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Business and Professional Women's Club of Greenville Records - Accession 303

Business and Professional Women's Club, Greenville Chapter

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**WINTHROP UNIVERSITY
LOUISE PETTUS ARCHIVES & SPECIAL COLLECTIONS**

MANUSCRIPT COLLECTION

ACCESSION 303

BUSINESS AND PROFESSIONAL WOMEN'S CLUB OF GREENVILLE RECORDS

1933-1979

12 Boxes, 78 Folders,
& 4 Bound Volumes

**WINTHROP UNIVERSITY
LOUISE PETTUS ARCHIVES & SPECIAL COLLECTIONS**

MANUSCRIPT COLLECTION

ACC. NO.: **303**
ADDITIONS: _____, _____, _____

PROCESSED BY: Fred Hembree
DATE: August 18, 1980
NO. OF SECTIONS: 2

BUSINESS AND PROFESSIONAL WOMEN'S CLUB OF GREENVILLE RECORDS

I

The records of the Greenville Business and Professional Women's Club were received by the Archives on February 25, 1980 via Dr. Billie Parks.

Linear feet of shelf space occupied: 3.5
Approximate number of pieces: 4000

Restrictions: Open to researchers under the rules and regulations of the Louise Pettus Archives & Special Collections at Winthrop University.

Literary Rights: For information concerning literary rights please contact the Louise Pettus Archives & Special Collections at Winthrop University.

Notices were released to NUCMC on August 18, 1980 (see collection control file for any additional notices).

Scope and Content Note: **The Business and Professional Women's Club of Greenville traces its beginnings to 1919 with the mission to achieve equity for all women in the workplace through advocacy, education and information. The Business and Professional Women's Club of Greenville Records consist of bylaws and constitutions, historical data, yearbooks, newspaper clippings, financial records, publications, reports, membership lists, and other records relating to the history of the women's clubs.**

Related Records: Include the B & PW Club of Spartanburg Records (Acc. 302), the Rock Hill B & PW Club Records (Acc. 74), and the South Carolina B & PW Club Records (unprocessed). See also the heading "Greenville" in the MSS card catalog.

Transfer of Items: None

III

DESCRIPTION OF SERIES

| <u>Box(es)</u> | <u>Folder(s)</u> | <u>Series</u> | <u>Year(s)</u> |
|----------------|------------------|---|----------------|
| 1 | 1-2 | HISTORICAL FILE Includes a history of the B & PW Club of Greenville from 1918 to 1952, a History of the Spartanburg Chapter of the B & PW, and a <i>History of the South Carolina Federation of B & PW Clubs</i> , 1919-1959. | 1938-1961 |
| 1 | 3-5 | BYLAWS AND RELATED RECORDS Consists of bylaws and revisions, policy statements, an index of the bylaws of the Atlanta B & PW, three handbooks of Federation procedures, and related records. National and state and local bylaws are included. In chronological order. | 1952-1973, nd |
| 2-3 | 6-17 | MINUTES The Minutes of the Greenville B & PW Club from 1934 to 1953 have many gaps and are arranged in general chronological order. There are no minutes for the period 1954 to 1961. Minutes from 1962 to 1975 are completed and are arranged in chronological order. | 1934-1975 |
| 3-4 | 18-24 | CORRESPONDENCE Letters from the period 1965-1970 loom largest in this series. In chronological order. | 1945-1971 |
| 4-5 | 25-28 | MEMBERSHIP AND COMMITTEE LISTS AND RELATED RECORDS Includes rosters, resumes, officer lists, data sheets, records relating to the recruitment of members, application blanks and other personal information concerning members and related records. In general chronological order. Incomplete. | 1955-1975, nd |
| 5 | 29-30 | YEARBOOKS In chronological order. Incomplete. | 1937-1969 |
| 5-6 | 31-34 | REPORTS Includes reports of the president of the Greenville B & PW Club and of the various committee chairmen. Incomplete. In chronological order. | 1950-1973, nd |

III

DESCRIPTION OF SERIES (cont.)

| <u>Box(es)</u> | <u>Folder(s)</u> | <u>Series</u> | <u>Year(s)</u> |
|----------------|------------------|---|----------------|
| 6-7 | 35-40 | FINANCIAL RECORDS Consists of receipts, budgets, treasurer's reports, bank statements, and other fiscal records. There are gaps; the period 1967-69 is most thoroughly covered. In general chronological order. | 1946-1974 |
| 7 | 41-45 | PROGRAM NOTES Incomplete. In chronological order. | 1938-1979 |
| 8-10 | 46-62 | PUBLICATIONS This series includes issues of the <i>Distaff</i> newsletter, <i>National Business Woman</i> , and <i>Independent Woman</i> . Also included are catalogs and a few issues of the <i>South Carolina Business and Professional Woman</i> . Incomplete. The <i>Distaff</i> is arranged separately. In chronological order. | 1920-1974 |
| 10 | 63-65 | BULLETINS Incomplete. In chronological order. | 1965-1974, nd |
| 11 | 66 | CERTIFICATES AND CITATIONS In chronological order. | 1955-1975, nd |
| 11 | 67 | PHOTOGRAPHS In chronological order. See also "Scrapbooks." | 1960, 1969, nd |
| 11-12 | 68-75 | CLIPPINGS In general chronological order. See also "Scrapbooks." | 1933-1970 |
| 12 | 76-78 | VARIOUS RECORDS Includes memorabilia, insurance policies, handbooks, application forms, endorsements and resolutions, resumes and data cards concerning clubs and associations in Greenville, and various other records. In chronological order. | 1942-1971 |
| 4 Bd. Vols. | | SCRAPBOOKS This series consists of four scrapbooks composed of clippings, photographs, correspondence, and bulletins. | 1950-1955 |