Board of Directors — The officers of this club as defined in the bylaws, together with the directors [six (6) directors are recommended] shall constitute the board of directors; the directors are elected by a majority of all votes cast from the general membership of the club.

Bylaws — The bylaws govern the operation of the club, district and national; management and policies of the club, not otherwise provided for in the bylaws, are under the direction of and vested in the board of directors.

Charter Recognition Banquet — A formal celebration of a new club’s formation; held four to six weeks after the POM.

Delegates — Exchangites designated to represent their local club at district or national events and vote on issues presented at the meeting.

District Convention — Generally held in May or June; an annual opportunity to bring together Exchangites from clubs throughout the district for the purpose of electing district officers, presenting all awards offered within the district, sharing ideas, gaining a broader understanding of the organization and receiving training on club leadership, operations and activities.

District Director — A member of an Exchange Club in his or her division of the district; represents the district in guiding, training and providing service to clubs in that division. A member must first serve as a club officer before becoming a district director.

District Resource Team — A group made up of a number of Exchangites (particularly those wishing to become VFRs) assembled to assist VFRs and other district officers in affairs of the district.

Division — An area comprising at least two local Exchange clubs within an Exchange club district.

Educational Conferences/Forums — If not part of the district convention, should be held prior to July 1; the primary purpose is to train club leaders and introduce them to current priorities and concerns.

EXCEL Club — An Exchange Club organized at the high school level for students dedicated to improving their schools, communities and country through volunteerism; each EXCEL Club is sponsored and mentored by a local Exchange Club.

Executive Committee — The officers of a local Exchange Club. Usually includes president, president-elect, secretary, treasurer and immediate past president, holds responsibility for conducting the business of the organization.

Inter-Club Activities — Activities involving members of more than one club; promotes the spirit of Exchange, cooperation among clubs and the exchange of ideas.

Joining Fee — Set by individual clubs and is never less than $25 per member; when building a new club, establish a joining fee before making the first contact.

Mid-Winter Conference — For club leaders and members, normally scheduled in January or February, provides training on Exchange’s growth programs (including new club building, membership recruitment and retention), service projects, leadership development, fund-raising and public relations.

National Convention — The annual meeting of the National Exchange Club; usually held in July.

National Headquarters — Established in Toledo, Ohio, in 1917, with a professional staff dedicated to providing service and assistance to district and local Exchange Clubs or individual Exchangites to help further Exchange ideals.

National Representative — Assigned by the National Exchange Club, a valuable and beneficial resource at district and club activities; available to assist clubs in matters related to standards, policies, programs and objectives.

POM (Permanent Organization Meeting) — When the new club acquires 10 paid or more paid members, a date for the POM may be set, usually within four to six weeks; conducted by a national representative, the POM process includes training club officers; establishing the actual organization of the club’s structure and how to make it run smoothly. The club is officially organized at the POM (a minimum of 20 paid members is required).

Program of Service — Activities that are being successfully implemented every day by clubs across America in the categories of Americanism, community service and youth, with child abuse prevention emphasized as our national program.

Region — A geographic area established for the purpose of providing representation at the national level for districts and local Exchange Clubs.

Regional Conference — Organized by the regional vice president; may be held at varying times of the year as an opportunity for club and district leaders to monitor results, redefine priorities and ensure that clubs and districts are continuing to advance toward the goals established at the outset of the year.

Retention — Maintaining the same individual members on the roster from July 1 through June 30. No adjustment is made for members who die or move away during the year.

TOM (Temporary Organization Meeting) — Conducted by the club builders; this is the new club’s first formal meeting; held when club has 10 paid members; usually held within the first 45 days of the project’s start.

Volunteer Field Representatives — Also known as VFRs; Exchange volunteers trained to improve the capabilities of members, clubs and districts.