 2019.

The MFWDC Resolutions Chair is Betty Hampton, HC 1 Box 808, Fairdealing, MO 63939  
573-479-7321 [pargbet@gmail.com](mailto:pargbet@gmail.com)

Members may send resolutions to Betty anytime up thru the Saturday evening banquet at convention.

The NFDW Resolutions Chair is Judy Villa [jvilla1@cox.net](mailto:jvilla1@cox.net) 203-272-4672  
The deadline for Resolutions submitted to NFDW is May 1, 2019.

**If you have a Resolution you wish for Missouri to submit, please send to Betty Hampton, MFWDC Resolutions Chair. [pargbet@gmail.com](mailto:pargbet@gmail.com)**



NATIONAL FEDERATION OF DEMOCRATIC WOMEN  
CALL FOR RESOLUTIONS

TIME IS SHORT for CLUBS to SUBMIT.



RESOLUTIONS DUE BY May 1, 2019

Resolutions must be submitted to the Chair of the Resolutions Committee one (1) month prior to the Annual Meeting. The Resolutions Committee shall present all resolutions to the Annual Meeting together with Committee recommendations. Resolutions signed by at least (10) delegates representing at least (5) states may be received from the floor.

Resolutions should be short and to the point, addressing only one concern, should contain no more than three statements beginning with "Whereas," and should make only one recommendation in the statement beginning with "Resolved."

The resolve should require action that can be accomplished. There should be only one issue in a resolution. If more than one is needed, a separate resolution should address that issue.

If you have any questions, please call Judy Villa at (203) 272-4672 (H) or Susanna French, NFDW President, at (270) 205-1316.

Resolutions should be sent electronically to this email address:  
[jvilla1@cox.net](mailto:jvilla1@cox.net).

Please submit resolutions as an electronic document that can be edited easily such as in Word, NOT a pdf.

## **TENTATIVE AGENDA:**

Friday afternoon and Evening, May 31, 2019

2:00-7:00 pm Registration and Credentials

3:00-5:30 pm MFWDC Executive Board Meeting- State Executive Board members, past presidents, district presidents, standing committee chairs, convention chair and co-chairs and other special committee chairs.

6:00 pm – 8:00 pm Auction

The Hospitality room will be opening during the evening on Friday and will be open during appropriate times on Saturday afternoon and evening.

Saturday Morning, June 1, 2019

8:00 – 10:00 am Registration and Credentials

9:00 am - 3:00 pm Vendors – Lobby outside of Ballroom

9:00 – 11:00 am Brunch

11:30 am -1:00 pm Convention Call to Order and Business Meeting

Saturday Afternoon TBD

Saturday Evening

6:00 pm 7:00 pm Social Hour

6:45 pm Line-up for those sitting at the head table

7:00 pm Banquet

Suffragette Presentation

Woman of the Year Award

Scrapbook Award

\$500 Gift Card Raffle

Sunday Morning, June 2, 2019

9:00- 11:00 am MFWDC Post-Convention Board Meeting- Executive Board members, past presidents, district presidents, standing committee chairs, convention chair and co-chairs and other special committee chairs.

## **INFORMATION GUIDE FOR FORMS, CRITERIA AND OTHER INFORMATION**

Call to Convention pgs 1	
Hotel Information pg 2	May 1 for convention rate
State Dues Remittance Form pgs 3-4	April 16 due
Credentials information pg 5	
Registration form pgs 5-6	May 11 rate increase
Woman of the Year Nomination Info & Form pgs 7-10	May 1 submission due
Scrapbook Information and form pgs 11-12	Submitted at convention
NFDW Awards pgs 13-17	April 1 to MFWDC
Hospitality Room Donation pgs 18	May 10
Auction information pg 19	
Quilt Raffle pg 19	
Vendor information pg 19	
Program/Ad Book pgs 19-21	May 10
\$500 Gift Card information pg 22	
Officer Annual Report pg 22	May 1 for officers
Bylaws change submission form pgs 22-23	April 15
Bylaws/Standing Rules Proposed changes pgs 24-28	
2019 Proposed Convention Standing Rules pg 29	
Motion form pg 30	
Internet Photo Exclusion Form pgs 31	
Resolution Form pgs 32-33	May 1 and during convention
Agenda pg 34	