



ArchivesSpace

# **Business and Professional Women's Club of Albany, New York; Records**

---

This finding aid was produced using ArchivesSpace on September 28, 2021.

M.E. Grenander Department of Special Collections & Archives

---

## Table of Contents

---

Summary Information .....	3
Biographical History .....	4
Scope and Contents .....	4
Arrangement of the Collection .....	5
Administrative Information .....	5
Controlled Access Headings .....	6
Collection Inventory .....	6
Constitution and By-Laws .....	6
Board of Directors Meeting Minutes .....	7
Business Meeting Minutes .....	8
Financial Reports .....	8
Award Entries .....	9
Photographs .....	10
News Clippings .....	11
Publications .....	12
Radio Scripts .....	13
Roster of Members .....	13

---

## Summary Information

---

<b>Repository:</b>	M.E. Grenander Department of Special Collections & Archives
<b>Title:</b>	The Business and Professional Women's Club of Albany, NY Records
<b>ID:</b>	apap064
<b>Date [inclusive]:</b>	1934-1988
<b>Physical Description:</b>	2.3 cubic ft.
<b>Physical Location:</b>	The materials are located on site in the department.
<b>Language of the Material:</b>	English .
<b>Abstract:</b>	The Business and Professional Women's Club of Albany, New York, (BPW) was founded in 1934 with 22 charter members as a chapter of the Business and Professional Women's Clubs of New York State, Inc. (founded in 1919) and a member of the National Federation of Business and Professional Women's Clubs, Inc. The objectives of the club, according to its by-laws, were "To elevate the standards for women in business and in the professions; To promote the interests of business and professional women; To bring about a spirit of cooperation among business and professional women of the United States; [and] To extend opportunities to business and professional women through education along lines of industrial, scientific, and vocational activities."

### Preferred Citation

Preferred citation for this material is as follows:

Identification of specific item, series, box, folder, The Business and Professional Women's Club of Albany, New York Records, 1988. M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, State University of New York (hereafter referred to as the BPW Club of Albany, New York Records).

[^ Return to Table of Contents](#)

---

## Biographical History

---

The Business and Professional Women's Club of Albany, New York, (BPW) was founded in 1934 with 22 charter members as a chapter of the Business and Professional Women's Clubs of New York State, Inc. (founded in 1919) and a member of the National Federation of Business and Professional Women's Clubs, Inc. The objectives of the club, according to its by-laws, were "To elevate the standards for women in business and in the professions; To promote the interests of business and professional women; To bring about a spirit of cooperation among business and professional women of the United States; [and] To extend opportunities to business and professional women through education along lines of industrial, scientific, and vocational activities."

The officers of the club (a president, a vice-president, a recording secretary, a corresponding secretary and a treasurer) constituted the Executive Committee, which ran the affairs of the club.

BPW was especially interested in attaining its goals through legislation concerned broadly with women's rights rather than specifically with businesswomen's rights. One of their first concerns was to change the law so women would be allowed to serve on juries. After winning that battle in 1939, the BPW began a new drive to make participation on juries mandatory for women by deleting a section of the 1939 law that automatically exempted women from sitting on a jury. This law was important to them because they wanted to achieve equal responsibilities as well as equal rights for women. During the 1930s and 1940s the BPW worked for the passage of the equal rights amendment. They also opposed a law that would set a lower minimum wage for women, and they pushed for equal pay for equal work. At the end of World War II, the BPW campaigned for the retention of the women's units as parts of the military, and they advocated participation in the United Nations as a means to peaceful settlement of international disputes. In the 1950s, they sponsored female foreign exchange students. Throughout its existence the BPW advocated women attaining political office as a way to help change laws and saw the promotion of good public relations as a means of changing public opinion.

[^ Return to Table of Contents](#)

---

## Scope and Contents

---

The newspaper clippings, though not in perfect chronological order, contain the most information about the early years of the Business and Professional Women's Club of Albany, New York. BPW was interested in having its ideas appear in the local newspapers, so the clippings file has much information on the concerns and also the activities of BPW. Another source for information on the club's early years is *The Hustler*, a monthly newsletter of BPW, but this is a small leaflet with little information. There are a few other series that cover the first years of the club, but they rarely contain much information. Some of the photographs cover these years. The rosters of members contain lists of members along with their addresses and occupations. The radio scripts from 1936 and 1938 are interesting items that show one public relations method the club used.

The clippings files for the 1970s and the 1980s are not as complete as the earlier news clippings because there are few clippings for any of these years. Citations make up the of the files, and these only give clues to the activities of the club. For the later years, the minutes of the board meetings and those for the general business meetings have much more information on the activities and the concerns of the club. Another interesting source is the award entries, which contain material the club entered into contests for best club of the year and best program.

[^ Return to Table of Contents](#)

---

## Arrangement of the Collection

---

The collection is organized into the following series: Series 1- Constitution and By-Laws 1934-1982, Series 2- Board of Directors Meeting Minutes 1972-1985, Series 3- Business Meeting Minutes 1973-1985, Series 4- Financial Reports 1954-1985, Series 5- Award Entries 1981-1982, Series 6- Photographs 1935-1968, Series 7- News Clippings 1834-1987, Series 8- Publications 1938-1988, Series 9- Radio Scripts 1936-1938, Series 10- Rosters of Members 1934-1986.

[^ Return to Table of Contents](#)

---

## Administrative Information

---

### Publication Statement

M.E. Grenander Department of Special Collections & Archives

### Revision Description

EAD file created Encoded in EAD by Conversion and encoding by ArchProteus 2014 2014

### Processing Information

Processed in 1988 by Geoffrey Huth.

### Access

Access to these records is unrestricted.

### Copyright

The researcher assumes full responsibility for conforming with the laws of copyright. Whenever possible, the M.E. Grenander Department of Special Collections and Archives will provide

information about copyright owners and other restrictions, but the legal determination ultimately rests with the researcher. Requests for permission to publish material from this collection should be discussed with the Head of Special Collections and Archives.

## Acquisition Information

All items in this manuscript group were donated to the University Libraries, M.E. Grenander Department of Special Collections and Archives, by the Business and Professional Women's Club of Albany, New York, on May 11, 1988.

## Access

Access to this record group is unrestricted.

[^ Return to Table of Contents](#)

---

## Controlled Access Headings

---

- Women
- Social Activists and Public Advocates
- Education
- Business and Industry
- Albany, New York
- New York (State)
- Reports
- Proposals
- Summaries
- Fliers
- The Business and Professional Women's Club of Albany, New York

---

## Collection Inventory

---

### Constitution and By-Laws, 1934-1982

Physical Description: 0.10 cubic ft.

#### Arrangement

Arranged Alphabetically.

## Scope and Contents

Records giving the organizational structure of the Business and Professional Women's Club of Albany, New York, as well as that of the state and national groups. Includes revisions of the by-laws (1979-80, 1982), a printed copy of the certificate of incorporation for the Business and Professional Women's Clubs of New York State, Inc. (1965), copies of the constitution of the BPW of Albany (1934), and maps and charts showing the district organization of BPW in New York State (1976).

Title/Description	Instances	
By-Laws, 1979-1980	Box 1 (1- Constitution and By- Laws)	Folder 1
By-Laws and Brochures on the Organization of BPW, 1982	Box 2 (1- Constitution and By- Laws)	Folder 2
Certificate of Incorporation and By-Laws, 1965-1967	Box 3 (1- Constitution and By- Laws)	Folder 3
Constitution of Business and Professional Women's Club of Albany, NY, 1934-1954	Box 4 (1- Constitution and By- Laws)	Folder 4
District Organization of BPW in New York state, Maps and Charts, 1976	Box 5 (1- Constitution and By- Laws)	Folder 5

[^ Return to Table of Contents](#)

## Board of Directors Meeting Minutes, 1972-1985

Physical Description: 0.10 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

Minutes of board meetings, including some pertinent memoranda and reports.

Title/Description	Instances	
Meeting Minutes, 1972-1980	Box 1 (2- Board of Directors)	Folder 6

	Meeting Minutes)	
Meeting Minutes, 1980-1982	Box 1 (2-Board of Directors Meeting Minutes)	Folder 7
Meeting Minutes, 1983-1985	Box 1 (2-Board of Directors Meeting Minutes)	Folder 8

[^ Return to Table of Contents](#)

## Business Meeting Minutes, 1973-1985

Physical Description: 0.10 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

Minutes of the regular business meetings, which were the general meetings of the BPW.

Title/Description	Instances	
Meeting Minutes, 1973-1977	Box 1 (3-Business Meeting Minutes)	Folder 9
Meeting Minutes, 1977-1980	Box 1 (3-Business Meeting Minutes)	Folder 10
Meeting Minutes, 1980-1982	Box 1 (3-Business Meeting Minutes)	Folder 11
Meeting Minutes, 1983-1985	Box 1 (3-Business Meeting Minutes)	Folder 12

[^ Return to Table of Contents](#)

## Financial Reports, 1954-1985



Physical Description: 0.10 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

Includes proposed budgets, Finance Committee reports, treasurer's reports, auditor's reports, and financial statements.

Title/Description	Instances	
Reports, 1954	Box 1 (4-Financial Reports)	Folder 13
Reports, 1973-1980	Box 1 (4-Financial Reports)	Folder 14
Reports, 1983-1985	Box 1 (4-Financial Reports)	Folder 15

[^ Return to Table of Contents](#)

## Award Entries, 1981-1982

Physical Description: 0.10 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

Contains entries and supporting materials submitted to contests, including the contest for the program award for the best single program held by a local BPW club And the contest for the outstanding club of the year award for BPW clubs in New York state.

Title/Description	Instances	
Entry Form, 1981	Box 1 (5-Award Entries)	Folder 16
Health Management Fairs, 1981	Box 1 (5-Award Entries)	Folder 17
Participation, 1981	Box 1 (5-Award Entries)	Folder 18
Public Relations, 1981		

	Box 1 (5-Award Entries)	Folder 19
Luncheon, 1981	Box 1 (5-Award Entries)	Folder 20
Exhibits, 1981	Box 1 (5-Award Entries)	Folder 21
Entry Form and Citation, 1982	Box 1 (5-Award Entries)	Folder 22
Participation, 1982	Box 1 (5-Award Entries)	Folder 23
Public Relations, 1982	Box 1 (5-Award Entries)	Folder 24
Evening Events, 1982	Box 1 (5-Award Entries)	Folder 25
Exhibits, 1982	Box 1 (5-Award Entries)	Folder 26
Contest Entry, 1982	Box 1 (5-Award Entries)	Folder 27

[^ Return to Table of Contents](#)

## Photographs, 1935-1968

Physical Description: 0.68 cubic ft.

### Arrangement

Arranged Alphabetically.

### Scope and Contents

Photographs of club activities, officers, state and national levels, women in New York State government, Frances Vosburgh, Dorothy Titchner, and Margaret Barnard.

Title/Description	Instances
Barnard, Margaret, 1947-1961	Box 1 (6-Photographs) Folder 28
Barnard, Margaret, 1947-1961	

	Box 1 (6- Photographs)	Folder 29
Members and Activities, 1949-1968	Box 1 (6- Photographs)	Folder 30
Members and Activities, 1949-1968	Box 1 (6- Photographs)	Folder 31
Members and Activities, 1949-1968	Box 1 (6- Photographs)	Folder 32
Presidents and Officers, State and Local, 1935-1966	Box 1 (6- Photographs)	Folder 33
Presidents and Officers, National, 1939ca. 1940	Box 1 (6- Photographs)	Folder 34
Titchner, Dorothy, 1956	Box 1 (6- Photographs)	Folder 35
Vosburgh, Frances, 1966	Box 1 (6- Photographs)	Folder 36
Women in Government, Harriman Administration, ca. 1950	Box 1 (6- Photographs)	Folder 37
Women in Government, Rockefeller Administration, ca. 1960	Box 1 (6- Photographs)	Folder 38

[^ Return to Table of Contents](#)

## News Clippings, 1934-1987

Physical Description: 1 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

Extensive clippings fill on BPW members and on the activities of BPW to make its concerns known. Includes some award certificates and a few photographs.

Title/Description	Instances	
News Clippings, 1934-1939	Box 2 (7-News Clippings)	Folder 1
News Clippings, 1940-1949	Box 2 (7-News Clippings)	Folder 2
News Clippings, 1950-1954		

	Box 2 (7-News Clippings)	Folder 3
News Clippings, 1955-1959	Box 2 (7-News Clippings)	Folder 4
News Clippings, 1961-1962	Box 2 (7-News Clippings)	Folder 5
News Clippings, 1960-1969	Box 2 (7-News Clippings)	Folder 6
1970-1980, 1970-1980	Box 2 (7-News Clippings)	Folder 7
News Clippings, 1980-1984/1987	Box 2 (7-News Clippings)	Folder 8

[^ Return to Table of Contents](#)

## Publications, 1938-1988

Physical Description: 0.10 cubic ft.

### Arrangement

Arranged Alphabetically.

### Scope and Contents

Includes The Hustler a monthly newsletter of BPW of Albany (1939-1971, with gaps), BPW...Action Line a monthly newsletter of BPW of Albany (1979-1988, with gaps), histories of BPW of Albany (1961-1968) and of New York State (1960), and other publications.

Title/Description	Instances	
BPW Action Line (newsletter), 1979-1988	Box 2 (8- Publications)	Folder 9
Facts and Faces, 1919-1959, a history of the Business and Professional Women's Clubs of New York State, 1960	Box 2 (8- Publications)	Folder 10
Flyers for People Running for Offices in National BPW, ca. 1982	Box 2 (8- Publications)	Folder 11
History of the Business and Professional Women's Club of Albany, 1960-1968	Box 2 (8- Publications)	Folder 12
The Hustler, Newsletter, 1939-1971	Box 2 (8- Publications)	Folder 13
Our Town's Business, Pamphlet, 1938		

	Box 2 (8-Publications)	Folder 14
Programs and Announcements of Activities, 1940-1984	Box 2 (8-Publications)	Folder 15
Publications of BPW of New York State, 1956-1980	Box 2 (8-Publications)	Folder 16

[^ Return to Table of Contents](#)

## Radio Scripts, 1936-1938

Physical Description: 0.10 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

The scripts for radio conversations presented over WABY by the Business and Professional Women's Club of Albany to inform the public of BPW, its activities, and its concerns.

Title/Description	Instances
Radio Scripts, 1936-1938	Box 2 (9-Radio Scripts) Folder 18

[^ Return to Table of Contents](#)

## Roster of Members, 1934-1986

Physical Description: 1 cubic ft.

### Arrangement

Arranged Chronologically.

### Scope and Contents

Published roster's of members for individual years, but includes the roster of charter members which is a list of signatures of charter members.

Title/Description	Instances
Charter Members, ca. 1934	Box 2 (10-Roster of Members) Folder 19

Members, 1939-1950

	Box 2 (10-Roster of Members)	Folder 20
Members, 1951-1956	Box 2 (10-Roster of Members)	Folder 21
Members, 1961-1969	Box 2 (10-Roster of Members)	Folder 22
Members, 1970-1980	Box 2 (10-Roster of Members)	Folder 23
Members, 1981-1986	Box 2 (10-Roster of Members)	Folder 24

[^ Return to Table of Contents](#)