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The Colonelette



AMERICAN BUSINESS WOMEN'S ASSOCIATION
KENTUCKY COLONEL CHAPTER
Bowling Green, Kentucky

THE COLONELETTE

VOL. XIII, NO. 10 BOWLING GREEN, KY. SEPTEMBER, 1976

Chapter Chartered - June 1, 1964

The COLONELETTE is edited and published monthly by the Bulletin Committee of the KENTUCKY COLONEL CHAPTER, American Business Women's Association, BOWLING GREEN, KENTUCKY.

BULLETIN COMMITTEE

Chairwoman - Pat Cole
P. O. Box 1132
Bowling Green, Ky. 42101

Co-Chairwoman - Belle Hunt
Committee - Peggy Richardson,
Brenda Campbell

CHAPTER OFFICERS

President.....PEGGY SHARER
Vice-President.....BELLE HUNT
Recording Secretary.....JUDY WILBURN
Corresponding Secretary.....MIMI BURR
Treasurer.....VIRGINIA CROSS

OFFICIAL PUBLICATION - WOMEN IN BUSINESS

AMERICAN BUSINESS WOMEN'S ASSOCIATION
9100 Ward Parkway
Kansas City, Missouri 64114

NATIONAL DIRECTORS

Founder & Executive Director.....Hilary A. Bufton, Jr
Assistant Executive Director.....William H. Blair
Administrative Director.....Ruth H. Bufton
Assistant Administrative Director....Clorine Tuckey

COLORS: BLACK AND GOLD

FLOWER: WHITE CARNATION

NATIONAL MOTTO

"Better Personality for Better Living"

NATIONAL THEME

"Beyond Our Heritage"

PURPOSE

The purpose of the American Business Women's Association shall be to elevate the social and business standards of women in business by uniting them nationally for training designed to make them more efficient, more considerate, and more cooperative toward their work, their employers, and their customers, thereby increasing their earning ability, success, and happiness.

NATIONAL OFFICERS

President.....Alnoma E. Dinger
Vice-President, First.....Catherine E. Margarum
Secretary-Treasurer.....Laura M. Barnes
Vice-President, District II.....Frances M. Wilson

T H E P R E S I D E N T S P E A K S :

DEAR COLONELETTES:

Another year has come to an end, and I want to take this opportunity to thank the other members of the executive board for their help and cooperation in serving as your president for the last four months. It has really been a rewarding experience and an educational one in learning more about ABWA and its values.

A special THANKS to you, the members of ABWA, for you are the backbone of the organization. You have, as we say, taken the ball and gone with it. You have proven you have what it takes to keep the Kentucky Colonel Chapter on its feet and way ahead. THANKS.

Now, you will be put to the test again, for tonight brings another election year on hand. It is your responsibility to choose your leaders for the executive board. They must be women that have shown their abilities and knowledge about ABWA. This is not a popularity contest. Your officers should be chosen by their past as well as their present and not only by their personality, but mostly by their qualifications for that office and their experience in ABWA is most helpful.

Again, let me say it has been a rewarding experience being your president and I have really enjoyed it, and am looking forward to working with you in the organization this next year.

THANKS

PEGGY SHARER

SEPTEMBER MEETING

DATE September 28, 1976

TIME 6:30 P.M. Social
7:00 P.M. Dinner

PLACE Red Carpet Inn

Invocation

Pledge of Allegiance

SPEAKER Terry Hale
American National
Bank

TOPIC TRUST AND ESTATE PLANNING

VOCATIONAL SPEAKER Mary Perry
Dept. for Human
Resources

Business Meeting Peggy Sharer

Officer Elections

BENEDICTION

HOSTESSES; Mary Scotland, CHR.
Martine Bogle
Rita Watts

DUTIES OF OFFICERS

The PRESIDENT SHALL...be Sponsor of:

Auditing, Torchbearer-Friendship-
Expansion, Woman of the Year,
Enrollment Event Committees

1. Be the authorized leader of the chapter and preside at all meetings of the chapter and Executive Board.
2. With the approval of the Executive Board, appoint all committees, except the Nominating Committee.
3. Call a joint meeting of the Executive Board and committee chairmen within two weeks after her installation. Subsequent Executive Board meetings shall be held once a month on a specified date prior to regular chapter meetings.
4. Know and coordinate the duties and activities of all officers and committees. Be responsible for seeing that all officers and committees function in their respective duties.
5. Keep herself informed of the rules and regulations contained in the PROCEDURES MANUAL of ABWA and in special communications from National Headquarters.
6. Follow the official Order of Business.
7. See that all official communications and all correspondence concerning the chapter are transmitted to chapter members.
8. Countersign checks with Chapter Treasurer or Vice-President in the Treasurer's absence.
9. Initiate new members at the first chapter meeting they attend after their enrollment, using the standard New Member Initiation Ceremony.

PRESIDENT'S DUTIES CONTINUED:

10. Fully explain to all members of the chapter the significance of the Standard of Achievement, Banner Chapter, and Star AWARDS. See that the chapter award certification form is completed correctly and returned to National headquarters on or before the deadline date of each year.
 11. Stimulate in every possible way the interest and effort of each member for the advancement of the objective of the American Business Women's Association.
-

The VICE-PRESIDENT shall: be Sponsor of:
 Boss Night, Hospitality,
 Program Committees

1. Be the official chapter hostess, welcoming members and guests at all regular and special chapter meetings.
 2. Perform the duties and responsibilities of Chapter President in the President's absence. Keep herself informed of the National and Standard Chapter Bylaws, and rules and regulations governing members and chapters.
 3. Countersign chapter checks in the absence of either the President or Treasurer.
 4. Schedule, plan, and coordinate New Member Orientation sessions at periodic intervals throughout the year.
 5. Instruct the chapter in Attendance Contest procedures.
 6. Maintain an inventory of all chapter properties.
-

The RECORDING SECRETARY shall....be Sponsor of:
Membership Committee

1. Record in triplicate the minutes of all meetings of the chapter and Executive Board. Retain original copies in the chapter's permanent minute book. One copy of each, along with prescribed "addendum" form, shall be mailed to the Chapter President, and one copy to National Headquarters, within five days of monthly chapter meeting.
2. Read the minutes of chapter meetings and reports of Executive Board meetings at chapter meetings.
3. Preserve in a permanent file or binder Standard Chapter Bylaws, Amendments and Standing Rules, and other records decreed permanent by the chapter or National Headquarters.
4. Preside at chapter and Executive Board meetings in the absence of the President and Vice-President.
5. Receive payment of, and give receipts for, chapter dues or other money in the absence of the Treasurer. Turn over all payments, accompanied by an itemized report to the Treasurer prior to the next regular chapter meeting.

The CORRESPONDING SECRETARY shall....be Sponsor of:
Bulletin, Public Relation
Scrapbook Committees

1. Conduct all general chapter correspondence.
2. Report to the chapter all official communications.
3. Keep a copy of the chapter's general correspondence and official communications on file and accessible to the chapter at all times.

CORRESPONDING SECRETARY DUTIES CONTINUED:

4. Send to National Headquarters on prescribed forms:
 - a. Names and addresses of officers within twenty-four hours of their election.
 - b. Names and addresses of all committee chairmen appointed following the joint Executive Board and committee chairmen meeting.
 5. Keep the local Chamber of Commerce informed of the current president's name and address, and all subsequent changes.
 6. Maintain an accurate list of officers, committee chairmen, and committee members.
 7. Record minutes in the absence of the Recording Secretary.
-

The TREASURER shall....be Sponsor of:

Education

Ways and Means Committee

1. Have custody of the funds of the chapter and be bonded for an appropriate amount.
2. Keep accounting records, showing all cash receipts and disbursements.
3. Be responsible for collecting and depositing all chapter monies, including collecting chapter dues.
4. Disburse monies as approved by chapter. All disbursements shall be made by a check countersigned by the President or, in her absence, the Vice-President.
5. Reconcile the chapter's checking account.
6. Prepare a monthly financial report to be presented at the regular chapter meeting.

DUTIES OF TREASURER CONTINUED:

7. Place on member-at-large status any members who have not paid their chapter dues within forty-five days of the date due, notifying them of this action in writing.
 8. Send requests for new member initiation allowance on prescribed forms to National Headquarters.
 9. Submit to the Auditing Committee accounting records for audit at least two weeks before the end of her term of office.
 10. Obtain checking account signature card from the bank for the incoming officers.
-

ON THE LIGHTER
SIDE

THE TROUBLE....

...with TV is that we sit so much watching the 21-inch screen we develop a 50-inch bottom. Earl Wilson

...with weather forecasting is that it's right too often for us to ignore it and wrong too often for us to rely on it. Patrick Young

...with trying to teach a child the value of money is that the value of money doesn't stay still long enough for any but a very fast child to learn it. Hugh Allen

ENROLLMENT TEA REPORT

The Enrollment Tea was held on Sunday, September 19, 1976, at Eloise B. Houshins Center from 2:00 P.M. until 4:00 P.M.

A total of six guests were present. Three decided to become members of Kentucky Colonel Chapter of ABWA. They are:

Selma Ray

Pat Shields

Charlotte Branstetter

These new members will be initiated at the October meeting.

Also, We have a new member who was unable to attend the tea. She is Mary Jane Garrett with Master's Agency and will be initiated at the September meeting.

The Enrollment Event Committee did a fine job and we would like to thank them for their efforts.

FASHION SHOW NEWS

I would like to thank everyone for their help and support in organizing the fashion show. We had 150 plus in attendance including ABWA members. All had an enjoyable day. We had a number of donations for door prizes and favors from local businesses. We would especially like to thank Jill McKinley and Martha Madison and her dancers for their participation and support. Again a special thanks to each and everyone for a job well done.

We would also like to thank the Bowling Green Charter Chapter for their participation. They very much helped to make it a success.

A report on profits from the fashion show will be forthcoming as soon as all monies for tickets are turned in and we can make an accounting of expenses.

Mary Scantland

DUTIES OF STANDING COMMITTEES:

The BULLETIN Committee shall...

1. Know the regulations governing bulletin competition at Regional Meetings and National Conventions.
 2. Publish a chapter bulletin. Each chapter bulletin shall:
 - a. Have a name. The name of the bulletin and the name, city, and state of the chapter shall appear on the front cover of the bulletin.
 - b. Show the name "American Business Women's Association"
 - c. Have the issues numbered consecutively.
 - d. Contain information about the time and place of the chapter's next meeting and program, special announcements and other newsworthy and educational material of interest to ABWA members.
 3. Mail one copy of the chapter's bulletin to National Headquarters, and one copy to the chapter's District Vice-President.
 4. Endeavor to fulfill Standard of Achievement requirement #4.
-

The EDUCATION Committee shall...

1. Recommend qualified women candidates for local scholarships and SEMEF loans and grants.
2. Present its recommendations of candidates to the chapter membership for a majority vote of approval or disapproval.

DUTIES OF EDUCATION COMMITTEE CONTINUED;

3. Determine that the amount of the scholarship is based on the educational needs of recipient, and take into consideration costs for specific student at a designated institution of learning.
 4. Ascertain that all scholarship checks are made payable to the recipient and the school jointly.
 5. Notify National Headquarters, on prescribed form, of all scholarships awarded.
 6. Keep the membership informed of local seminars, lectures, continuing education courses, and other community educational opportunities.
 7. Endeavor to fulfill Standard of Achievement requirement #3 and #6, Banner Chapter qualifications #11, #12, #16.
-

The HOSPITALITY Committee shall...

1. Arrange for regular or special dinner meetings, including: place of meeting, reservations, dinner menu, and table decorations.
2. Notify all members of the date, time and place of each chapter meeting, as well as special ANWA Activities.
3. Assist the Vice-President in performing her duties as chapter hostess.
4. Submit suggestions for social events to the chapter for approval.
5. Extend condolences and congratulations to chapter members.

The MEMBERSHIP Committee shall...

1. Consist of an uneven number of members--not less than three.
2. Know the classifications of membership status, and the procedures pertinent to affiliation with the chapter.
3. Have the authority to approve or disapprove all candidates (prospective reinstatements) requesting affiliation with its chapter in accordance with Article XI of Standard Chapter Bylaws.
4. Recruit new members.
 - a. Encourage members to sponsor new members.
 - b. Know eligibility requirements for new members.
 - c. Study ABWA's objective, history and accomplishments, and become skilled in presenting ABWA to prospective members.
 - d. Enroll all approved prospective members promptly.
 - e. Make sure new members are initiated at the first meeting they attend after their enrollment, and at that time bring white carnation and membership roster for each new member.
5. Maintain membership records.
 - a. Take attendance at chapter meetings.
 - b. Keep an accurate membership roster. Report any roster changes to Recording Secretary and Treasurer.
6. Retain existing members.
 - a. Promote participation.
 - b. Submit to Recording Secretary the names of any members who have missed three consecutive meetings without a valid excuse.
7. Endeavor to fulfill Standard of Achievement requirements #10 and #12, and Banner Chapter qualifications #5 and #6.

The PROGRAM Committee shall...

1. Initiate and implement well-coordinated educational programs for chapter meetings.
2. Arrange for guest speakers, planned programs, and vocational talks by members.
3. Introduce guest speakers, planned programs, and vocational talks by members.
4. Plan special programs for chapter's Anniversary, Boss Night, Citizenship month and Scholarship month.
5. On prescribed form, submit outlines of all programs to the Vice-President at least three months in advance of the scheduled meetings, for approval by the Executive Board.
6. Endeavor to fulfill Standard of Achievement requirements #1, #7, #8, #9; and Banner Chapter qualifications #1, #2, and #3.

The PUBLIC RELATIONS Committee shall...

1. Submit publicity to media personnel relative to the objective of ABWA and activities of the Association, the chapter and its members.
2. Notify WOMEN IN BUSINESS magazines of any unusual or exceptional chapter activities for possible publication.
3. Inform chapter members of job opportunities, available housing, and transportation costs and schedules to Regional Meetings and National Conventions.
4. Arrange for required member transportation to and from chapter meetings, special events, and social activities.

The SCRAPBOOK Committee shall...

1. Know regulations governing scrapbook competition at Regional Meetings and National Conventions.
 2. Maintain an up-to-date scrapbook of the chapter's activities. Each chapter's scrapbook shall:
 - a. Be of loose leaf construction.
 - b. Show Association identification and name, city, and state of the chapter.
 - c. Consist of two sections---
Permanent section shall contain information relative to the chartering of the chapter, national and chapter history, national objective, listings of commendations received by the chapter, scholarship recipients, Women of the Year, and Bosses of the Year. Current section shall be compiled consecutive months, October through September.
-

The WAYS AND MEANS Committee shall...

1. Recommend fund-raising projects to the chapter membership which will produce sufficient funds for scholarships and other approved expenditures.
 2. Limit Ways and Means projects to one or two major efforts during any year, if possible.
 3. Present its recommendations of all fund-raising projects to the chapter membership for a majority vote of approval or disapproval.
 4. Endeavor to fulfill Banner Chapter qualification #10.
-

DUTIES OF SPECIAL COMMITTEES:

The BOSS NIGHT Committee shall...

1. Organize, plan, and coordinate a successful Boss Night in accordance with information send from National Headquarters.
 2. Be composed of the Boss Night Chairman, Postmistress (optional), and the chairman, or member, of the following committees:
 - a. Bulletin
 - b. Hospitality
 - c. Program
 - d. Public Relations
 3. Endeavor to fulfill Standard of Achievement requirement #1.
-

The ENROLLMENT EVENT Committee shall...

1. Organize, plan, and coordinate a successful Enrollment event in accordance with information sent from National Headquarters.
 2. Be composed of the following members:
 - a. Enrollment Event Chairman
 - b. Bulletin Chairman
 - c. Hospitality Chairman
 - d. Membership Chairman
 - e. Public Relations Chairman
 3. Endeavor to fulfill Standard of Achievement requirement #2 and Banner Chapter qualification #4.
-

The WOMAN OF THE YEAR Committee shall...

1. Judge or submit to outside judges, written resumes of candidates for chapter Woman of the Year, in accordance with procedures sent from National Headquarters.
 2. Present the resumes of the three candidates chosen to the chapter membership for the election of one.
 3. Give the newly elected Woman of the Year her official form to complete and mail directly to National Headquarters.
 4. Endeavor to fulfill Standard of Achievement requirement #5.
-

Three other committees Auditing, Torchbearer--Friendship-Expansion, and the nominating committee are appointed or nominated when necessary.

AFTER THE ELECTION OF THE NEW EXECUTIVE BOARD, THEY WILL BE CALLING ON THE MEMBERSHIP TO FILL THE CHAIRMANSHIPS OF THESE COMMITTEES. SO PLEASE READ WHAT EACH CHAIRMANSHIP INVOLVES AND BE READY TO TAKE ONE WHEN ASKED BY THE EXECUTIVE BOARD.

INVOCATION

Lord, in the quiet of this evening hour,
We come to Thee for Wisdom, and for Power;
To view thy world through only love-filled eyes;
To grow in understanding; to be wise
And sure to see Thy guiding light, and thus
To know each other as Thou knowest us.

AMEN

BENEDICTION

O Guiding Spirit, Guardian of our days,
Be with us as we go our separate ways,
Help us to feel these thoughts that lift and bless,
To know a closer bond of friendliness,
To see thy beauty always - everyday,
Translated into living - this we pray.

AMEN

ABWA'S CREED

"IF YOU WORK FOR A MAN, in Heaven's name, work for him. If he pays you wages which supply your bread and butter, work for him, speak well of him, stand by him and stand by the institution he represents. If put to a pinch, an ounce of loyalty is worth a pound of cleaverness. If you must vilify, condemn and eternally disparage -- resign your position, and when you are outside, damn to your heart's content, but as long as you are part of the institution do not condemn it. If you do that, you are loosening the tendrils that are holding you to the institution, and will at the first high wind that comes along be uprooted and blown away, and probably will never know the reason why."

ALWAYS GIVE YOUR BEST

NO ONE CAN ASK MORE OF YOU.